

# **BID DOCUMENT**

(e – PROCUREMENT)

**RATE CONTRACT  
(WHEAT STRAW, COTTON SEED CAKE, MOLLASES, BARLEY,  
COMMON SALT AND ROCK SALT)**



**ISSUED ON:  
18.04.2020**

**INSTITUTE OF AGRICULTURAL SCIENCES  
BANARAS HINDU UNIVERSITY  
VARANASI – 221005, INDIA**

## **LIST OF CONTENTS**

| <b>Sl. No.</b> | <b>Particular</b>   | <b>Page No.</b> |
|----------------|---|-----------------|
| <b>1.</b>      | <b>Notice Inviting Tender (General Terms &amp; Conditions)</b>        | <b>3 – 6</b>    |
| <b>2.</b>      | <b>Undertaking for checklist</b><br>(To be submitted alongwith offer) | <b>7</b>        |
| <b>3.</b>      | <b>Proforma</b><br>(To be submitted alongwith offer)                  | <b>8 – 9</b>    |
| <b>4.</b>      | <b>Certificate</b><br>(To be submitted alongwith offer)               | <b>10</b>       |
| <b>5.</b>      | <b>Schedule of requirement</b>  | <b>11</b>       |
| <b>6.</b>      | <b>Special Condition of the Contract</b>                              | <b>12</b>       |
| <b>7.</b>      | <b>Notice Inviting Tender</b>   | <b>13</b>       |

Tender document containing detailed guidelines is enclosed. Vendors should read the Tender Document carefully before submitting their offers.

## **Section I: Notice Inviting Tenders (NIT)** **(General Terms & Conditions)**

Online tenders, in one-bid system, are invited from reputed bidders having experience of dealing with the Government Organizations of items as per enclosed specification and related terms and conditions.

1. Bidders are required to register on the Central Public Procurement Portal at [www.eprocure.gov.in](http://www.eprocure.gov.in), using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
2. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics (NIC) in India.
3. Bidders can download the bid document from Central Public Procurement Portal website at [www.eprocure.gov.in](http://www.eprocure.gov.in) Vendors are required to submit the bid online by scanning and uploading all the relevant documents through [www.eprocure.gov.in](http://www.eprocure.gov.in).
4. Tender document can also be downloaded from the University website at [www.bhu.ac.in](http://www.bhu.ac.in). For further details regarding Amendment/addendum/Extension please visit website: [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.bhu.ac.in](http://www.bhu.ac.in).
5. Non-Refundable **Tender Fee of Rs. 1000.00** (Rupees One thousand only) in the form of Banker's Cheque or Demand Draft, drawn in favour of **Registrar, BHU, Varanasi**, shall be scanned and submitted online within the period of tender online submission date and time and the original (hard copy) should be sent to the **Joint Registrar, Institute of Agricultural Sciences, Banaras Hindu University, Varanasi – 221005** within the stipulated date and time.
6. **Earnest Money Deposit (EMD) for Wheat Straw of Rs. 79,200/- (Rupees Seventy nine thousand two hundred only), Cotton Seed Cake of Rs. 16,000/- (Rupees Sixteen thousand only), Mollases of Rs. 3,200/- (Rupees Three Thousand two hundred only), Barley of Rs. 13,140 (Rupees Thirteen thousand One hundred forty only), Common Salt of Rs. 294 (Rupees Two hundred Ninety four only) and Rock Salt of Rs. 774 (Rupees Seven hundred Seventy four only)** in the form of Banker's Cheque, Fixed deposit or Demand Draft, drawn in favour of the Registrar, Banaras Hindu University, Varanasi or Bank Guarantee of any Scheduled Bank, shall be scanned and submitted online within the period of tender online submission date and time and the original (hard copy) should be sent to Joint Registrar, Institute of Agricultural Sciences, Banaras Hindu University, Varanasi – 221005 within the stipulated date and time. The firm who are registered with National Small Industries Corporation (NSIC)/OR Small Scale Industries (SSI) are exempted to submit the EMD (copy of registration must be provided alongwith financial bid separately).
7. In the event of the date being declared as a holiday for the office, the due date for submission of hard copy of bids or opening of bids will be the next working day.

