



## Baba Farid University of Health Sciences, Faridkot

Sadiq Road Faridkot – 151203 (Pb) India

Phone: 01639-256232, 256236

Fax: 01639-256234

Web: [www.bfuhs.ac.in](http://www.bfuhs.ac.in)

E-mail: [generalinfo@bfuhs.ac.in](mailto:generalinfo@bfuhs.ac.in)

### Tender Form

|                  |       |
|------------------|-------|
| Name of the Firm | _____ |
| Address          | _____ |
|                  | _____ |
|                  | _____ |
|                  | _____ |

|   |   |
|---|---|
| Earnest Money                             | : Rs.20,000/-   |
| Security Amount                           | : Rs.1,00,000/- within 4 days on issuance of work order to be deposited by successful tenderer.   |
| Tender Fee<br>Not Refundable              | : Rs.500/- should be enclosed with the tender in the shape of Demand Draft in favour of Registrar, Baba Farid University of Health Sciences, Faridkot or can be deposited in the University cash counter. |
| Date of Receipt of Tender<br>on or before |   |
| Date of Opening of<br>Tender              |   |

### Detail of Answer Books

| S.No. | Item                       | Approx. Weight |
|-------|----------------------------|----------------|
| 1.    | Old Evaluated Answer Books | 250 Quintals   |


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### TERMS & CONDITIONS OF TENDER

The terms and conditions of the tender which form the basis of Contract/Agreement is as under:-

1. The bidders are requested to quote their highest rates based upon the terms & conditions forming part of tender document and after carefully inspecting the materials being sold off and any other factor affecting the lifting or other costs of the materials.
2. Tenders must be submitted on the prescribed Tender Form which may be downloaded from University website ([www.bfuhs.ac.in](http://www.bfuhs.ac.in)) otherwise tender will be rejected straightway. **The Tender Form downloaded from University Website must be accompanied with Tender Fee of Rs.500/- per tender** in the shape of Demand Draft in favour of "Registrar, Baba Farid University of Health Sciences, Faridkot" payable at Faridkot. The Tender form without Tender fee shall be liable to be rejected.
3. A Bank draft amounting to Rs.20000/- in favour of Registrar, Baba Farid University of Health Sciences payable at Faridkot should be enclosed as earnest money. The tender shall be rejected in the absence of earnest money.
4. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day.
5. Tenderer can see the Answer Books on any working day before 04/Jan/2016. 
6. In case of any dispute between the tenderer and University, Registrar will have the power to settle and his decision will be final.
7. The weighing of answer books will be done at two Dharam kanda's in the presence of tenderer and University nominees. Highest weight of answer books will be considered.
8. After the completion of weighing, the successful bidder will deposit full amount of total cost of the material, calculated on the agreed amount, in the shape of a demand draft, before taking the delivery of the material. The amount of security deposited by bidder will be refunded separately, through RTGS mode, in the bank account of the concerned firm, after obtaining a certificate from the general/University Procurement and Facility Department branch that all the agreed amount has been deposited in the University accounts and nothing is pending against the firm.
9. The Sealed Tender/s having any cutting or overwriting, in the rates quoted, whether in figure or in words, shall not be accepted.
10. The Rates should be quoted per quintal.
11. BFUHS reserves the right to make split order of the total sale in two or more parts depending upon the equality of the rates received from different dealers.
12. The approximate quantity of the material is indicated in this tender form which may vary to any extent during actual lifting/weighing. The amount payable to BFUHS will be based upon the actual quantity lifted/weighing at approved rates.
13. The rates quoted should be inclusive of all costs including material movement from actual place of storage, loading/unloading of materials, weighing charges, transportation charges to destination etc.
14. The rates should be inclusive of all taxes and duties.
15. The packing of materials, if any, will be arranged by the bidder at his own expenses only. University shall not provide any bags/bora/cartons/other items for packing the material.
16. The rates accepted by BFUHS shall remain valid for a period of one year from the date of letter of acceptance by BFUHS. Based on the performance of the party, the rate contract may be extended further for a period of one year.



