

BID DOCUMENT

(e - Procurement)

Tender for

Fixing aluminium partition work



Issued On:

Computer Center

BANARAS HINDU UNIVERSITY

VARANASI-221005, INDIA

List of Contents

S.N	Particular	Page No.
1	Notice Inviting Tender (GENERAL TERMS & CONDITIONS)	3-4
2	Proforma- Appendix 'A' (To be submitted along with offer)	5-6
3	Certificates- Appendix 'B'	7
5	Technical Specifications	8
6	Notice Inviting Tender	9

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 two-bid system, are invited from reputed bidders having at least one years' experience.

1. Bidders are required to register on the Central Public Procurement Portal at 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 Centre (NIC) in India.

3. Bidders can download the bid document from Central Public Procurement Portal website at 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

4. 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

5. In the event of the date being declared as a holiday for the office, the due date for submission of hard copy of bids and opening of bids will be the next working day.

6. The technical bids will be opened online by a committee of members duly constituted for the purpose at the time and date as specified in the tender document. All statements, documents uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on the www.eprocure.gov.in which can be seen by all bidders who participated in the tender.

7. 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 any 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) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.

8. The Financial bid (price bid) i.e. Bill of Quantity (BOQ) of only technically qualified bidders will be opened online by a committee and the result will be displayed on the www.eprocure.gov.in which can be seen by all bidders who have participated in the tender.

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.

9. Bidder should indicate whether the prices quoted are exclusive or inclusive of tax. They should indicate the rate(s) of CST/VAT. 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 VAT Rates in their offer compared to what is actually payable but they deposit VAT with Tax authority at the rate at which it is actually payable and thus misappropriating the money collected on account of VAT 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.

10 However, after implementation of Goods and Service Tax Act (GST) statutory taxes will be imposed as per provisions / notifications to this effect.

11. As per CVC Circular No. 3/01/2012 dated 13.01.2012:

- (a) In a tender, either the Indian agent on behalf of the Principal / OEM or Principal / OEM itself can bid but both cannot bid simultaneously for the same item / product in the same tender.
- (b) If an agent submits bid on behalf of the Principal / OEM, the same agent shall not submit a bid on behalf of another Principal / OEM in the same tender for the same item / Product.

12. 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.

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 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. The tendered rates and the validity of bids shall be for a minimum period of two years from the date of award. It may also be noted that the Rate Contract would be concluded on a fixed Price 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 quantity of business. Purchase order will be placed on demand from the users as per their actual need.

15. Payments shall be made after execution of the order and supply of goods in satisfactory condition on bill basis.

16. 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.

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.

17. Printed conditions of tender including there on to reserve or otherwise sent along with the tender, if any shall not be binding upon us.

18. The Bidders are advised to submit the along with other desired enclosures necessarily to ensure and undertake the after sale services.

19. 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.

20. 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.

For any clarification and further details contact in person during office hours. Email coord@bhu.ac.in

TO BE RETURNED
 WITHOUT QUOTATION

Following proforma should be filled in and duly signed by the firm and sent along with 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 / GST & other taxes. : YES / NO
 (b) If not, kindly specify the amount / rate
5. If the Sales Tax / VAT/GST is charged extra, declaration for Charging Sales Tax Correctly, attached : YES / NO
6. (a) Whether supply will be made directly or through any Local/ Regional/Authorized Dealer/Stockiest :Directly / Stockiest / Authorized Dealer
 (b) If through a Stockiest / Dealer
 (i) Name and full address of the Party
 (ii) Whether the order to be placed with the : Principal / Stockiest / Dealer
 (iii) Who will raise the bill : Principal / Stockiest / Dealer
 (iv) Cheques will be drawn in favour of : Principal / Stockiest / Dealer
 (v) Whether any Delivery, Packing and Forwarding : YES / NO

 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(100% Payment on bill basis)
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 offered on the printed price list of the manufacturer. : YES / NO
 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 payer(s) : YES / NO
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 Products and Catalogue etc. enclosed. : YES / NO

Signature with Seal

TO BE RETURNED
ALONGWITH THE ORDER

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 thecae may be up to 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 / V.A.T./GST has been charged are not exempted for payment of Sales Tax / V.A.T./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 / V.A.T./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 are 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 is 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)

Technical Specification:

S.N.	Items	Unit	Rate (Rs.)
1	12 mm Novo Pan Plywood (12 mm minimum or above)	Square ft	
2	1.5 Aluminium Pipe (0.145 mm minimum or above)	Per Kg	
3	1.5 Bottom (0.145 mm minimum or above)	Per Kg	
4	1.5 Angle (0.145 mm minimum or above)	Per Kg	
5	1.5 Clip (0.145 mm minimum or above)	Per Kg	
6	1.5 Sp, Dp, Middle Pipe (0.145 mm minimum or above)	Per Kg	
7	1.5 Top (0.145 mm minimum or above)	Per Kg	
8	Rubber PVC 314 mm For Aluminium Section (314 mm minimum or above)	Per Mt	
9	Glass (6 mm minimum or above)	Per Square ft	
10	Frosted Film for glass	Per Square ft	
11	Powder Coating	Per Square ft	
12	Door Closer	Per Pc	
13	Installation Charges	Per Square ft	

Terms and Conditions

1. Quoted items must be of reputed brand (brand name must be specified at the Remark).
2. GST amount for every item shall be mentioned.
3. Firm must have valid Central / State GST Numbers.
4. Items must be brand new and in good condition.
5. Quotations must be submitted within stipulated time.
6. Volume of the Work: Minimum 1500 Sq.ft and Maximum: 3000 Sq. ft
7. Payment will be made by measuring the total work done in actual.
8. Validity of the offer must be at least 90 days from the date of opening of quotations.
9. Any disputes will be addressed as per standing rules of the Banaras Hindu University.
10. Please specify additional items if any.

INVITATION FOR BIDS
Notice Inviting Tender (NIT)

BANARAS HINDU UNIVERSITY
COMPUTER CENTRE
VARANASI-221005

e-Procurement Notice

Ref: BHU/CC/RC/2021-22/03

Dated: 19-07-2021

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

- **Fixing aluminium partition work**

Bidders can download complete set of bidding documents from e- procurement Platform <http://eprocure.gov.in/eprocure/app> from **22-07-2021** onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <http://eprocure.gov.in/eprocure/app>.

Last Date/ Time for receipt of bids through e-procurement is 12-08-2021 up to 05:00PM. (Server time). 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	22-07-2021 (04:00 PM)
Bid Document Download Start Date	22-07-2021 (04:00 PM)
Clarification Start Date	22-07-2021 (04:00 PM)
Clarification End Date	28-07-2021 (04:00 PM)
Pre bid meeting	NA
Bid Submission Start Date	29-07-2021 (04:00 PM)
Bid Document Download End Date	12-08-2021 (05:00 PM)
Bid Submission End Date	12-08-2021 (05:00 PM)
Bid Opening Date	14.08.2021 (03:00 PM)