8. Bidders are required to upload the scanned documents as per check list like GST/Sales tax registration, PAN card, valid document regarding registration of the firm along with the bid.
9. The bids will be opened by a committee of members duly constituted for the purpose at the time and date as specified in the tender document.
10. The bidders should download the **BoQ.xls** from Central Procurement Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify other text or background shown in the BoQ template or replace it with any other copy of same **BoQ in .xls format**. The Central Public Procurement Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) will accept the BoQ template only and hence the rate should not be quoted in any other place except BoQ template.
11. The Financial bid (price bid) i.e. Bill of Quantity (BoQ) of only qualified bidders will be opened online by a committee and the result will be displayed on the [www.eprocure.gov.in](http://www.eprocure.gov.in) which can be seen by all bidders who have participated in the tender.
12. The bidder must indicate the rate/quantum of Excise Duty applicable and payable by them irrespective of the fact whether the quoted prices are inclusive or exclusive of Excise Duty. They should also indicate their Excise Duty Registration. BHU is eligible for excise duty exemption vide notification No. 10/97-Cental Excise dated: 01.03.1997 and concessional custom duty vide notification no. 51/96-Custom dated 23.07.1996. Such certificate can be issued only if the offer mentions about such levies.  

In the case of Small Scale Industrial Units, they should indicate the rates of Excise Duty in various turnover slabs. If a bidder states that the Excise Duty is NIL, he must intimate the basis for the same and also confirm that no Excise Duty will be charged by him under any circumstances. If a bidder states that the Excise Duty is not applicable at present but will be charged extra if it becomes applicable later on, their offer will be loaded with the normal rate of Excise Duty for the equitable comparison of prices. If however, the bidder confirms that they shall not charge any Excise Duty even if it becomes payable at a later date for whatever reasons, no loading of Excise Duty in such a case will be done. In case no information about excise duty is given, it will be taken as inclusive.
13. Bidder should indicate whether the prices quoted are exclusive or inclusive of tax. They should indicate the rate(s) of GST. In case, they are exempted from payment of sales tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished. The bidders are advised to note that in case bidders indicate higher Applicable GST Rates in their offers compared to what is actually payable and thus misappropriating the money collected on account of GST charged from government supplies, necessary administrative actions such as deregistration, suspension of business dealing and/or banning of business dealing, in addition to recovery against the firm may be taken.
14. Cartel Formation and Quoting Prices in Pool – Bidders may note that Offers of such firms who resort to unethical practice of cartel formation and quote prices in a pool

shall be rejected and their offers shall also not be considered for award of RC for the next two years.

15. **The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp of Rs. 10/= that the firm is not supplying the same item at lower rates quoted in this tender to any Government/Private organization or any other institution during past one year, as per “FALL CLAUSE” adhered by DGS&D and other Government agencies. Further, if at any time during the currency of Rate Contract period, the firm reduces the sales price or offers to sell such stores to any person(s)/organization(s)/body etc. including the purchaser or any Department of Central Government or any Department of State Government or any statutory undertaking of the Central or a State Government as the case may be, at a price lower than the price chargeable under the contract, it shall forthwith inform such reduction to the Registrar, BHU and the price payable under the contract for stores supplied after the date of coming into force of such reduction or sale or offer to sale shall stand correspondingly reduced. However, if it is discovered later on that the firm failed to inform the University about the reduction in the sale price and continues to charge higher rates, is liable to be deducted from E.M.D. Furthermore, such firm is liable to be debarred from doing any business with the University in future.**
16. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non –judicial stamp paper of Rs. 10/- that there is no vigilance/CBI/FEMA case pending against the firm/supplier.
17. At any time prior to the date of submission of bid, Director, Institute of Agricultural Sciences, BHU, may, for any reason, whether at his own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidder who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them, In order to provide reasonable time to take the amendment into account in preparing the bid, Director, Institute of Agricultural Sciences, BHU, may at his discretion, extend the date and time for submission of bids.
18. The tendered rates and the validity of bids shall be for a minimum period of one years from the date of award. It may also be noted that the Rate Contract would be concluded on a fixed Prices basis which would be valid for the entire duration of the Rate Contract without any firm commitment on the University’s part for assuring any minimum quality of business. Purchase order will be placed on demand from the users as per their actual need based on the availability of funds.
19. Payments shall be made after execution of the order and supply of goods in satisfactory condition on bill basis.
20. If the supplies received do not conform to the description and quality as contained in the catalogue or have deteriorated, in that case the decision of the University shall be final and binding. On such rejection the goods will be replaced by the firm at its own cost.

