



MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

BADAL ROAD, BATHINDA

E-TENDER DOCUMENT

2019

FOR

**Printing and Supply of 32 Lined Pages and 04 Cover Pages
(Total 36 Pages) Answer Books to the MRSPTU, Bathinda**

Maharaja Ranjit Singh Punjab Technical University, Bathinda

Terms & Conditions

E Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderers. Conditional Tenders are liable to be rejected. Maharaja Ranjit Singh Punjab Technical University (MRSPTU) Bathinda will process the tender as per MRSPTU, Bathinda standard procedures. University reserves the right to reject any or all or part of tender without assigning any reason and shall also not be bound to accept the lowest tender. MRSPTU, Bathinda could not be under any obligation to give any clarification to the agencies whose bids are rejected.

1. The Technical Bid must be scanned and uploaded on the website and should be self attested. The Commercial Bid only submitted by online and not to be send hard copy. Commercial bids of only those tenderers will be opened who will qualify technically.
2. Technical bids & financial bids will be opened on the due date and time as notified.
3. Rates should be FOR destination inclusive of all except GST. GST will be paid extra as applicable.
4. Supplier will get the proofing of all the items approved from the head of the user department before execution of the order.
5. No separate payment will be made for proofing & preparation of samples.
6. The EMD/Performance security is liable to be forfeited in case the supplier fails to execute the order in time. No interest will be paid on EMD/Performance security.
7. MRSPTU, Bathinda shall not be responsible if it is not possible to up load / submit the tender online due to any fault or malfunctioning of the internet / e-tender site.
8. The tender should be submitted with the tender document available on e-tender website (www.eproc.punjab.gov.in) and can be seen on University website i.e. (www.mrsptu.ac.in).
9. Authorized signatory should sign on all the pages.
10. MRSPTU, Bathinda reserves the right to change the order quantity or specification without assigning any reason(s), whatsoever.
11. Delivery of the above items will have to be made according to the schedule given by the user department of MRSPTU, Bathinda.

12. The answer books are required to be delivered within 60 days from the date of issuance of supply order (as per the schedule provided by COE). Place of delivery will be University Campus, Bathinda or any other place(s) in Punjab as directed by user department.

Acceptance

I/We accept the above terms & conditions and shall comply with these strictly.

Name of Vendor _____

Signature : _____

Address _____

Seal of firm : _____

Date : _____

MAHARAJRA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY, BATHINDA

TENDER FORM

Instructions to Tenderers

1. In the event of the tender being submitted by a firm it must be signed separately by each member thereof, or in the event of the absence of any partner it must be signed on his behalf by a person holding a power-of-attorney authorizing him to do so, (attach copy of Power of Attorney as a proof) or in the case of company the tender should be executed in the manner laid down in the said company's Articles of Association. The signatures on the tender shall be deemed to be authorized signatures.
2. All the columns of the tender form shall be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Tender shall always be both in the figures and words. The word "No tender " should be written across any or all of the items on the Performa for which a tenderer does not wish to tender.
3. Any omission in filling the columns of "units and rates" shall altogether debar a tender from being considered.
4. No alteration should be made in any of the terms and conditions of the tender by scoring out. No alteration will be allowed after submission of tender. No variation in the conditions shall be admissible. Any qualified offer with the words such as subject to prior sale will be ignored. Ambiguity must be avoided in filling the tender and the Language used in filling the tender forms must be clear and precise. Tenders not complying with these conditions may be rejected.
5. Amount of EMD for Rs. 85,000/- (Rupees Eighty Five Thousand only) as prescribed in the tender notice must be deposited in the mode of E=Payment (RTGS/NEFT, Credit/Debit Card, Net Banking without which tender will not be considered. The said amount will be forfeited, if any successful tenderer fails to supply the answer sheets within the time fixed by the Competent Authority, MRSPTU, Bathinda and or found violating the terms and conditions mentioned in the tender document. No interest will be paid by the University on EMD amount.
6. (a) The contract will be awarded to the firm who will qualify the technical bid and offer lowest rate.

(b) The tenderer, if his bid is accepted shall enter into an agreement with the MRSPTU, Bathinda duly written on a judicial paper vide which he will bind himself to the terms of the tender/ supply order

7. The supplier will have to deposit 10% of the value of tender allotted as performance security in the form of fixed deposit/cash valid for a period of sixty days beyond the date of completion of all contractual obligations duly pledged in favour of Registrar, Maharaja Ranjit Singh Punjab Technical University, Bathinda within 07 days of issuance of notification of award, failing which earnest money received with the tender will be forfeited and work will be entrusted to any other supplier without any notice. Tender once submitted will not be allowed to be withdrawn, altered, or cancelled in part or in whole. No interest will be paid by MRSPTU, Bathinda on the amount of performance security. The performance security will be forfeited if the supplier fails to print and supply answer books within the time frame fixed by University and or found violating the terms and conditions mentioned in the tender document.
8. The security amount will be refunded after the supply of answer Books and clearance of all formalities regarding the payment.
9. No tender will be considered unless and until all the documents are properly signed.
10. The manufacturer should have all arrangement in its premises only, the detail of which will be submitted along with tender i.e. printing, ruling, binding, packing, perforating etc. to the satisfaction of the University. A Self attested copy of the declaration relating to the registration of the press, be supplied along with quoted tender documents.
11. The firm should not further sublet any work to any other agency. The University reserves the right to cancel the tender at any stage. The Manufacturer shall, however not print in excess of the quantity ordered for. If per chance excess quantity of any tendered item than the given order is printed accidentally, those will be immediately informed and supplied to the University only with the undertaking that no such Answer Books are kept with the supplier. In case of any default/defect the Vice-Chancellor of the University will be competent to take action as he may deem fit, which shall be final and binding on the manufacturer.
12. In case the university feels that the firm has intentionally delayed the supply of answer books as per schedule to complete the job, special penalty @ 1% per day, as deemed fit by the University can be imposed. In addition to the special penalty, the manufacturer may also be

black-listed. However, in exceptional circumstances the period of execution of work may be extended by MRSPTU, Bathinda and delay in execution of the work may be conveyed to MRSPTU, Bathinda. The University reserves the right to impose penalty in such cases.

13. If the manufacturer fails to complete the job and University has to get it done from other manufacturer at higher rates, the amount due and the difference in the rates shall be deducted from the firm's bill/securities, imposing penalty and taking such other action as may be deemed fit by the University.
14. If the job is refused by the contractor or not executed after accepting the condition of the tender/supply order, at any point of time, the security deposited will be forfeited in full or in part at the discretion of the University and further action as deemed fit will be taken.
15. The Officer/s designated by the Competent Authority of the University however, can visit the premises of the manufacturer during the period of manufacturing to monitor the process of the work and to ascertain that the goods are manufactured as per specifications. If any lapse is found, the authorities of the University shall take such action as deems fit.
16. On receipt of item in the university, 90% payment of the bill (duly accompanied by delivery challans duly countersigned by CoE/DCoE) shall be processed within 10 working days from completion of inspection/installation. Payment of the bills accompanied by delivery shall be released within 14 working days from receipt of bill in the Finance & Accounts department under intimation to the department which has processed the bill. All payments shall be made by RTGS/NEFT. Registrar, MRSPTU, Bathinda shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties. The payment includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit/Performance Guarantee governed by the separate clauses of the contract.
17. The remaining 10% payment will be released after satisfactory report by the Officer in charge of Conduct Branch/ Examination Branch.
18. In case of any dispute arising under this agreement, the Vice-Chancellor, Maharaja Ranjit Singh Punjab Technical University, Bathinda would act as an Arbitrator and his decision shall be final and binding on both the parties.
19. In case of any dispute arising between the parties and not settled by Arbitration as per above mentioned clause, the jurisdiction of Courts of Law shall be the H.Q. of MRSPTU, Bathinda.

- 20. The vendor shall be bound to make supply to the University as per the terms specified and shall not link it up with the outstanding payments.
- 21. The Answer Books are the confidential document of the university. The firm shall be completely responsible for maintaining the secrecy of answer books.
- 22. The bid is valid for 90 days from the last date of submission of tender in the University. Supply order for next lot will be placed on receipt of satisfactory report regarding earlier order from the user branch.
- 23. The officer/committee if feel necessary, may visit the premises of the firm before placing the order to judge the capability of firm.
- 24. Tenders / Offers of such firms which do not conform to the aforesaid conditions will be rejected straight-way.

Certified that I/We have read the above terms and conditions, and these are acceptable to me/us. The proforma giving details of equipments, premises and along with a copy of declaration relating to registration of the press is submitted herewith as required under this tender. Our rates are also given in the enclosed proforma online.

Signature:

Designation:

Complete Address of the Firm:

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Dated:.....