

GENERAL INSTRUCTIONS

- Attach a copy of the tender notice.
- Attach Affidavit as per proforma given and self attested (Annexure I).
- Attach a signed copy of Terms and Conditions.
- The Vice-Chancellor reserves all the rights to accept or reject any tender without any reason and also to impose/relax any term and condition.

SEE Next Pages for

- 1) General terms and conditions (Page No. 3, 4, 5).
- 2) Format of Affidavit (Page No. 6)
- 3) Technical Bid (Page No. 7)
- 4) Financial Bid (Page No. 8)

Tender Fee: Rs.500/-



Baba Farid University of Health Sciences
 Sadiq Road, Faridkot– 151203 (Pb.)
 Phone: 01639-256232, 256236
 Fax: 01639-256234
 Website: www.bfuhs.ac.in
 e-mail: upfdbfuhs@gmail.com

Tender Form
(Tender enquiry no. Xerox toner & copy cartridges/June/2021/01)

Name of the Firm	
Address	

Earnest Money	: Rs.5000/- in the form of Demand Draft in Favour of "Registrar, Baba Farid University of Health Sciences, Faridkot" payable at "Faridkot".
Tender Fee (Not Refundable)	: Rs.500/- should be enclosed with the tender in shape of Demand Draft in favour of Registrar, Baba Farid University of Health Sciences, Faridkot or can be deposited in the University cash counter.

* Errors and omissions, if any, shall subject to rectification by the University.

Please quote rates for purchase of following items:

Sr. no.	Description of item	Qty
1.	Toner cartridge WC-5325 (Xerox)	8 pcs
2.	Copy cartridge WC-5325 (Xerox)	05 pcs
3.	Toner cartridge Xerox B-8075	02 pcs.

Terms and Conditions are as follows:-

Interested parties may please enclose brochures with complete specifications of models reflecting minimum price therefore. The inspection committee shall scrutinize these offers and select appliance most appropriate to requirement of university and its constituted colleges. Keeping in view the quality of product and pricing as well as reputation for service and maintenance as essential parameters:-

1. The Tender form *along with copy of Tender Notice, Terms & Conditions and requisite certificate(s) indicated in the Terms & Conditions may be downloaded from University website (www.bfuhs.ac.in)*, in the sealed envelope, should reach in the office of **The Registrar, Baba Farid University of Health Sciences, Faridkot done as per clause 8** on or before **upto 15.07.2021 by 1:00 PM and to be opened** on the same day at 2.30 PM.
2. Tenders should be sealed with cello tape/sealing wax. Unsealed tenders will not be entertained and such tenders will be ignored straightway.
3. The tender form must be accompanied with Tender fee of Rs.500/- per tender in the shape of demand draft in favour of **"The Registrar, Baba Farid University of Health Sciences, Faridkot"** payable at Faridkot .
4. The tender(s) should be accompanied by earnest money (Rs.5000/-) in the shape of Demand Draft of any scheduled bank in favour of Registrar, Baba Farid University of Health Sciences, Faridkot payable at Faridkot.
5. Tender without the earnest money will not be entertained.
6. Tenders forms shall be type written.
7. Rates should be quote against each item and in same order as per given Annexures only.
8. **SUBMISSION OF TENDERS** : The Technical and Financial bids should be sealed in separate sealed envelopes with Tender Enquiry No., Type of bid, Due date and Bidder name clearly marked on them as under:
 - A. **ENVELOPE NO. I (TECHNICAL BID)**
This envelope should contain Tender form along with a copy of Tender notice, Tender fee, draft, EMD amount draft and Technical bid (as per **Annexure –II**) along with certificates regarding proprietorship /ownership of the firm.
 - B. **ENVELOPE NO. II (FINANCIAL BID)**
This envelope should contain only Financial bid(**Annexure-III**).
 - C. **ENVELOPE NO. III addressed to "The Registrar, Baba Farid University of Health Sciences, Faridkot"**
This envelope should contain sealed Envelope-I, II. The words "**Tender for Xerox Toner & Copy Cartridge**" should be written on the top of sealed envelope
9. **The rates quoted should be F.O.R. destination Store section, BFUHS, Faridkot and should also include packing and forwarding charges, taxes, installation charges and other levies (as applicable), if any, be mentioned separately in the quotation. But rates should be consolidated after including various taxes etc., if any, should be mentioned in the financial bid.**
10. In-complete or conditional offers incorporating price variation will not be entertained.
11. Tenderer should certify in their offers that rates quoted by them are not higher than those quoted to DGS&D rates.
12. Tenderer should indicate their sale-tax, Pan no., GST No. registration No. in their offers.
13. Only Manufacturer/ Authorized dealer (supplier) should quote the rates. The bidder should have authorization certificate of principal supplier for supply of Xerox toner and copy cartridges for Xerox photocopier machines and a copy of same also enclosed with tender.

