



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

e-TENDER NOTICE FOR PURCHASE AND SUPPLY OF PHOTOCOPIER MACHINE.

Tender Notification No :	To be generated automatically by the E-procurement portal of the Govt. of Punjab.										
Nature of work :	E- tender notice for procurement of following photocopier machine for University and its constituent colleges. <table border="1"> <thead> <tr> <th>Sr. no.</th><th>Make/Model of photocopier machine</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Photocopier machine with minimum of 25 ppm make: XEROX, Canon, Richo</td></tr> <tr> <td>2.</td><td>Photocopier machine with minimum of 35 ppm make: XEROX, Canon, Richo</td></tr> <tr> <td>3.</td><td>Photocopier machine with minimum of 55 ppm make: XEROX, Canon, Richo</td></tr> <tr> <td>4.</td><td>Photocopier machine with minimum of 75 ppm make: XEROX, Canon, Richo</td></tr> </tbody> </table>	Sr. no.	Make/Model of photocopier machine	1.	Photocopier machine with minimum of 25 ppm make: XEROX, Canon, Richo	2.	Photocopier machine with minimum of 35 ppm make: XEROX, Canon, Richo	3.	Photocopier machine with minimum of 55 ppm make: XEROX, Canon, Richo	4.	Photocopier machine with minimum of 75 ppm make: XEROX, Canon, Richo
Sr. no.	Make/Model of photocopier machine										
1.	Photocopier machine with minimum of 25 ppm make: XEROX, Canon, Richo										
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3.	Photocopier machine with minimum of 55 ppm make: XEROX, Canon, Richo										
4.	Photocopier machine with minimum of 75 ppm make: XEROX, Canon, Richo										
Cost of the tender document:-	Rs.590/- only(Rs. 500 + GST) (Rs. Five Hundred Ninety Only) {Non refundable, under any circumstances}.										
Tender Processing fee:-	To be charged by Govt. of Punjab as per its norms. (Non-refundable).										
EMD Amount :	Rs. 10,000/- only (Rupees Ten Thousand Only) <i>{Refundable to the Non-successful bidders, without any type of interest or other charges}.</i> <i>However, It will be converted in Performance security in case of successful tenderer and will be returned after successful completion of the contract period.</i> <u>It should be clearly noted that no bidder will be allowed any type of exemption from the deposit of the EMD under any circumstances.</u>										
Performance Security	<u>The Earnest Money Deposit deposited by the successful bidder will be converted against the performance security and will be returned after the completion of rate contract period.</u>										
Date of start of downloading of tender documents:-	immediate from the website of the Punjab Government i.e. https://eproc.punjab.gov.in										



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Website for downloading of the tender document:-	From the above website However, the details may also be obtained from the University website i.e. www.bfuhs.ac.in		
Last date for downloading of the tender document:-	<u>17.11.2022 up to 12.30 pm</u>		
Last date & Time for submission of the tender documents:-	<u>17.11.2022 up to 1.30 pm (through online mode only)</u>		
Date of opening of the Tender documents (Technical bid):-	By the next day from the last date of submission of tenders (by 5:00 p.m.) on the e- procurement portal of the Govt. of Punjab. However the bidders or their authorized agents/ representatives may attend the tender opening process at the University Procurement & Facility Department, BFUHS, Faridkot on the prescribed time and date.		
Date of Opening of the tender documents (Financial Bids)	The opening date of financial bids of the technically qualified bidders will be informed on the university web site on the e- procurement portal of the Govt. of Punjab. However the bidder or their authorized agents representative may attend the tender opening process at the University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot on the prescribed time and date. The University authorities will have right to decide any other date and time for the opening of the Financial bids		
Address for the submission :	The Registrar, Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab) PIN-151203.		
Who can be contacted for obtaining more information about the tender.	<u>Sr.</u> <u>No.</u>	<u>Nature of</u> <u>Information</u>	<u>Name of the concerned Official</u> <u>with contact No:-</u>



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	1	About the tenders and allied information:-	Incharge, University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot. Phone:- 01639-250267, 256232, 256236, Email id:- upfdbfuhs@gmail.com (on all working days from 9.00 a.m. to 5.00 p.m.)



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SCOPE OF SUPPLY

E-tenders are invited from the **Manufacturers/ Sole agents / Dealers / Distributors** for supply of photocopier machines at different offices of the Baba Farid University of Health Sciences, Faridkot or its constituent colleges/ institutions located at different locations. The detail is as under:-

Sr. no.	Make/Model of photocopier machine
1.	Photocopier machine with minimum of 25 ppm make: XEROX, Canon, Richo
2.	Photocopier machine with minimum of 35 ppm make: XEROX, Canon, Richo
3.	Photocopier machine with minimum of 55 ppm make: XEROX, Canon, Richo
4.	Photocopier machine with minimum of 75 ppm make: XEROX, Canon, Richo

Note:-

- The negotiation will be done if necessary and will be fixed by competent authority.
- The bidder should have authorization certificate of Principal Supplier for supply of Photocopier Machines and a copy of same also enclosed with tender.



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INSTRUCTIONS/ GUIDELINES TO THE TENDERERS

1. Please download the Tender document from the website of the e-procurement of the Govt. of Punjab. Please sign on all the pages of the tender document along with a stamp/ seal. Then a scanned copy of the same may be uploaded on the website at the time of submission of the tender document..
2. upload an affidavit regarding Non-Black listing as per proforma given at (Annexure-II) on Non-Judicial Papers of appropriate value, duly attested by an Executive Magistrate or a Notary Public may also be uploaded on the website. The original document must be submitted in the university before the last date
3. upload Technical Bid Proforma (Annexure-III).
4. upload a signed copy of the terms and conditions (Annexure-IV).
5. Detail of Bank Account for refund of EMD (Annexure – V)
6. In addition to this, following documents are to be attached with Technical Bid:-
 - i) Tender Fee : The tender document fee of Rs. 590/- only may be submitted through online mode only. The Tender document fee will not be accepted through any other mode. It is pertinent to mention here that the Tender document fee once deposited will be Non- refundable under any circumstances.
 - ii) **Earnest Money Deposit (EMD) of Rs.10,000/-** (Rupees Ten Thousand Only).
The Earnest Money Deposit must be submitted ***in the shape of Online Payment***.
 - iii) Details of registration as Company / Shop / Establishment. The supporting document should be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
 - iv) Copy of Certificate of Registration for service Tax/TIN/TAN/PAN/VAT (as applicable). The supporting document should be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
7. Attach a signed copy of the Acceptance of Tender/ Conditions Forms (Annexure-VI). The said copy must be signed and duly stamped. A scanned copy of the same may be



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uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.

8. Amount of the Price of the item should be quoted only in proforma at Annexure-‘VII’.
It is worth to mention here that the Prices of the items demanded once quoted/ finalized will remain same/ unchanged for a period of the contract.
9. It should be clearly noted that this tender will be accepted though e-tender mode only. The tenders submitted through offline mode will not be accepted under any circumstances.
10. The negotiation will be done if necessary and will be fixed by competent authority.



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Annexure-I

NOTICE INVITING TENDER

E-tenders are invited from the **Manufacturers/ Sole agents / Dealers / Distributors** for supply of photocopier machines at different offices of the Baba Farid University of Health Sciences, Faridkot or its constituent colleges/ institutions located at different locations. The detail is as under:-

Sr. no.	Make/Model of photocopier machine
1.	Photocopier machine with minimum of 25 ppm make: XEROX, Canon, Richo
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3.	Photocopier machine with minimum of 55 ppm make: XEROX, Canon, Richo
4.	Photocopier machine with minimum of 75 ppm make: XEROX, Canon, Richo

The tender document containing detailed terms & conditions may be downloaded from the e-procurement website of the Punjab Government i.e. <https://eproc.punjab.gov.in> and its details may also be seen at the University website i.e. www.bfuhs.ac.in

TERMS AND CONDITIONS:-

1. The tenders will be opened by the next day from the last date of submission of tenders by 5.00PM, on the e-procurement portal of the Punjab Government in the presence of tenderer(s), who wish to be present in the said tender opening process. However, the individuals keen to attend the tender opening process should have an authorization certificate from the company.
2. The Price bid (Financial Bids) will be opened after the opening of Technical Bid. The Price Bid (Financial Bids) of the technical qualified bidders will be opened by the University.
3. The Registrar, Baba Farid University of Health Sciences, Faridkot reserves all rights to accept or reject any or all the tenders without assigning any reason.

Registrar



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Annexure-II

(To be furnished on non-judicial stamp papers
worth Rs.30/- duly attested by Executive Magistrate or Notary Public).

AFFIDAVIT

I/We _____
partner/sole proprietor (Strike out which is not applicable) of (Name & Address of Firm)
_____ do hereby declare and solemnly affirm:-

- a) That the individual/firm/ companies are **not debarred or black- listed** by any department of Union/ State Government or any autonomous institute.
- b) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt./Autonomous Institute.
- c) That the terms and conditions for supply of **“Supply of Photocopier Machine”** are acceptable to me/us. I/We will abide by them in letter and spirit.
- d) That I will supply and install the required material within the stipulated delivery period of the tender document/ supply order/ Purchase Order.

Date: _____

Place: _____

DEPONENT

VERIFICATION

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date: _____

Place: _____

DEPONENT



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Annexure-III

TECHNICAL BID

1	Name of the applicant (tenderer/ bidder).	
2	Constitutional status of the tenderer/ bidder. i.e. Proprietor/ Partnership firm/ Pvt. Limited Company/ Public Limited Company/ Co-op Society etc.	
3	Address of the tenderer/ bidder	
4	Name of the Dealing Person :-	
6	Position of the dealing person in the tenderer firm/ company/ society :-	
7	E mail id:-	
8	Fax No:-	
9	Mobile No:-	
10	PAN Number	
11	GST No.	

CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER

Sr. No.	Particulars	Remarks
1.	Copy of Tender Notice attached – Annexure – I (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
2.	Whether an affidavit on the non-judicial stamp paper, duly attested by the Executive Magistrate/Notary, regarding non-black listing/ non-prosecution of firm has been submitted? – Annexure – II	Yes/No



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	(Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?) (The original document must be submitted in the university before the last date)	
3.	Technical Bid Proforma attached – Annexure – III (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
4.	Signed copy of terms & conditions attached – Annexure – IV (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
5.	Bank Details (Annexure – V) for refund of EMD attached (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
6.	Signed copy of an acceptance of tender/ conditions (Annexure – VI) (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
7.	Whether the fee of Rs. 590/- on account of Tender Fee has been submitted through online mode or not?	Yes/No
8.	Whether an EMD of the appropriate value i.e. Rs. 10,000/- only has been submitted in the shape of a Online in the favour of “The Registrar, Baba Farid University of Health Sciences, Faridkot” and payable at “Faridkot” Whether a soft copy of the same has been uploaded on the designated website at the time of submission of the tender or not?	Yes/No
9.	Whether each page of the tender document and other enclosures as well as cutting(s)/ overwriting(s) have been signed/ initialed by the tenderer and also the forwarding letter duly signed by the authorized signatory, has been submitted? (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
10.	Copy of Certificate of Registration for service Tax/VAT/ TIN/TAN/PAN attached.	Yes/No



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	(Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	
11.	Whether the bidder is a manufacturer of the equipments	Yes/No
12.	Whether the bidder is a General Merchant of the equipments	Yes/No
13.	Whether the bidder is a Sole agents of the equipments	Yes/No
14.	Whether the bidder is a Authorized firm of the equipments	Yes/No
15.	Whether the bidder is a Distributors of the equipments	Yes/No

Note: Non compliance to any of the above conditions will render the offer/ tender to be rejected out-rightly and Price bid of the firm will not be opened.

Dated:- _____.

Place:- _____.

