



Central Purchase Unit
National Institute of Technology Srinagar (J&K) -190006

Email: cpu@nitsri.ac.in

E-TENDER NOTICE

BID DOCUMENT

[Two Cover system]

Tender No. NITS/CPU/ET/2021/**Stationery**/068

Date: 08/10/2021

On behalf of The Board of Governors of the Institute online bids (Two- Cover System) are invited from registered suppliers/agencies for Fixation of an annual rate contract for the supply of stationary Items to the Institute (as per the Annexure-I)

Sl. No	Description of work	Last date & Time for online submission of bids	Date/Time for opening of Technical bid
1	Fixation of Annual Rate Contract for Stationery items	01.11.2021 at 13:00	01.11.2021 at 14:00

Website for Online bid Submission : <https://mhrd.euniwizarde.com>

Cost of tender document:- 100/- to be paid online mode only

Technical Specifications are available at the bottom of the document.

KINDLY NOTE THAT ONLY ONLINE BIDS WILL BE CONSIDERED AGAINST THIS TENDER. Further, requests for postponement will not be entertained. Bids sent by post/Fax/email bids shall be rejected straightway.

All the bidders may kindly note that all future corrigendum/amendments will be published on Institute website: www.nitsri.ac.in and <https://mhrd.euniwizarde.com> website only and no separate notice through print media shall be released for the same. All the prospective bidders are therefore requested to visit the websites regularly for any such changes/update.

The Institute reserves the right to accept/reject any or all tenders either in part or in full without assigning any reasons there for.

Officer-in-charge
Central Purchase unit

GENERAL CONDITIONS OF CONTRACT (GCC)

1. Definitions

In this Contract, the following terms shall be interpreted as indicated:

- (i) "The Purchase Order" means the Purchase Order placed by the Purchaser including all the attachments and appendices thereto and all documents incorporated by reference therein;
- (ii) "The Contract Price" means the price payable to the Supplier under the Order for the full and proper performance of its contractual obligations;
- (iii) "The Goods" means all the equipment, machinery, and/or other materials, which the Supplier is required to supply to the Purchaser under the Contract;
- (iv) "Services" means services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other obligations of the Supplier covered under the Contract
- (v) "GCC" mean the General Conditions of Contract contained in this section.
- (vi) "SCC" means the Special Conditions of Contract.
- (vii) "The Purchaser" as specified in Special Conditions of Contract.
- (viii) "The Purchaser's country" is "India".
- (ix) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
- (x) "Day" means calendar day.
- (xi) National Institute of Technology Srinagar J&K (NITS J&K) ; Director; The Officer-in-charge Central purchase unit; Officer-in-charge, Central Purchase Unit (O/C CPU) represent the same entity.

2. Application

These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

3. Standards

The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, Annexure –I. The goods shall conform to the recognized national regulatory standards of the country of origin or any other recognized standards like CE; BIS or similar applicable. Such standards shall be the latest issued, by the concerned institution.

4. Use of Contract Documents and Information

The bidder shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance.

5. Patent Rights

The bidder shall indemnify the Purchaser against all third-party claims of infringement of patent, trade mark or industrial design rights arising from use of the Goods or any part thereof in India.

6. Submission of the bids and BID SECURITY

The procurement will be carried out through submission of online tenders only. No offer in physical form will be accepted and any such offer if received by The Institute will be out rightly rejected. Tender documents can be downloaded from website of <https://mhrd.euniwizarde.com> and final bids (Technical and Financial) are to be uploaded on same website only.

Before submission of bids, the bidders are requested to kindly read the Instructions to bidders for online participation available at the end of this tender document.

In place of bid security bidders can submit bid security declaration as per rules, in the given form provided in the tender document.

7. Inspections and Tests

The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser.

8. Packing

The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. The packing

shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods final destination and the absence of heavy handling facilities at all points in transit.

9. **Delivery and Documents**

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in supply the order within the specified period. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

Delivery of the goods should be made within the prescribed period mention in the Purchase Order.

10. **Warranty**

The supplied goods shall be guaranteed for quality as per the specifications

11. **Payment**

Payment of bill shall be released after completion of supply of all goods against each Purchase Order. Part payment/piece meal payment of a purchase order shall not be allowed.

12. **Prices**

Price will be quoted in both words and figures. In case of any difference, the prices quoted in words shall prevail.

Price should be quoted in Indian Rupees only.

13. **Delays in the Supplier's Performance**

Since time is the essence of the contract, delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser in the purchase Order.

14. **Penalty**

If the Supplier fails to deliver any or all of the Goods or to perform services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 1% per week subject to the maximum deduction of 10% of the Purchase Order. Such payment shall be deducted from the same bill or any other bill due to supplier from NITS J&K.

15. **Termination for Default**

The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

- (i) If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the order, or within any extension thereof granted by the Purchaser.
- (ii) If the Supplier fails to perform any other obligation(s) under the Contract.
- (ii) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this Clause:

- (i) "Corrupt practice" means the offering, giving, receiving or soliciting of gratification to influence the action of a public official(s) in the procurement process or in contract execution.
- (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the purchaser of the benefits of free and open competition;"

16. **Force Majeure**

The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, act of God and freight embargoes.