*If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the offer will summarily be rejected without any information.*

*In case of sub-standard supply/non-execution of supply of ordered goods within the stipulated time, the University reserves the right to impose penalty on the concerned firm.*

21. Rates must be inclusive of GST (as applicable), all the transportation and loading/unloading at the Gowshala (Dairy Farm), BHU etc.
22. In case any discrepancy is found with regard to quality/quantity of the material supplied by them under this Rate Contract, the Bidders must agree for immediate replacement of it free of cost.
23. In case any of item(s) are on the current running Rate Contract lists with GeM, please quote GeM rate with GeM Rate Contract reference(s) and also submit a copy of the relevant GeM R/C alongwith quotations.
24. Printed conditions of tender including there on to reserve or otherwise sent alongwith the tender, if any shall not be binding upon us.
25. BHU reserves the right to conclude more than one rate contract for the same item and has the option to renegotiate the prices with the Rate Contract holder.
26. BHU reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.
27. The Director, Institute of Agricultural Sciences, BHU or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.

Tender Inviting Authority Director, Institute of Agricultural Sciences Banaras Hindu University Varanasi -221 005

For any clarification and further details contact Telephone No.: **0542 – 236 8993 (Email: [academic.ias.bhu@gmail.com](mailto:academic.ias.bhu@gmail.com))** or contact in person during office hours.

**UNDERTAKING FOR CHECK LIST**

**The following undertaking for checklist duly signed with seal and with required documents should be submitted along with offer:**

*We hereby declare that the following requirements have been fulfilled by us –*

- i.** Printed copies of the **Price List** of the products.
- ii.** Attested photocopy of current manufacturing license, if applicable for respective items, issued by competent authority.
- iii.** List of organizations where the firm is on rate contract or has been supplying the items, along with their performance certificates if available and attested photocopies of rate contracts.
- iv.** The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/= that the firm is not blacklisted from any Government/Private organization or any other institution.
- v.** The enclosed certificates and proforma (Annexure A,B,C) duly filled in and signed.
- vi.** An Earnest Money Deposit (EMD) **Wheat Straw of Rs. 79,200/- (Rupees Seventy nine thousand two hundred only), Cotton Seed Cake of Rs. 16,000/- (Rupees Sixteen thousand only), Mollases of Rs. 3,200/- (Rupees Three Thousand two hundred only), Barley of Rs. 13,140 (Rupees Thirteen thousand One hundred forty only), Common Salt of Rs. 294 (Rupees Two hundred Ninety four only) and Rock Salt of Rs. 774 (Rupees Seven hundred Seventy four only)** is to be submitted along with the offer in form of an Fixed Deposit Receipt duly discharged in favour of **“The Registrar, BHU” payable at Varanasi.**
- vii.** Registration Certificate of Central Excise, wherever applicable.
- viii.** If a bidder is willing to quote for more than one item, he may submit a single EMD for the consolidated amount as mentioned in para (vi).
- ix.** **Every page of the tender documents and the enclosed copies of the certificates have been signed with seal.**

We hereby agree that in the absence of any of the above documents / information, the offer may be summarily rejected without making any further reference to us.

**Date:**

**Signature with seal**

Following proforma should be filled in and duly signed by the firm and sent alongwith the quotation.  
(Please refer to the detailed instructions/notes before filling this proforma).

