



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

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

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SUPPLY OF ANSWER BOOKS

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| Tender Notification No : | To be generated automatically by the E-procurement portal of the Govt. of Punjab. |
| Nature of work : | Short term e- tender notice for supply of the Printed Answer Books for the University :- 1) Answer Book for the Theory Exams. 2) Answer Book for the Practical Exam |
| Cost of the tender document:- | Rs. 500/- only (Rs. Five Hundred Only) {Non refundable, under any circumstances}. <u>must be submitted in the shape of a BANK DEMAND DRAFT</u> <u>ONLY of any nationalized/ commerical bank and issued in the</u> <u>favour of “ REGISTRAR, BABA FARID UNIVERSITY OF HEALTH</u> <u>SCIENCES, FARIDKOT” payable at “Faridkot” and must be</u> <u>submitted upto 1.30 p.m. of the last date fixed for the</u> <u>submission of the tenders through e-tender mode. The bidder</u> <u>who will not submit the demand draft upto the last date and</u> <u>time fixed for the submission of tender will be considered as In-</u> <u>valid and his/ her bid will be rejected without any prior notice.</u> <u>The demand draft must reach to the office of the Incharge</u> <u>(UPFD) on which the name and address of the bidder must be</u> <u>written on its back side.</u> |
| Tender Processing fee:- | As per Punjab Govt Norms |
| EMD Amount : | Rs. 1,00,000/- only (Rupees One Lakh Only) {Refundable to the Non-successful bidders, without any type of interest or other charges}. <i>However, It will be converted in Performance security in case of successful tenderer and will be returned when the bidder will supply the materials in good conditions. .</i> <u>The Earnest Money Deposit must be submitted in the shape of</u> |



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| | <p>a <u>BANK DEMAND DRAFT ONLY</u> of any nationalized/commercial bank and issued in the favour of "<u>REGISTRAR, BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT</u>" payable at "<u>Faridkot</u>" and must be submitted upto 1.30 p.m. of the last date fixed for the submission of the tenders through e-tender mode. The bidder who will not submit the demand draft upto the last date and time fixed for the submission of tender will be considered as In-valid and his/ her bid will be rejected without any prior notice. The demand draft must reach to the office of the Incharge (UPFD) on which the name and address of the bidder must be written on its back side.</p> <p>It must be clearly noted that no bidder will be allowed any type of exemption in the deposit of EMD. If the required EMD will not be deposited then the tender will be rejected.</p> <p>The bidders are required to provide atleast 05 pc. Of the Samples of the both type of the answer books along with their technical bid. If the said samples will not be provided along with the technical bid then the tender will be rejected.</p> |
| 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>20.03.2018 up to 12.30 pm</u> |
| Last date and time for deposit of | <u>20.03.2018 up to 01.00 pm</u> |



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| Original Bank Demand Draft of EMD and Original Affidavit:- | <u>at the University Procurement & Facility Department of the BFUHS, Faridkot.</u> | | |
| Last date & Time for submission of the tender documents:- | <u>20.03.2018 up to 2.00 pm</u> <u>(through online mode only)</u> | | |
| Date of opening of the Tender documents (TECHNICAL BIDS):- | 20.03.2018 (at 2.30 p.m.) on the e- procurement portal of the Govt. of Punjab. at the University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot. | | |
| Date of opening of the Tender documents (FINANCIAL BIDS):- | 20.03.2018 (at 3.00 p.m.) on the e- procurement portal of the Govt. of Punjab. at the University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot OR AT THE TIME THAT WILL BE DECIDED BY THE UNIVERSITY AUTHORITIES. | | |
| 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. No.</u> | <u>Nature of Information</u> | <u>Name of the concerned Official with contact No:-</u> |
| | 1 | About the tenders and allied information:- | Incharge, UPFD, BFUHS, FARIDKOT 01639-256232, 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 procurement of Printed Answer

Books to the University as detailed below:-

| Sr. No. | Name of items | Specifications |
|---------|--|---|
| 1 | Answer Sheets for Theory Exams of the University | <ul style="list-style-type: none">• No. of pages of answer script should be accurately 48 pages (44 writable pages + 4 cover pages) when counted on both sides.• Pages Numbering in answer scripts should be in the sequence.• Bar code 1 at the top right hand corner of the cover page and all the inner pages should be same and there should be no difference outside and inside the answer scripts.• Answer scripts should not be torn.• The quality of the answer scripts should be minimum 75 GSM.• The paper for the printing of the answer books should be of good quality and a renowned paper mill.• The quality of perforation should be good.• The stitching of the answer scripts should be in Uniform* pattern.• The Both Bar codes 1 and 2 should not be pre-fixed with a Zero.• Size of the each paper should be A 4 size approx including stitched area.• The Bar Code-I (Printed at the top right hand corner) should also be got printed on the backside of the lower tear off portion of the answer script. The Printer will take the utmost care while printing Bar Code 1 on the backside of the lower tear off portion. Any mismatch between bar code 1 at the top right hand corner and backside tear off portion, may alter / have an affect on the result processing.• The Bar Code- II is to be printed on the lower tear off portion of the title page of the Answer Book.• The Bar Code 1 and Bar Code 2 to be of 06 characters fixed |



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| | | <p>and numeric only.</p> <ul style="list-style-type: none">• Logo of BFUHS must be printed in <u>Light Colour</u> on each page of the Sheet.• Single color printing on each side of the answer book.• Logo of the BFUHS must be printed on each sheet.• The answer sheets must be packed in a good quality poly pack in the packing of 100 sheets in each packet.• These packets must be further packed in a card board box of good quality and must be sealed with the good quality tape roll.• The plastic strap/ nylon strap must be tied upon the card board to ensure proper packing.• If any additional details about the item is required then the same may be collected from the dealing officials of the Examination Branch, on any working day. |
| 2 | Answer Sheets for the Practical Exams of the University | <ul style="list-style-type: none">• The total number of pages should be 12 pages (when counted on both sides).• The quality of paper should be atleast 75 GSM.• The size of the paper should be A4 size approx / 9 x 10.6 inches including stitched area.• Sr. No. must be printed on the face / 1st page of the Answer Script.• Answer scripts should not be torn.• Logo of BFUHS must be printed in <u>Light Colour</u> on each page of the Sheet.• Single color printing on each side of the answer book.• Logo of the BFUHS must be printed on each sheet.• The answer sheets must be packed in a good quality poly pack in the packing of 100 sheets in each packet.• These packets must be further packed in a card board box of good quality and must be sealed with the good quality tape roll.• The plastic strap/ nylon strap must be tied upon the card board to ensure proper packing.• If any additional details about the item is required then the same may be collected from the dealing officials of the Examination Branch on any working day. |



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

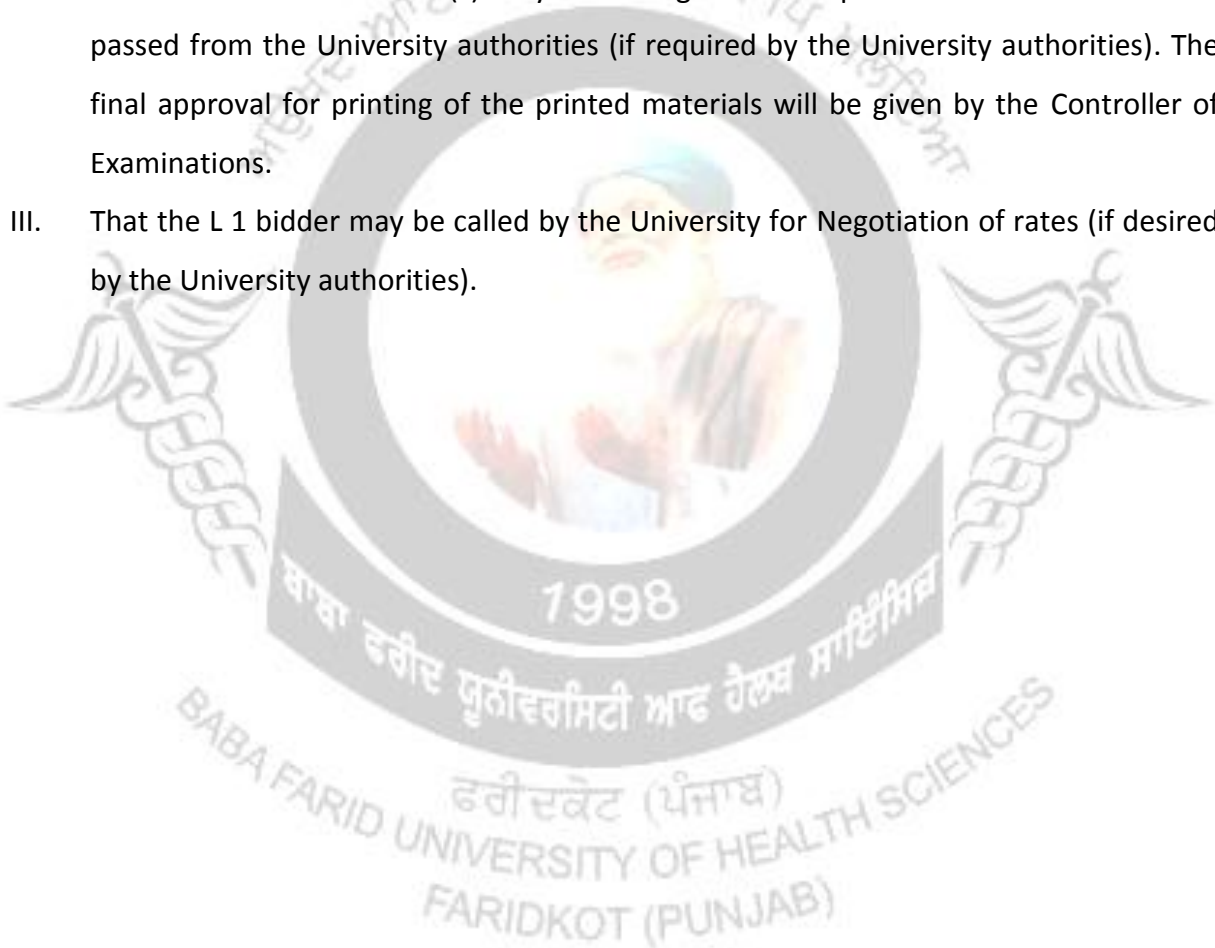
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Important Note:-

- I. The bidders are required to submit their at least 05 pc. Of samples of both type of the answer sheets along with the technical bid. The bidders who will not deposit the said samples of the answer books will not be considered technically eligible and his / her tender will not be entertained and will be rejected without any further notice.
- II. That the Successful bidder(s) may have to get the sample of the Printed Materials passed from the University authorities (if required by the University authorities). The final approval for printing of the printed materials will be given by the Controller of Examinations.
- III. That the L 1 bidder may be called by the University for Negotiation of rates (if desired by the University authorities).





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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 affidavit must be submitted to the University Procurement and Facility Department along with the demand draft of the Earnest Money Deposit.**
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 & other payments in case of successful bidder (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. 500/- only may be submitted through Demand Draft 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. The tender document fee must be submitted in the shape of a **BANK DEMAND DRAFT ONLY** of any nationalized/ commerical bank and issued in the favour of “ **REGISTRAR, BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT**” payable at “**Faridkot**” and must be submitted upto 1.30 p.m. of the last date fixed for the submission of the tenders through e-tender mode. The bidder who will not submit the demand draft upto the last date and time fixed for the submission of tender will be considered as In-valid and his/ her bid will be rejected without any prior notice. The demand draft must reach



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- to the office of the Incharge (UPFD) on which the name and address of the bidder must be written on its back side.
- ii) **Earnest Money Deposit (EMD) of Rs. 1,00,000/-** (Rs. One Lakh Only). The Earnest Money Deposit must be submitted **in the shape of a BANK DEMAND DRAFT ONLY** of any nationalized bank and issued in the favour of **“Registrar, Baba Farid University of Health Sciences, Faridkot”** payable at **“Faridkot”** and must be submitted upto 1.00 p.m. of the last date fixed for the submission of the tenders through e-tender mode. The bidder who will not submit the demand draft upto the last date and time fixed for the submission of tender will be considered as In-valid and his/ her bid will be rejected without any prior notice. The demand draft must reach to the office of the Incharge (UPFD) on which the name and address of the bidder must be written on its back side.
- 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/GST (as applicable). The supporting document should be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
- v) The bidder will provide a documentary evidence to mention that his/her/its LAST YEAR TURNOVER is not less than Rs. 100 lacs.
- vi) The firm participating in the bid must have to provide a single supply order/ Purchase order for not less than Rs. 20.00 lac only , issued by any Govt/ Semi Govt / Autonomous Organization or an Educational Institution of repute.
- vii) The firm participating in the bid must have a valid Printing Declaration Certificate issued by the Department concerned.
- viii) The firm participating in the Tender must have to provide a copy of the Vat Clearance Certificate for the Last 03 financial Years.