14. The bidders may be asked for submission of samples of items mentioned in the tender
15. Any tender, which is not in the proper form or received late will not be entertained.
16. The office shall not bear any responsibility for any postal delay.
17. Tender should not quote their own mode of payment otherwise their offer is liable to be ignored.
18. The University reserves the right to cancel the tender without assigning any reason.
19. **The tenderer(s) shall give a certificate, certifying that his/their concern has not been blacklisted.**
20. The tenderer(s) should properly append initials on the all corrections "if any" in his/their tender.
21. The tenderer must sign on all the pages of the tender.
22. Guarantee/Warranty period should also be specified.
23. The rates so quoted should have validity of at least for 1 year.
24. The quantity of item as mentioned above may be increased or decreased according to the requirement.
25. The tenderer(s) shall supply the material within a period of 30 days from the date of issue of supply order. In case, *the material is not supplied even after the grant of extended period*, if any, late delivery charges @ 2% per month will be imposed on the total amount of Supply order.
26. On genuine reasons, the University reserves the right to extend the period for supply of material on the request of supplier. If the material is not supplied even after the grant of extended period, the order placed may be cancelled and the EMD amount shall be forfeited.
27. If the Successful bidder refuses or does not respond to the order within stipulated period, the EMD shall be forfeited and order may stand cancelled.
28. If the firm refused to execute the order fully or partially, the security amount shall be forfeited and supply order may stand cancelled.
29. The Earnest Money of successful bidder will be returned after release of payment of the material.
30. Payment by RTGS/NEFT/Cheque after verification/inspection of the material.
31. The tenderer should have office gadgets like Fax machine and E-mail ID.
32. The **Earnest Money** of unsuccessful bidders will be returned after the final approval of tenders by the competent authority ***without any type of interest or other charges***}
33. All the disputes arising out of agreement/contract regarding this tender shall subject to Faridkot jurisdiction only. It is specifically agreed that no court outside and other than Faridkot shall have jurisdiction in the matter.

Signature of Tenderer
Accepts all the terms & conditions of the tender

DATE ::

PLACE :

CHECKLIST OF ENCLOSURE

1.	Tender Fee : Rs.500/-	<input type="checkbox"/>
2.	Earnest Money: Rs.5000/- in the shape of Demand Draft.	<input type="checkbox"/>
3.	Certificate certifying that firm has not been blacklisted (Annexure I).	<input type="checkbox"/>
4.	Technical bid (Annexure-II)	<input type="checkbox"/>
5.	Financial bid (Annexure-III)	<input type="checkbox"/>
6.	Other requisite certificate	<input type="checkbox"/>

AFFIDAVIT

I _____, s/d/w of _____ resident of
_____ District _____ proprietor of the firm M/s
_____, do hereby declare and solemnly affirm as
under:-

- That I have not been debarred or black listed by any department of Union/ State Government or any autonomous institute.
- That the terms & conditions for supplying the quoted **Tender for Xerox Toner & Copy Cartridge** for are acceptable to me. I will abide by terms in letter and spirit.
- Date of Existence of the firm _____ (Attached Certificate)
- Annual Turn Over Rs. _____

(Signature of the Tenderer)

Full Name: _____

Address: _____

Place : _____

Date: _____

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	Details of the Earnest Money Deposit (EMD):-	_____
(A)	<i>In case EMD is deposited in the shape of a demand draft:-</i>	_____
	Demand Draft No.	_____
	Date of demand draft	_____
	Amount of the demand draft	_____
	Bank with branch name	_____ _____
10	PAN Number	_____
11	GST No.	_____

Annexure-III

FINANCIAL BID

Name and Address of the applicant with Telephone / Fax No. _____

Permanent Address/ Head Office _____

We hereby quote for purchase and supply of Xerox Toner & Copy cartridge as under:

S. no.	Description	Qty	Price per Unit In (Rs.) (Incl. all taxes & freight etc.)	Total amount In Rs.
1.	Toner cartridge WC-5325 (Xerox)	8 pcs		
	Copy cartridge WC-5325 (Xerox)	05 pcs		
	Toner cartridge Xerox B-8075	02 pcs.		

Signature _____

(Name & Address) _____

Date & Place: _____