1. Validity of the offer : \_\_\_\_\_
2. Approximate Delivery Period : \_\_\_\_\_
3. (a) Whether rates have been quoted F.O.R. site and covers packing forwarding and insurance charges : YES / NO  
(b) If not, please mention the same
4. (a) Whether the prices are inclusive of Sales Tax / VAT & other taxes. : YES / NO  
(b) If not, kindly specify the amount / rate
5. If the Sales Tax / VAT is charged extra, declaration for Charging Sales Tax Correctly, attached : YES / NO
6. (a) Whether supply will be made directly or through : Directly / Stockiest / Authorized Dealer  
any Local/ Regional/Authorized Dealer/Stockiest  
(b) If through a Stockiest / Dealer : Principal / Stockiest / Dealer  
(i) Name and full address of the Party : Principal / Stockiest / Dealer  
(ii) Whether the order to be placed with the : Principal / Stockiest / Dealer  
(iii) Who will raise the bill : YES / NO  
(iv) Cheques will be drawn in favour of : \_\_\_\_\_  
(v) Whether any Delivery, Packing and Forwarding Charges will be payable to local Stockiest/Dealer (Please specify the amount/percentage etc.)
7. Our terms of payment (Please indicate your preference By a (✓) mark) Please note that no other payment terms are likely to be accepted.  
(a) For Local Firms or if the bills are raised by the Local Dealers.  
(i) 100% Payment on bill basis  
  
(b) If the bill are raised by outstation Firms  
(i) 100% Payment on bill basis  
  
**OR**  
(iii) D.G.S. & D. Terms of Payment for D.G.S. & D Rate Contract items
8. Whether any Excise Duty is payable on the items. : YES/ NO  
If yes, indicate the amount / percentage. : .....%  
(Please note that excise duty shall be paid only when it is clearly shown in the invoice separately



9. Whether any installation charges are payable extra. : YES / NO  
 If yes, amount to be specified : .....
10. Whether any discount for educational institution : YES / NO  
 offered on the printed price list of the manufacturer. : .....%  
 If yes, mention the amount / percentage.
11. Whether the product is on DGS &D/D.I. Rate contract. : YES / NO  
 If yes, please enclose a photocopy of the same.
12. Whether the product bears I.S.I. Mark. : YES / NO  
 If yes, please mention the I.S.I. License no. : .....
13. (a) Whether the firm is Sales Tax payer. : YES / NO  
 If yes, please mention the Sales Tax Numbers. : .....
- (b) Whether the Local Dealer(s) is/are Sales Tax : YES / NO  
 payer(s) : .....  
 If yes, please mention the Sales Tax numbers of  
 each
14. Whether certificate of Quality Control enclosed : YES / NO
15. Whether printed / authenticated price list of the Firm's : YES / NO  
 Products and Catalogue etc. enclosed.

*Signature with Seal*

**CERTIFICATE**

***WE CERTIFY THAT :***

1. We will not sell the product (s) to other institutions, bodies and also in the market on the rates less than the prices quoted by us to the University.
2. I / We certify that there has been no reduction in sale price of the Stores of Description identical to the Government under the contract herein and such stores have not been offered / sold by me / us to any person(s) / Organization(s) including the purchaser or any Department of Central government or any Department of State Government or any statutory undertaking of the Central or State Government as the case may be upto the date of the bill / the date of completion of supplies against all supply orders placed during the currency of the R/C at a price lower than the price charged to the Government under the Contract except for quantity of stores.
3. The goods on which Sales Tax / GST has been charged are not exempted for payment of Sales Tax / GST under C.S.T. Act or U.P.S.T. Act or the rules made there under and the amount mentioned on account of Sales Tax / GST on goods is not more than what is payable under the provisions of the relevant Act or Rules made there under.
4. The rate of Excise Duty mentioned in the quotation is in accordance with the provisions of the rules in all respects and the same is payable to the Excise Authorities in respect of the stores.
5. The goods / Stores / articles offered under the rate contract shall be of the best quality and workmanship and their supply be strictly in accordance with the technical specifications and particulars as detailed in the quotation and also certificate of quality control system attached.
6. The information furnished by us in the quotation are true and correct to the best of our knowledge and belief. If any information furnished by the undersigned is found to be incorrect, the bid may be rejected.
7. We have read and understood the rules, regulations, terms and conditions of rate contract as applicable from time to time and agree to abide by them.