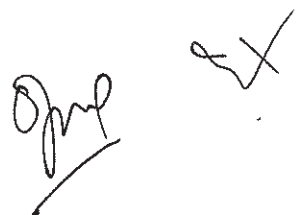
17. Any tender received without Earnest Money & without the cost of tender document in the form as specified in the tender document, shall not be considered and shall be summarily rejected.
18. The Tenderers are required to strictly submit Annexure "A", Annexure "B" and Annexure "C" alongwith tender form.
19. The transfer of tender is not permissible.
20. The Earnest Money Deposit of the successful bidder shall remain with BFUHS as a Security Deposit and shall be adjusted on successful completion of the contract. However, the EMD of unsuccessful bidders will be released in due course of time.
21. If the material is lifted in phases, the successful bidders shall deposit advance money of every lot before taking out that lot. If the bidder fails to deposit advance money, the EMDS/security money shall be forfeited and order shall be cancelled.
22. The weighing of the material shall be jointly witnessed by a committee of BFUHS's authorized representative (s) and bidder or his authorized representative. All weighing shall be certified by this weighing committee. The weighing bridge for this purpose will be jointly decided by the successful bidder and BFUHS committee.
23. If the Contractor fails to comply with any of the conditions given above, Registrar, Baba Farid University of Health Sciences, Faridkot shall have the right to impose additional penalty in lump-sum, cancel the agreement and sell the goods in any manner, he deems fit. The contractor shall be bound to make good the loss sustained and incurred to the University in this connection.
24. The clearance to the Tenderer shall be giving only after obtaining *a certificate from Controller of Examinations* that entire material has been lifted.
25. The successful bidder shall ensure that the above material shall only be recycled for production of papers/allied products etc. and shall not be used for any other purpose. An affidavit shall be furnished by the successful bidder stating that *"the old marked answer sheets lifted from university premises shall be sent directly to the paper mill for pulping and making of papers/allied products."*
26. The Contractor shall not sell the above Old Evaluated Answer Books in any other way/anywhere else.
27. The Registrar, Baba Farid University of Health Sciences, Faridkot reserves the right to accept or reject any tender without assigning any reason and his decision in all matters concerning the tender shall be final.
28. All disputes shall be settled at Faridkot jurisdiction only.
29. No tender will be accepted by Telegram/Fax/Email.

Faridkot

Registrar

Dated: \_\_\_\_\_

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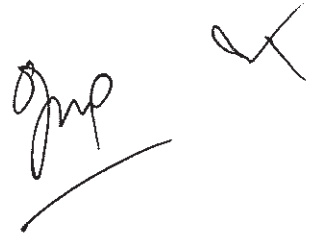


**Annexure-'A'**

The following information is required to be furnished:-

| Sr No | Description            | Information |
|-------|------------------------|-------------|
| 1.    | Name of the Tenderer   |             |
| 2.    | Parmanent Address      |             |
| 3.    | Correspondance Address |             |
| 4.    | Phone No.              |             |
| 5.    | Firm Registration No.  |             |
| 6.    | VAT/TIN No             |             |
| 7.    | CST No.                |             |
| 8.    | PAN No.                |             |
| 9.    | Bank Account           |             |
| 10.   | Branch Name            |             |
| 11.   | IFSC Code              |             |

Authorised Signatory  
With stamp

Handwritten signature and initials in black ink.



Annexure-'B'

The Registrar

Baba Farid University of Health Sciences

Faridkot

Subject: Tender regarding purchase of marked answer books

Sir

In response to the advertisement appeared in various newspapers dated \_\_\_\_\_ regarding sale of marked answer books, I wish to offer tender for the same. As per terms & conditions of tender, I am enclosing a bank draft no \_\_\_\_\_ dated \_\_\_\_\_ for Rs.20,000/- in favour of Registrar, Baba Farid University of Health Sciences on account of Earnest Money.

In case tender given by me is accepted. I am ready to give an agreement on non-judicial stamp paper duly attested and in violation of conditions, I will be bound by action taken against me in view of the terms and conditions laid down under the notice of tender.

Faithfully

Tenderer \_\_\_\_\_

Full Address \_\_\_\_\_

\_\_\_\_\_

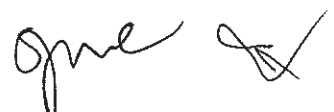
\_\_\_\_\_

\_\_\_\_\_

Mobile No \_\_\_\_\_

Email: \_\_\_\_\_

Date :



Enclosed : Draft No. \_\_\_\_\_ dated \_\_\_\_\_

Annexure-'C'

**PRICE BID**  
**(for Sale of Old Answer books)**

I/We/M/s. .... hereby submit tender for  
the purchase of OLD ANSWER BOOKS. I/We, therefore, quote the rates as under:

| Sl. No. | Name of Item(s)          | Rates (Per Quintal)                                |
|---------|--------------------------|--|
| 01      | Old Used<br>Answer Books | Rs. ....<br>Rs. (In words) .....<br>.....<br>..... |

(Signature of the Tenderer)

Name: .....

Dated: \_\_\_\_\_

Name/Stamp of Agency:

All the terms and conditions given in the Tender are acceptable to me. A Bank Draft of Rs. 20,000/- (Rs. Twnty thousand only) in favour of Registrar, Baba Farid University of Health Sciences, Faridkot is enclosed bearing S. No. .... dated ..... as Earnest money.

I/We undertake that Old answer books will be used for preparation of pulp only and no paper will be used for making envelopes etc. In case of approval of my/our rates, all the terms and conditions mentioned in this tender form will be executed, before lifting the answer books, on a non-judicial stamp paper of Rs.25/- with two witnesses of both the parties i.e. Tenderer and the University, for which I also undertake the necessary action.

Signature of Tenderer(s)

Address .....

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Phone No. ....

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