

GENERAL INSTRUCTIONS

- The tender notice.
- Affidavit as per proforma given and self attested (Annexure I).
- Terms and Conditions.
- The Vice-Chancellor reserves all the rights to accept or reject any tender without any reason and also to impose/relax any term and condition.

SEE Next Pages for

- 1) General terms and conditions (Page No. 3, 4, 5).
- 2) Format of Affidavit (Page No. 6)
- 3) Technical Bid (Page No. 7)
- 4) Financial Bid (Page No. 8)





Tender Fee: Rs.2000/-
 Baba Farid University of Health Sciences
 Sadiq Road, Faridkot- 151203 (Pb.)
 Phone: 01639-256232, 256236
 Fax: 01639-256234
 Website: www.bfuhs.ac.in
 e-mail: generalinfo@bfuhs.ac.in

Tender Form
(E-Tender enquiry for photocopier machine-2016)

| | |
|------------------|--|
| Name of the Firm | |
| Address | |
| | |
| | |
| | |

| | |
|---|--|
| Earnest Money | : Rs.10,000/- (to be deposited online directly in the designated account). |
| Security Amount | : Rs.50,000/- to be deposited by successful tender on receipt of supply order. |
| Tender Fee | : Rs.2000/- (to be deposited online in the designated bank account) |
| Tender Processing fee (Not Refundable) | : Rs. 2300/- (to be deposited online in the designated bank account) <i>(FOR PUNJAB INFOTECH, CHANDIGARH)</i> |
| Date of start download of tender document | Immediate from the website of the Punjab Government i.e. http://etender.punjabgovt.gov.in . Bidder can also refer official website of university www.bfuhs.ac.in |
| Last date and time for submission of tender document | 01.07.2016 upto 1:00 pm |
| Date and time for opening of technical bid of tender document | 01.07.2016 at 2:30 pm on the designated website of the Punjab govt. |
| Address for the submission | The Registrar, Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab) PIN-151203 |

* Errors and omissions, if any, shall subject to rectification by the University.

Please quote rates for purchase of following **photocopier machine**. It is requested to clearly mention the specification for the said machine while applying for the same.

| Sr. no. | Name of item | Quantity |
|---------|-------------------------------------|----------|
| 1. | Photocopier machine 50-55 ppm speed | 01 no. |
| 2. | Photocopier machine 19-20 ppm speed | 03 nos. |

***Note:**

- for any clarification about the E-tendering, Digital Signature certificates and user Id, the Bidder/agencies may contact on Punjab e-procurement helpline numbers 92572-09340, 80546-28821, 0172-3934667
- The Bidders/Agencies may also contact to Sh. Harmeet Singh, District Co-ordinator of Punjab Infotech, Chandigarh, Mob: 81466-99868 for more information about the e-tendering activities.

Terms and Conditions are as follows:-

Interested parties may please enclose brochures with complete specifications of models reflecting minimum price therefore. The inspection committee shall scrutinize these offers and select appliance most appropriate to requirement of university and its constituted colleges. Keeping in view the quality of product and pricing as well as reputation for service and maintenance as essential parameters:-

1. The tender form must be accompanied with Tender fee of Rs.2000/- to be deposited online in the designated bank account.
2. The tender(s) should be accompanied by earnest money i.e. Rs.10,000/- to be deposited online in the designated bank account.
3. Tender without the earnest money will not be entertained.
4. No tender shall be exempted from furnishing earnest money deposit (EMD) under any circumstances.
5. In the event of the date of receipt of opening of tender being declared a holiday for the Baba farid university of health sciences, faridkot, the last date of opening of the tender shall be the next working day.
6. The financial bid shall be opened only in respect of those bidders who technically qualify.
7. **The rates quoted should be F.O.R. destination i.e. Store section, BFUHS, Faridkot, ACDTRC, Bathinda, SINPMS, Badal and should also include packing and forwarding charges, taxes, installation charges and other levies (as applicable), if any, be mentioned separately in the tender. But rates should be consolidated after including various taxes etc., if any, should be mentioned in the financial bid.**
8. **Price of AMC/CMC should be quoted as required in the specification & it will be optional for institute to opt for any.**
9. In-complete or conditional offers incorporating price variation will not be entertained.
10. Tenderer should certify in their offers that rates quoted by them are not higher than those quoted to DGS&D rates.
11. Tenderer should indicate their sale-tax, Pan no., vat No. registration No. in their offers.
12. Only Manufacturer/ Authorized dealer (supplier) should quote the rates.
13. The Annual Turn Over of the firm shall be Rs.50 lac and a certificate duly attested from CA shall be enclosed in this regard. The firm should be in existence for at least three years.
14. Any tender, which is not in the proper form or received late will not be entertained.
15. Tender should not quote their own mode of payment otherwise their offer is liable to be ignored.
16. The University reserves the right to cancel the tender without assigning any reason.
17. **The tenderer(s) shall submit a certificate online, certifying that his/their concern has not been blacklisted.**
18. Guarantee/Warranty period should also be mentioned in the tender.
19. The supplier shall arrange to provide free sales service within the Guarantee/warranty period.

