



# तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

केंद्रीय विश्वविद्यालय/A Central University

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर - 784028, असम / TEZPUR - 784028, ASSAM



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नाक' द्वारा 'ए+' ग्रेड प्राप्त, एनआईआरएफ रैंकिंग में भारत के शीर्ष 100 विश्वविद्यालयों में स्थान प्राप्त  
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## NOTICE INVITING BID

TU/GeM/BoQ-Bid(138)/2023-24/ 867 Date 21-06-23

Bids in 02 Bid System (Technical and Financial) are invited on GeM from reputed manufacturers/authorized dealers for supply of items on rent basis (For 14 Days) as detailed below for Tezpur University.

Please read the Bid document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the Bid terms and conditions with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of its responsibility to fulfill its obligations under the Bid.

The University will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the Purchase Order. Fraudulent Practice means a misrepresentation of facts in order to influence a procurement process and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive Tezpur University of the benefits of free and fair competition. Corrupt Practice means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of this purchase execution.

For any queries/doubt please contact the Stores & Purchase Section (e-mail: [snp@tezu.ernet.in](mailto:snp@tezu.ernet.in)) or in the email id mentioned in the GeM Bid.

### A. GENERAL TERMS & CONDITIONS:

- i) **Rates:** Rates quoted should be on **FOR Tezpur University, Napam, Tezpur, Door Delivery Basis**, for indigenous items and **CIP Tezpur University, Napam, Tezpur or Delivered Duty Paid**, for imported item. Failure to comply with this term may lead to rejection of the quotation.
- ii) **Quotations should be accompanied by:**
  - (a) An **EMD (in the form of Demand Draft/Banker Cheque) for Rs. 20,000 (Rupees Twenty Thousand) only drawn in favor of Registrar, Tezpur University, payable at Tezpur. No request for consideration of earlier deposited EMD will be considered.**
  - (b) ii) **Bidders who are MSME/NSIC registered** needs to furnish a "Bid Security Declaration" (format enclosed at Annexure – II) **in lieu of EMD** accepting that if they withdraw or modify their bids during process of bidding, they will be suspended for a period of Three (03) years from participating in any future bid invited/published by Tezpur University.

**Bidders who are MSME/NSIC registered seeking exemption from payment of EMD are to submit valid documents in support of their claim. Bidders seeking exemption are asked to clearly mention the category under which exemption is claimed. The category of exemption under MSME/NSIC will be strictly adhered to.**

- (c) **The original copies of the EMD/Bid Security Declaration should be deposited/submitted/reach the office of the undersigned before opening of the Technical Bids in an envelope superscribed as "Quotation/Participation Fee and EMD for TU/GEM/BOQ-BID/(139)/2022-23/.....DT-..... addressed**

*Patil*



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**to the Assistant Registrar-GA, Tezpur University. Failure to do so shall result in rejection of the bid.**

- iii) Bidders/Tenderers are to ensure that they are GST compliant and that their quoted tax structure/rates are as per GST law. The rates should be exclusive of taxes and applicable tax percentage should be clearly indicated. Financial/Price Bid format where taxes cannot be mentioned separately, in such cases, the percentage of taxes applicable should be mentioned in the Technical Bid document.
- iv) **Validity of Quotation:** Quoted rates must be valid for at least **180 days** from the last date of submission of quotation.
- v) Applicable levies, surcharge and discounts should be clearly indicated item wise.
- vi) The rates should be quoted along with supporting documents of specifications and technical features and list of users, wherever applicable.
- vii) **Literature a must:** All the quotations must be supported by technical leaflet/literature and the specifications mentioned in the quotation must be reflected/ supported by such technical leaflet/ literature. The model and specifications quoted should **invariably be highlighted** in the leaflet/literature for easy reference.
- viii) **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this item has been sold, particularly to Universities/IITs/Institutes and other Government Organization.
- ix) **Payment:** 100% payment after successful delivery, installation, commissioning and acceptance by the end user department.
- x) **PENALTY FOR DELAYED DELIVERY:** The date of delivery should be strictly adhered to. In the event of delayed delivery, installation & commissioning, the vendor shall be liable for a penalty deduction/liquidated damages as per prevailing rules.
- xi) **As per GoI Notification vide: 11/22 dated 14.11.2022 GST % for Public Funded Research Institution or a University has been reduced to 18%. Hence, the rate of GST may be charged as per reduced rate.**
- xii) Warranty/Guarantee applicable if any, period should be specifically mentioned in the quotation.
- xiii) Irresponsive/incomplete quote will be rejected.
- xiv) **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on Tezpur University.
- xv) **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (Tezpur University) can make any enquiry/seek clarification from the bidders. In such a situation, the agency must extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.
- xvi) **Termination for default:** Default is said to have occurred:
  - a. If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.

*Prasanna*



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- b. If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by Tezpur University.
- c. If the supplier fails to perform any other obligation(s) under the contract.
- d. Under the above circumstances Tezpur University may terminate the contract / purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to above, Tezpur University may at its discretion also take the following actions: Tezpur University may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate Tezpur University for any extra expenditure involved towards goods and services obtained. Besides, the Vice-Chancellor, Tezpur University, and reserves the right to impose any other form of penalty as deemed fit including blacklisting of the vendor.

### B. Selection criteria:

#### i. Evaluation Criteria:

To ensure that each bidder has the necessary qualifications and resources to fulfill its obligations under the contract, the submitted bids shall be evaluated on the criteria of eligibility, requisite experience & support service framework (if applicable). Upon passing of the bids in the aforesaid criteria, the technical bids shall be evaluated and ranked by the award of ACCEPT and/or REJECT. In case a joint venture makes a bid, any one of the members of the joint venture need to be qualified for each of the criteria mentioned below.

#### ii. Non Blacklisting Criteria:

- a. The bidder or the OEM should not be blacklisted by Tezpur University or any other Educational /R&D/ PSU/ Govt organizations. A certificate or undertaking to this effect must be submitted in company/firm letterhead; sealed and signed.

#### iii. Financial bid evaluation

Technical bids will be evaluated and ranked by the award Accepted & Rejected. Only the technically qualified bids shall be considered for financial bid evaluation.

- iv. **Delivery Period** The delivery should be completed within **07 Days** of the award of BID without any deviation.

  
Assistant Registrar-GA, i/c  
Tezpur University



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भारत 2023 INDIA  
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### Annexure I

Technical Specifications cum Compliance Report  
(To be submitted on Company's/Firm's Letterhead Signed and Sealed)

SI No	Name of Equipment/Facility	Brief Specification	Qty	Complied (Yes/No)
1	PILLOW	Standard, 20 inches by 26 inches 51 CM by 56 CM	600 NOS	
2	PILLOW COVER	Standard, 20 inches by 26 inches 51 CM by 56 CM	600 NOS	
3	MATTRES	Spinal support, Cushioning top layer of memory foam, Hypoallergenic qualities or natural Materials 6'X3'X4"	600 NOS	
4	BED SHEETS	Plain unbleached, first grade, Cotton 7'x4'	600 NOS	

*Paula*



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### Annexure-II

*(To be submitted on Company's/Firm's Letterhead signed and sealed)*

### Bid-Security Declaration Form

Date: \_\_\_\_\_

Bid No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder) Dated

on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid).