



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 SIGNING OF A RATE CONTRACT FOR PURCHASE OF XEROX TONER & COPY CARTRIDGES FOR PHOTOCOPIER MACHINES FOR BFUHS, FARIDKOT AND ITS CONSTITUTENT COLLEGES/ INSTITUTIONS.

Tender Notification No :	To be generated automatically by the E-procurement portal of the Govt. of Punjab.
Nature of work :	Short term e- tenders are hereby invited from the <u>Manufacturers / Authorized Dealers/ Authorized Distributors for signing of a rate contract for the Purchase OF XEROX TONER & COPY CARTRIDGES FOR PHOTOCOPIER MACHINES</u> at the Baba Farid University of Health Sciences, Faridkot and its constituent colleges located at different locations, based on the different demands that will be generated during of one year and will be further extended based upon the mutual consent of both the parties.
Cost of the tender document:-	Rs.590/- only (Rs.500 + 18% GST) through online mode 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 competition 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
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>03.08.2021 up to 12.30 pm</u>
Last date & Time for submission of the tender documents:-	<u>03.08.2021 up to 1.30 pm</u> <u>(through online mode only)</u>



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Date of opening of the Tender documents (Technical Bids)	<p>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.</p> <p>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.</p>		
Date of Opening of the tender documents (Financial Bids)	<p>The opening date of financial bids of the technically qualified bidders will be informed on the university web site .</p> <p>on the e- procurement portal of the Govt. of Punjab.</p> <p>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.</p> <p>The University authorities will have right to decide any other date and time for the opening of the Financial bids</p>		
Address for the submission :	<p>The Registrar, Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab) PIN-151203.</p>		
Who can be contacted for obtaining more information about the tender.	<u>Sr. No.</u>	<u>Nature of Information</u>	<u>Name of the concerned Official with contact No:-</u>
	1	About the tenders and allied information:-	<p>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.)</p>



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SCOPE OF SUPPLY

E-tenders are invited from **Manufacturers / Authorized Dealers/ Authorized Distributors** for signing of a rate contract for Purchase **OF XEROX TONER & COPY CARTRIDGES FOR PHOTOCOPIER MACHINES** for different offices of the Baba Farid University of Health Sciences, Faridkot or its constituent colleges/ institutions located at different locations based on the different requirements that will be generated during the period of one year or upto a period that will be further extended , based upon the mutual consent of both the parties :-

Sr. no.	Name of Item
1.	Toner cartridge Xerox WC-5016
2.	Copy Cartridge Xerox WC-5016
3.	Toner cartridge Xerox WC-5775
4.	Copy Cartridge Xerox WC-5775
5.	Toner cartridge Xerox WC-5325
6.	Copy cartridge Xerox WC-5325
7.	Toner cartridge Xerox B-1025
8.	Copy cartridge Xerox B-1025
9.	Toner cartridge Xerox B-8075
10.	Copy cartridge Xerox B-8075

Important Note:-

- A) The L1 Bidder may be called by the University for negotiation of their rates.
- B) The bidders are requested to quote their rates in the financial bid only. The rates should be quoted including all charges however, the GST will be paid by the University extra upon the quoted rates, as per the norms of the Government.
- C) The bidders may be asked for submission of samples of items mentioned in the tender
- D) 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.



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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 (Rs.500/- + 18% GST) 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/-** (Rupee 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.



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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 uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
8. 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.



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Annexure-I

NOTICE INVITING TENDER (E-TENDER NOTICE)

E-tenders are invited from **Manufacturers / Authorized Dealers/ Authorized Distributors** for signing of a rate contract for Purchase ***OF XEROX TONER & COPY CARTRIDGES FOR PHOTOCOPIER MACHINES*** for different offices of the Baba Farid University of Health Sciences, Faridkot or its constituent colleges/ institutions located at different locations

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. **Earnest Money Deposit (EMD) of Rs.10,000/-** (Rupees Ten Thousand Only). **Earnest Money Deposit must be submitted *in the shape of Online Payment.***
2. The tenders will be open **by the next day from the last date of submission of tenders (by 5:00 p.m.)** 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.
3. 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.
4. 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 “**XEROX TONER & COPY CARTRIDGES FOR PHOTOCOPIER MACHINES**” 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.

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 (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No



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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 (Scanned copy uploaded on the e-procurement portal or not?) (The original document must be submitted in the university before the last date)	Yes/No
3.	Technical Bid Proforma attached – Annexure – III (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
4.	Signed copy of terms & conditions attached – Annexure – IV (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
5.	Bank Details (Annexure – V) for refund of EMD attached (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
6.	Signed copy of an acceptance of tender/ conditions (Annexure – VI) (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
7.	Whether the fee of Rs.590/- only (Rs.500/- + 18% GST) 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 online in the favour of “ The Registrar, Baba Farid University of Health Sciences, Faridkot ” and payable at “Faridkot” Demand Draft No:- _____ Dated:- _____ Name of the Bank :- _____ Branch Name:- _____ Amount:- <u>Rs.10,000/- only (Rs. Ten Thousand Only).</u> 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? (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No



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10.	Copy of Certificate of Registration for service Tax/VAT/ TIN/TAN/PAN/GST attached. (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
11.	Whether a copy of Audited Balance Sheet of last three financial years have been uploaded on the website along with technical bid or not?	Yes/ No
12.	Whether a copy of the Income tax return of last three financial years have been uploaded on the website along with the technical bid or not?	Yes/ No
13.	Annual Turnover during last three years should not be less than 20 lakhs	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 CONDITIONS

Short Term e-TENDER DOCUMENT FOR XEROX TONER & COPY CARTRIDGES FOR PHOTOCOPIER MACHINES

1. The **Manufacturers / Authorized Dealers/ Authorized 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 bidder's Annual Turnover during last three years should not be less than 20 lakhs in India
5. Tender not conforming to any or all the above terms and conditions will be rejected.
6. Incomplete tenders are liable to be rejected.
7. Baba Farid University of Health Sciences, Faridkot reserves the right to increase/decrease the specified quantities of any item(s) given in the tender.
8. No tenderer shall be exempted from furnishing Earnest Money Deposit (EMD) under any circumstances.
9. 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.
10. 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.
11. The rates once quoted will remain valid/ un-changed for a period of one year or the period that will be further extendable upto this period.
12. 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.
13. 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.



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- 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.
14. 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.
 15. 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.
 16. 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 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. **THE E-TENDER WILL BE OPENED IN THE UNIVERSITY PROCUREMENT & FACILITY DEPARTMENT OF THE UNIVERSITY.**
 17. 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.
 18. 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.**
 19. 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.
 20. 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.



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21. 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.

22. SECURITY DEPOSIT:

- i) The EMD of Rs. 10,000/- only (Rupee Ten Thousand Only) submitted with the Tender considered as Security Deposit.
- ii) 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.
- iii) The above said amount of the security deposit of successful bidder will be retained by the University and will be refunded after completion of period of rate contract.

23. PAYMENT TERMS

Payment through Account Payee Cheques/ NEFT/RTGS, in the favour of the seller/ dealer only. The payment will not be made to any third party under any circumstances.

24. 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.
 - a. 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.
 - b. If the firm refused to execute the orders fully or partially, the security amount shall be forfeited and supply order may stand cancelled.



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11. **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., 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.

25. 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:- _____

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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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e-TENDER NOTICE FOR SIGNING OF A RATE CONTRACT FOR PURCHASE OF XEROX TONER & COPY CARTRIDGES FOR PHOTOCOPIER MACHINES FOR BFUHS, FARIDKOT AND ITS CONSTITUTENT COLLEGES/ INSTITUTIONS.

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)**