Signature _____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal



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Annexure-IV

TERMS AND CONDCTIONS

e-TENDER DOCUMENT Supply of Photocopier Machine at the BFUHS and its constituent colleges based on different requirements that will be generated during the period OF ONE YEAR AS PER REQUIREMENT.

1. The **Manufacturers/ General Merchants/Sole agents/Authorized firms/Distributors** may quote their rates.
2. Tenders will be submitted only through e-tendering mode. The tenders will not be submitted through any other mode, under any circumstances.
3. Tenders without earnest money or short of it or not in the form specified above will not be entertained and shall be rejected straightway.
4. **The rates quoted should be F.O.R. destination i.e. Store section, BFUHS, Faridkot, should also include packing and forwarding charges, taxes, installation charges and other levies (as applicable), if any, be mentioned separately in the tender. But rates should be consolidated after including various taxes etc., if any, should be mentioned in the financial bid.**
5. Guarantee/Warranty period should also be mentioned in the tender.
6. **Price of CMC should be quoted as required in the specification & it will be optional for institute to opt for any.**
7. In-complete or conditional offers incorporating price variation will not be entertained.
8. Tenderer should certify in their offers that rates quoted by them are not higher than those quoted to DGS&D rates.
9. The supplier shall arrange to provide free sales service within the Guarantee/warranty period.
10. The firm should have its service center in Punjab.
11. The rates so quoted should have validity upto one year.
12. The quantity of item as mentioned above may be increased or decreased according to the requirement.



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13. No tenderer shall be exempted from furnishing Earnest Money Deposit (EMD) under any circumstances.
14. Earnest Money/ Security Deposit and/or any other sum of the tenderer(s) lying with the Baba Farid University of Health Sciences, Faridkot or Guru Gobind Singh Medical College & Hospital, Faridkot in connection with any other tender/case shall not be considered against this tender.
15. The bids received after the specified date and time for receipt of bids will not be considered under any circumstance. Registrar, BFUHS, Faridkot shall not be responsible for any type of delay in submission of the e-tenders.
16. The rates once quoted will remain valid/ un-changed for a period of one year.
17. The tenderer will be responsible to ensure that the tender is properly uploaded and submitted within well in time. The Earnest Money Deposit must be submitted before the last date and time for opening of the technical bids.
18. Each page of the tender document should be signed in full by the tenderer(s) and should bear the rubber stamp/seal of the firm affixed/ scanned, if applicable, on each page. Any cutting(s)/overwriting(s) etc. should also be initialed. In case of any infringement of these conditions, the tender is liable to be rejected. A scanned copy of the complete tender document should be uploaded on the e-procurement portal of the Govt. of Punjab.
19. In the event of the date of receipt or opening of tender being declared a holiday for the Baba Farid University of Health Sciences, Faridkot, the last date of receipt/opening of the tender shall be the next working day at the same time and venue. The Price Bid shall be opened only in respect of those individual/ firms, who technically qualify.
20. Any conditional, telegraphic tenders, fax tenders, tenders without earnest money, and not in the prescribed form or in any deviation from the terms and conditions of the tender notice shall not be entertained and will be rejected out rightly.
21. The tenderer(s) shall be at liberty to be present, in person or through their authorized representative(s) at the time of opening of the tender as specified in the Tender Notice. In case the authorized representatives are to be present, they must furnish the



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authority letter from the tenderer, on whose behalf they are representing otherwise they will not be allowed to participate in the process of opening of tender.

22. In case of violation of any of the terms and conditions as mentioned above, Earnest Money/ Security Deposit of the successful tenderer(s) shall be forfeited and the tender shall be cancelled.
23. Any attempt, direct or indirect, to cast influence, negotiate on the part of the tenderer with the official/authority to whom he will submit the tender or the tender accepting official/ authority before the finalization of tenders will render the tender liable for rejection.
24. The rates quoted should be F.O.R. destination that may be the University offices or any of its constituent colleges/ Institutions. The constituent institutions of the University are located at Faridkot, Badal, Jalalabad, Shri Goindwal Sahib, Bathinda and should also include packing and forwarding charges, taxes and other levies.
25. The Registrar reserves all the rights to accept or reject any tender without assigning any reason and also to impose/relax any term and condition of the tender.