***Authorized Signatory***  
(Seal)

**Feed Ingredients to be procured for feeding the Livestock at Gowshala, Banaras Hindu University:**

| <b>Sl. No.</b> | <b>Name of Feed Ingredient</b> | <b>Estimated Quantity required (in Quintal)</b> |
|----------------|--------------------------------|---|
| 1.             | Wheat Straw                    | 6000.00   |
| 2.             | Cotton Seed Cake               | 250.00  |
| 3.             | Mollases                       | 100.00  |
| 4.             | Barley                         | 300.00  |
| 5.             | Common Salt                    | 30.00   |
| 6.             | Rock Salt                      | 30.00   |

**Note: All the above items needs to be supplied to University within 3 month from the date of purchase order.**

## **SPECIAL CONDITION OF THE CONTRACT**

- Rate must be quoted on wholesale basis (@ per Qt.)
- Feed ingredients as given above are required to be supplied in staggered manner during the entire Financial Year as and when ordered and accordingly the bills may be submitted for payment.
- The Directorate, Institute of Agricultural Sciences reserves the right to negotiate with the eligible firm(s) for entering into a Rate Contract for the current Financial Year in respect of the aforementioned Feed Ingredients.
- The Directorate, Institute of Agricultural Sciences may cancel the tender without assigning any reason thereof.
- Consequent upon award of the contract the successful bidder may be required to deposit an amount @ 5% of total purchase order amount as Performance Security.
- The firm should have availability of a responsible person on call on all working days between 09.00 Hrs. to 18.00 Hrs.
- The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key persons, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to BHU, Varanasi.

**INVITATION FOR BIDS**  
**NOTICE INVITING TENDER (NIT)**

INSTITUTE OF AGRICULTURAL SCIENCES  
BANARAS HINDU UNIVERSITY  
VARANASI-221005

**e-Procurement Notice**

**Ref: IAS/2020-21/**

**Dated: 19-04-2020**

Online tenders are hereby invited in **one cover system** from reputed **manufacturer/ authorized representative of a manufacture/whole sale dealer/importer** for supply of :-

- **Rate Contract (WHEAT STRAW, COTTON SEED CAKE, MOLLASES, BARLEY, COMMON SALT AND ROCK SALT for Dairy Farm)**

Bidders can download complete set of bidding documents from e- procurement Platform <https://eprocure.gov.in/eprocure/app> from 20.04.2020 onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>.

**Last Date/ Time for receipt of bids through e-procurement is: 19-05-2020 upto 05:00 PM.** (Server time). Late bids shall not be accepted.

For further details regarding Tender Notification & Specifications please visit website: <https://eprocure.gov.in/eprocure/app> and [www.bhu.ac.in](http://www.bhu.ac.in).

**CRITICAL DATE SHEET**

|   |                                |
|---|--------------------------------|
| <b>Published Date</b>                   | <b>20.04.2020 (01.00 PM)</b>   |
| <b>Bid Document Download Start Date</b> | <b>20.04.2020 (01.00 PM)</b>   |
| <b>Clarification Start Date</b>         | <b>20.04.2020 (01.00 PM)</b>   |
| <b>Clarification End Date</b>           | <b>22.04.2020 (04.00 PM)</b>   |
| <b>Pre bid meeting</b>                  | <b>NA</b>                      |
| <b>Bid Submission Start Date</b>        | <b>24.04.2020 (04.00 PM)</b>   |
| <b>Bid Document Download End Date</b>   | <b>19.05.2020 (04.00 PM)</b>   |
| <b>Bid Submission End Date</b>          | <b>19.05.2020 (05.00 PM)</b>   |
| <b>Bid Opening Date</b>                 | <b>21.05.2020 (12.00 Noon)</b> |

sd/-

Registrar

