

BID DOCUMENT
(e - Publishing)

Procurement of Academic Robes



Issued On:

04.12.2019

BANARAS HINDU UNIVERSITY
VARANASI-221005, INDIA

SECTION I: NOTICE INVITING TENDERS (NIT)

1. Sealed tenders are invited from the eligible, capable and registered bidders of BHU. Unsolicited offers are liable to be ignored. However, suppliers who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and apply for registration as per procedure. Note: to get registered as an approved supplier with the Procuring Entity, please download supplier approval form www.bhu.ac.in and submit.
2. Bidders /Tenderers can download the bid document from Central Public Procurement Agency website at www.eprocure.gov.in .Tender document can also be downloaded from the University website at www.bhu.ac.in For further details regarding Amendment /Addendum /Extension please visit website: www.eprocure.gov.in and www.bhu.ac.in
3. Bidders/Tenderers need to submit the required documents like GST registration, PAN Number/Card, valid document regarding the existence and registration of the firm along with the bid, as per Check List.
4. Manufacturer's name and country of origin of materials offered must be clearly specified. Please quote whether your organisation is large scale industry or small scale industry. If you have NSIC/MSE/MSI/DGS&D Certificate, please attach it to the quotation. Mention your registration details.
5. The University invites sealed tenders in single bid for supply of following items which will be distributed to each faculty of the University by 20.12.2019.

Particular of Academic Robe	Quantity
1. Uttariya (Chanderi Silk-Mustard Yellow of 2.25 meters length) with screen printing of BHU Logo and Singh Dwaar.	9125 Pcs.
2. Safa	110 Pcs.
a. For AC Member (Kesariya)	440 Pcs.
b. For Ph.D/M.Phil (Yellow)	3500 Pcs.
c. For Postgraduate (Maroon)	4600 Pcs.
d. For Undergraduate (Pink)	

The aforesaid quantity will be increased or decreased up to 25% as per requirement.

6. Samples must be submitted along with the quotations in the office of the Central Purchase Organization, R.O. (Finance), BHU. Samples must be carefully packed, sealed and labeled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted.
7. 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. In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
8. The bidders should submit the **Price Bid** and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or replace it with any other copy of same **Price Bid format**. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the quotation is likely to be rejected. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
9. Tenderers should indicate whether the prices quoted are exclusive or inclusive of tax. They should indicate the rate(s) of tax. Payment of GST is primarily the responsibility of

the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding GST is recorded in the quotation, the GST will be considered as included. In case, the firm is exempted from payment of tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished. The tenderers/bidders are advised to note that in case bidders indicate higher Tax Rates in their offer compared to what is actually payable, 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.

10. Cartel Formation and Quoting Prices in Pool-Tenderers 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 any contract for the next two years.
11. The firm has to give an Undertaking that the firm is not providing its services 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/GeM and other Government agencies **ANNEXURE-1**.
12. The firm has to give self declaration as per **ANNEXURE-2** that there is no vigilance/CBI /FEMA case pending against the firm/supplier.
13. At any time prior to the date of submission of bid, Registrar, 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 bidders/ tenderer 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. Registrar, BHU, may at his discretion, extend the date and time for submission of bids.
14. Payments shall be made within 30 working days after satisfactory delivery of the material / execution of the order on bill basis. All supplies are subject to inspection and approval before acceptance.
15. If the supply received do not conform to the description, the University will be entitled to reject the contract. On such rejection penalty will be imposed to the firm.
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 services/ non-execution of services within the stipulated time, the University reserves the right to impose penalty on the concerned firm.
16. The Tenderers are advised to submit the **ANNEXURE-3** along with other desired enclosures necessarily to ensure the eligibility criteria. Hard copies of all enclosures should reach to **The Joint Registrar A/Cs, Central Purchase Organisation, R.O. (Finance), BHU, Varanasi-221005** within the stipulated date and time.
17. 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.
18. The Vice Chancellor, B.H.U. or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.
19. Dispute clause: Any dispute related to the enquiry shall be subject to the jurisdiction of the court at VARANASI only.