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- ix) If the Bidder is a Partnership firm then a copy of the Power of attorney duly signed by the other members must be provided.
- x) Copies of the Balance Sheets for the last 03 financial years duly signed and stamped by a Practicing Chartered Accountant.

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)

Tenders are hereby invited for the procurement of Answer Books for the University.

"Detail of the items of the tender has already mentioned in the Scope of Supply"

Important Note:-

- I. That the Successful bidder(s) may have to get the sample of the Printed Materials passed from the University authorities (if required by the University authorities). The final approval for printing of the printed materials will be given by the Controller of Examinations.
- II. That the L 1 bidder may be called by the University for Negotiation of rates.
- III. The tender document containing detailed terms & conditions may be downloaded from the e-procurement website of the Punjab Government its details may also be seen at the University website i.e. www.bfuhs.ac.in

TERMS AND CONDITIONS:-

1. The Earnest Money Deposit of **Rs. 1,00,000/- only** (Rs. One Lakh Only) must be submitted in the shape of a **BANK DEMAND DRAFT ONLY** of any nationalized bank and issued in the favour of " **Registrar, Baba Farid University of Health Sciences, Faridkot**" payable at "**Faridkot**" and must be submitted upto 1.30 p.m. of the last date fixed for the submission of the tenders through e-tender mode.
2. The bidder who will not submit the demand draft upto the last date and time fixed for the submission of tender will be considered as In-valid and his/ her bid will be rejected without any prior notice.
3. The demand draft must reach to the office of the Incharge (UPFD) on which the name and address of the bidder must be written on its back side.
4. The tenders will be opened on the same day at 2.30 PM, 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.



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5. 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.
6. 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.50/- 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:-

- That the individual/firm/ companies are **not debarred or black- listed** by any department of Union/ State Government or any autonomous institute.
- 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.
- That the terms and conditions for supply of **“supply of Printed Answer Books to the University”** are acceptable to me/us. I/We will abide by them in letter and spirit.
- That I will supply and install the required material within the stipulated delivery period of the tender document/ supply .
- That I have clearly understood that by applying the tender with the BFUHS, I/ we are going to enter into an agreement with the BFUHS, Faridkot to supply the material, based on the different demands of the University that will be generated by it during the validity period. I have no objection, if the University will blacklist me/ my firm/ company, in case I will violate any major condition of the tender document or will not supply the materials as per the conditions of the supply order, without any reasonable cause.***

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

- Name of the applicant _____
1 (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) *In case EMD is deposited in the shape of a demand draft:-*

Demand Draft No. _____
Date of demand draft _____
Amount of the demand draft **Rs. 100,000/- only (Rs. One Lakh Only)**

Bank with branch name _____
- (B) *In case EMD is deposited in the shape of a University receipt:-*

University Receipt No. _____



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University receipt date

Amount of the University receipt Rs. 1,00,000/- only (Rs. One Lakh Only)

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 |
| 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?) | 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. 500/- only (Rs. Five Hundred Only) on account of Tender Fee has been submitted through Demand Draft mode or not? | Yes/No |
| 8. | Whether an EMD of the appropriate value i.e. Rs. 1,00,000/- only has been submitted in the shape of a Bank Demand Draft issued in the favour of “The Registrar, Baba Farid University of Health Sciences, Faridkot” and | Yes/No |