20. The firm should have service center in Punjab.
21. The rates so quoted should have validity of at least for 2 year.
22. The quantity of item as mentioned above may be increased or decreased according to the requirement.
23. The price bids of technically qualified bidders shall be evaluated on the basis of lowest bid criteria without compromising on the quality of material. The price of AMC/CMC will be included in the price while calculating the price of the equipment for comparison.
24. Payment through cheque after receiving the material in good condition and installation/verification/Inspection of the same.
25. Successful bidder shall deposit Rs.50,000/- as security deposit. The Rs.10,000/- (EMD) shall be adjusted towards security money deposit and the remaining Rs.40,000/- shall be required to be deposited within 20 days after issuance of the supply order. This security money shall be released after One year from the date of delivery of full/ultimate consignment of the material.
26. The tenderer(s) shall supply the material within a period of 30 days from the date of issue of supply order. In case, *the material is not supplied even after the grant of extended period*, if any, late delivery charges @ 2% per month will be imposed on the total amount of Supply order.
27. If the Successful bidder refuses or does not respond to the order within stipulated period, the EMD shall be forfeited and order may stand cancelled.
28. If the firm refused to execute the order fully or partially, the security amount shall be forfeited and supply order may stand cancelled.
29. The tenderer should have office gadgets like Fax machine and E-mail ID.
30. The **Earnest Money** of unsuccessful bidders will be returned after the final approval of tenders, by the competent authority.
31. The tenderer should submit the particulars about the bank account i.e. Account no., Name of Bank, Branch Name, IFSC code of bank and name of operator (Annexure IV).
32. All the disputes arising out of agreement/contract regarding this tender shall be subject to Faridkot jurisdiction only. It is specifically agreed that no court outside and other than Faridkot shall have jurisdiction in the matter.

Signature of Tenderer
Accepts all the terms & conditions of the tender

DATE ::

PLACE :



CHECKLIST OF ENCLOSURE

| | | |
|----|--|--------------------------|
| 1. | Tender Fee : Rs.2000/- (to be deposited online directly in the designated account). | <input type="checkbox"/> |
| 2. | Earnest Money: Rs.10,000/-. (to be deposited online directly in the designated account). | <input type="checkbox"/> |
| 3. | Certificate certifying that firm has not been blacklisted (Annexure I). | <input type="checkbox"/> |
| 4. | Technical bid (Annexure-II) | <input type="checkbox"/> |
| 5. | Financial bid (Annexure-III) | <input type="checkbox"/> |
| 6. | Other requisite certificate submitted online | <input type="checkbox"/> |



Annexure-I

AFFIDAVIT

I _____, s/d/w of _____ resident of
_____ District _____ proprietor of the firm M/s
_____, do hereby declare and
solemnly affirm as under:-

- That I have not been debarred or black listed by any department of Union/ State Government or any autonomous institute.
- That the terms & conditions for supplying the quoted photocopier machine are acceptable to me. I will abide by terms in letter and spirit.
- Date of Existence of the firm _____ (Submit Certificate online)
- Annual Turn Over Rs. _____ (submit certificate online duly attested by C.A.)

(Signature of the Tenderer)

Full Name: _____

Address: _____

Place : _____

Date: _____



TECHNICAL BID

Name of the applicant / firm with Telephone / Fax No. _____

Permanent Address/ Head Office _____

Correspondence address/Place of carrying business _____

I hereby certified that all the specifications are as per tender.

Signature

(Name & Address)

Date & Place: _____



FINANCIAL BID

Name and Address of the applicant with Telephone / Fax No. _____

Permanent Address/ Head Office _____

| <u>Sr. No.</u> | <u>Description of photocopier machine with detailed specification</u> | <u>Period of AMC/CMC and price (in Rs.)</u> | <u>Price (In Rs.)</u> |
|----------------|---|---|---------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Signature

(Name & Address)

Date & Place: _____



Annexure-IV

Detail about Bank Account of the firm who has deposited EMD

Name of the firm: M/s _____

| Sr. no. | Particular | Detail |
|---------|-------------------|--------|
| 1. | Account no. | |
| 2. | Name of Bank | |
| 3. | Branch Name | |
| 4. | IFSC Code of Bank | |
| 5. | Name of operator | |

Signature

(Name & Address)

Date & Place: _____