For any clarification and further details contact **Telephone No: 0542 - 2366865 E-Mail: cpo.bhu2011@gmail.com.**

Annexure – 1

DECLARATION REGARDING THE FIRM IS NOT PROVIDING ITS SERVICES AT LOWER RATES

Date:

The _____
Department of _____
Faculty of _____
Banaras Hindu University
Varanasi – 221 005

Sir,

Re.: Tender Enquiry No.:Dated _____ for 'Supply and installation of _____'. I/we hereby declare that my company / firm is not currently selling its _____ at lower rates quoted in the tender to any government / private organisation or any other institution during past one year. Further, if at any time, our firm / company reduces the price or offers such services to any persons / organisations / bodies etc. at a price lower than the price chargeable under the contract, I / We shall inform such reduction to the university immediately. I / We hereby give our consent that if it is recovered later on that our firm failed to inform the University about the reduction at service price and continues to charge higher rates then our firm / company should be debarred from doing any business with the University in future.

Yours faithfully

(Signature of the Bidder)
Printed Name
Designation
Seal

DECLARATION REGARDING CLEAN TRACK BY BIDDER

(on Company's / Firm's letterhead)

Date:

The _____
 Department of _____
 Faculty of _____
 Banaras Hindu University
 Varanasi – 221 005

Sir,

Re.: Tender Enquiry No.: Dated _____ for _____

I/we carefully gone through the Terms & Conditions contained in the above referred Tender Document. I/we hereby declare that my company / firm is not currently debarred / blacklisted or no legal case pending by any Government / Semi Government Organizations / Institutions in India or abroad. In addition to this there is no vigilance/CBI /FEMA case pending against the firm/company. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Vigilance/CBI /FEMA case pending	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)

Printed Name

Designation

Seal

LIST OF DOCUMENTS ENCLOSED
(on Company's / Firm's letterhead)

Date:

The _____
Department of _____
Faculty of _____
Banaras Hindu University
Varanasi – 221 005

Sir,

Re.: Tender Enquiry No.: Dated _____ for supply and installation of

I/we are enclosing following documents :

- | | |
|---|----------|
| 1. MSME / SSI / NSIC Certificate, if available | YES / NO |
| 2. GST registration certificate | YES / NO |
| 3. Documents regarding the existence and registration of the firm | YES / NO |
| 4. PAN Card | YES / NO |
| 5. Declaration regarding Clean Track Record (Annexure – 2) | YES / NO |

Yours faithfully

(Signature of the Bidder)

Printed Name

Designation

Seal

INVITATION FOR BIDS
Notice Inviting Tender (NIT)

CENTRAL PURCHASE ORGANISATION
R.O.(FINANCE)
BANARAS HINDU UNIVERSITY

e-Publishing Notice

Ref: BHU/C.P.O./CE/101st Conv./2019-20/01

Dated: 04.12.2019

Sealed tenders are hereby invited **in single cover system** from reputed **registered bidders of the BHU** for supply of :-

- **Procurement of Academic Robes**

Bidders can download complete set of bidding documents from e- procurement Platform <http://eprocure.gov.in/eprocure/app> from **04.12.2019** onwards. Bidders need to submit the bids **Last Date/ Time for receipt of bids through e-procurement is:11-12-2019** up to 04:00 PM. Late bids shall not be accepted.

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

CRITICAL DATE SHEET

Published Date	04.12.2019 (04:00 PM)
Bid Document Download Start Date	04.12.2019 (04:00 PM)
Clarification Start Date	04.12.2019 (04:00 PM)
Clarification End Date	05.12.2019 (04:00 PM)
Pre bid meeting	NA
Bid Submission Start Date	04.12.2019 (04:00 PM)
Bid Document Download End Date	11.12.2019 (04:00 PM)
Bid Submission End Date	11.12.2019 (04:00 PM)
Bid Opening Date	12.12.2019 (12:30PM)

sd/-

Registrar