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| | payable at "Faridkot" has been submitted to the Incharge, University Procurement and Facility Department. Whether a soft copy of the same has been uploaded on the designated website at the time of submission of the tender or not? | |
| 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 |
| 10. | Copy of Certificate of Registration for service Tax/GST/ TIN/TAN attached. (Scanned copy uploaded on the e-procurement portal or not?) | Yes/No |
| 11. | Copy of Permanent Account Number (PAN No.) attached or Not?. (Scanned copy uploaded on the e-procurement portal or not?) | Yes/No |
| 12. | 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 |
| 13. | 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 |
| 14. | Whether a copy of the Printing Declaration Certificate issued by the department concerned has been uploaded or not? | Yes/ No |
| 15. | Whether the documentary evidence for turnover of 100 Lacks during the last financial year has been uploaded or not? | Yes/ No |
| 16. | Whether the Power of attorney duly signed by the all partners in the favour of the bidder, for participating the tender has been uploaded on the non judicial papers of Rs 100/- or not? | Yes/ No |
| 17. | Whether a copy of the VAT Clearance Certificate for the last 03 years from the department concerned has been uploaded or Not? | Yes/ No |
| 18. | Whether a copy of the Single Purchase Order/ Supply Order issued by any Govt/ Semi Govt/ Autonomous Organization or any Renowned Educational Institution of repute for not less than Rs. 20.00 lacs has been enclosed with the tender document or not? | Yes/ No |



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| 19. | Whether the 05 pc. sample of the Theory answer books are attached with the technical bid. | Yes/ No |
| 20. | Whether the 05 pc. sample of the Practical answer books are attached with the technical bid. | 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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SHORT TERM e-TENDER NOTICE FOR SUPPLY OF ANSWER BOOKS

Annexure-IV

TERMS AND CONDCTIONS

Short Term e-TENDER DOCUMENT FOR supply of Printed Answer Books at the University Offices .

1. The Reputed **Manufacturers/ Reputed General Merchants/ Reputed Sole agents/ Reputed Authorized firms/ Reputed Distributors/ Renowned Suppliers/ Reputed Printing Houses/Reputed Printing firms** 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. No tenderer shall be exempted from furnishing Earnest Money Deposit (EMD) under any circumstances.
5. The EMD shall be deposited in the shape of a bank demand draft, issued by any nationalized/ commerical bank in the favour of the Registrar, Baba Farid University of Health Sciences, Faridkot (Punjab) and payable at Faridkot. The said demand draft must be submitted to the Incharge, University Procurement & Facility Department on or before the last date for submission of the e-tenders.
6. 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.
7. 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.
8. The rates once quoted will remain valid/ un-changed for a period upto 31.12.2018 or the period that will be further extendable upto this period.



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9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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



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official/ authority before the finalization of tenders will render the tender liable for rejection.

16. The rates quoted should be F.O.R. destination i.e. Central Store of the Baba Farid University of Health Sciences, Faridkot or any other departmental/ college store of any of its constituent college/institution located at different locations throughout the state of Punjab. It should also include packing and forwarding charges and other levies.

17. **However the GST/ Taxes, that will be applicable will be paid extra, as per the Govt. rates.**

18. The University authorities 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.

19. 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. However, it must be noted clearly that the Samples that are required to be enclosed along with the tender document will be considered as a part of the Technical Bid.

The Rates quoted in the Price Bid must be inclusive of Carriage and all other charges , However, the Statutory Taxes will be paid extra, as per the Govt. rates (as applicable).

20. SECURITY DEPOSIT:

- i) The successful bidder shall be required to deposit a security of Rs. 1,00,000/- only (Rs. One Lakh Only) in the shape of Demand Draft in favour of Registrar, Baba Farid University of Health Sciences, Faridkot drawn on any commercial/nationalized bank, payable at Faridkot
- ii) OR EMD of Rs. 1,00,000/- only (Rs. One Lakh ONLY) submitted with the Tender may also be considered as Security Deposit, as agreed by the successful bidder.
- iii) 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.
- iv) The above said amount of the security deposit will be retained by the University and will be refunded after the receipt of all materials from the firm concerned in good quality.



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21. PAYMENT TERMS

The bill of the printed materials will be paid after receipt and inspection of the materials, 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.

22. PENALTY CLAUSE

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 to 30 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.

At any later stage during scanning of the Bar Code Answer Books, if any discrepancy i.e. mismatching of bar codes (inside and outside) , bar code readability or any other is detected , suitable penalty that will be decided by the University authorities shall be imposed.

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



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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.

23. 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:- _____



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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:- _____ Signature _____

Place:- _____ 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 Prescribed proforma that will be available on the e-procurement portal of the Govt. of Punjab.

Financial Bid submitted in any other format other than on the E-procurement portal of the Govt. of Punjab will not be entertained, under any circumstances.