26. CRITERIA OF EVALUATION OF PRICE BID

The Price Bids of technically qualified bidders shall be evaluated on the basis of lowest bid criteria without compromising on the quality of material. Rates of all types of taxes as applicable should be quoted clearly. The price bids of technically qualified bidders shall be evaluated on the basis of lowest bid criteria without compromising on the quality of material. The price of CMC will be included in the price while calculating the price of the equipment for comparison.

27. SECURITY DEPOSIT:

- a. The EMD of Rs.10,000/- only (Rs. Ten Thousand Only) of successful bidder submitted with the Tender considered as Security Deposit.
- b. The Earnest Money Deposit will be refunded to the unsuccessful bidders within three months of the date of purchase order, without any type of interest.
- c. The above said amount of the security deposit will be retained by the University and will be refunded after completion of period of rate contract.



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28. PAYMENT TERMS

Payment through cheque RTGS/NEFT after receiving the material in good condition and installation/verification/Inspection of the same.

29. PENALTY CLAUSE

- A time period of 30 days will be given by the University to supply the material, depending upon the nature of item.
- If the supply is not made within the stipulated period then late delivery charges @2% will be imposed on the total amount of Supply Order up to delay of 30 days and thereafter @ 4% for another 30 days after which Supply Order/Rate Contract will be deemed cancelled & security/earnest money forfeited and company will be black-listed for future. However, the University can grant 15 days relaxation in the delivery period, based on the written request of the tenderer, if the University observes that the tenderer has valid reasons for non- supply of material within the stipulated time/period.
 - If the Successful bidder refuses or does not respond to the instruction/orders with in stipulated period, the EMD shall be forfeited and order may stand cancelled.
 - If the firm refused to execute the orders fully or partially, the security amount shall be forfeited and supply order may stand cancelled.

30. ARBITRATION

- i) In the event of any dispute or differences arising between the parties with regard to the terms and conditions of the agreement/contract and/or with regard to the breach or interpretation thereof including all rights and liabilities there under on any matter whatsoever touching upon the terms and conditions of the agreement/contract whether in course of or after its termination the parties will settle the same at the first instance by mutual discussions/conciliation which would be conducted by the Incharge, University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot.
- ii) In the event the said mutual discussions/conciliation fails, the aggrieved party shall initiate arbitration proceedings for resolution of differences/disputes etc.,



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mentioned above by appointing a sole arbitrator, who shall be the Registrar, BFUHS, Faridkot in which event the said proceeding shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act enforce.

- iii) The venue of such arbitration proceeding shall be at Faridkot and the court in Faridkot alone will have jurisdiction in respect of all proceedings connected there with.

31. Jurisdiction – All disputes are subject to the jurisdiction of courts at Faridkot only.

Dated:- _____.

Place:- _____.

Signature _____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal

Accepts all the terms & conditions of the Tender Under hand and seal of the authorized person

Accepted

Dated:- _____.

Place:- _____.

Signature _____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal



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Annexure- V

Details about Bank Account of the firm who has deposited EMD

Name of the firm: M/s _____

Sr. No.	Particulars	Detail
1.	Account No.	_____
2.	Name of Bank	_____
3.	Branch Name	_____
4.	IFSC Code of Bank	_____
5.	Name of Operator	_____

Dated:- _____.

Place:- _____.

Signature _____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal



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Annexure- VI

TENDER/CONDITIONS ACCEPTANCE LETTER

Date:-----

To

The Registrar
Baba Farid University of Health Science,
Sadiq Road,
Faridkot.

Subject: Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the designated website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents. (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

Signatures :- _____

Name:- _____

Address: - _____

Contact No:- _____



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Financial Bid

To be filled on the e-procurement portal of the Govt. of Punjab only.

The rates quoted by the bidder must include all charges, however the GST will be paid extra, by the University, as per govt. rates (if applicable)