17. **Resolution of Disputes**

The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a contractual dispute, either party may require that the dispute be referred for resolution to the formal mechanisms. These mechanisms

may include, but are not limited to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and national or international arbitration.

In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred by the Director NIT Srinagar and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

18. **Taxes and Duties**

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser. However, GST in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so stipulated in the order.

19. **Inspection and Tests**

The Supplied Materials shall be checked for the acceptance as per specifications of the Purchase order and any item which is not conforming to the specifications shall be required to be replaced immediately.

20. **Applicable Law**

The place of jurisdiction would be Srinagar, Jammu and Kashmir.

21. **Notices**

For the purpose of all notices, the following shall be the address of the Purchaser and Supplier.

I. Purchaser:

Officer-in-Charge
Central Purchase Unit
National Institute of Technology Srinagar
Hazratbal Srinagar-190006, J&K

Contact for Clarification:

- 1. 9906523922**
- 2. cpu@nitsri.ac.in**

II. Supplier: (To be filled in by the supplier)

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INSTRUCTION TO BIDDERS (ITB)

INTRODUCTION

1. Eligible Bidders

This invitation for Bids is open to all registered suppliers/agencies who possess the qualifying requirements specified in this tender.

Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids.

2. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

THE BIDDING DOCUMENTS

3. Cost of Bid Document

As mentioned on e-tender notice

4. Contents of Bid Document

The Bidder is expected to examine all instructions, forms, terms (ITB/GCC/SCC etc.), and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive shall result in rejection of the bid.

5. Amendment to Bid Document

The prospective bidders are required to keep a watch on the MHRD/NITS, J&K

Website w.r.t. any amendment to the tender document or to clarification to the queries raised by the bidders up to seven days prior to the opening of the tender. The Purchaser reserves the right to reject the bids if the bids are submitted without taking into account these amendments/clarifications. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

PREPARATION OF BIDS

6. Documents Comprising the Bid

The bidder is required to upload its bids on the MHRD portal: <https://mhrd.euniwizarde.com> in two parts in prescribed excel format available on the website only. One part is the Techno-Commercial Unpriced Bid and the other part is the Financial or Price Bid.

6.1 The Techno-Commercial Unpriced Bid prepared by the Bidder shall include the following without indicating the price in the Bid Form.

- I. The following documents establishing that **the bidder is eligible to bid** and is qualified to perform the contract if its bid is accepted as per qualification requirements/criteria.
 - (a) GST No
 - (b) Pan Card
 - (c) IT returns last three years
 - (i) Technical Specification Compliance Form. (Available in tender document)
 - (ii) Bid Form. (Available in tender document)
 - (iii) Bid Security Declaration Form(Available in Tender Document)

Note: - All documents should be clearly scanned and uploaded on the portal.

6.2 The Financial/Price Bid shall comprise of the Price Schedule 'Part A' given with tender to be uploaded after filling all relevant information. The Rate should be inclusive of all charges and no other charges shall be considered. The priced bid should be uploaded strictly as per the format available with the tender failing which the offer is liable for rejection (renaming or changing format of Price schedule sheet will not be accepted by the system).

7. Bid Prices

The Bidder shall indicate the unit prices and total bid prices of the goods it proposes to supply in response to this notice and enclose it with the priced bid in the formats given in this bid document.

- (i) Prices indicated shall be entered as per the given format only.
- (ii) Rates should be quoted F.O.R. at site i.e. NIT Srinagar, J&K. Inclusive of packing, forwarding, loading & unloading, shifting up to the site of installation, installation and commissioning charges etc. If ex-works prices are quoted then packing, forwarding, documentation, freight and insurance charges must be clearly mentioned separately and clearly. Vague terms like packing, forwarding, transportation etc. without mentioning the specific amount/ percentage of these charges will not be accepted. Such offers shall be treated as incomplete and rejected. Where there is no mention of packing, forwarding, freight, insurance charges, such offers shall be assumed as all inclusive of above charges.

Prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price the bid will be treated as non-responsive and rejected.

8. Bid Currencies

Prices shall be quoted in Indian Rupees Only.

9. Period of Validity of Bids

Bids shall remain valid for 90 days from the date of opening the bid prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

10. Format and Signing of Bid

12.1.1 The Bidder shall upload the bids in two parts. One part shall contain Techno-Commercial un-priced Bid and the other shall contain the Priced Bid.

All pages of the bid, except for un-amended printed literature, shall be initialled by the person or persons signing the bid.

Any interlineations, erasures or overwriting shall be valid only if the persons or persons signing the bid endorse them.

The Bidder shall furnish information on commissions or gratuities, if any paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract as per the bid form.

The bid once accepted and awarded the contract the bidder will be obliged to execute the contract for the delivery and commissioning of the product at NIT Srinagar, J&K..

11. Modification and Withdrawal of Bids

The Bidder may modify or withdraw its bid after the bid's submission; prior to the deadline prescribed for online submission of bids.

No bid may be modified subsequent to the deadline for online submission of bids.

No bid may be withdrawn in the interval between the deadline for online submission of bids and the expiration of the period of bid validity specified by the Bidder on the bid form.

Note: In case of withdrawal of bid, the bidder will become ineligible for resubmission of the Bid as per the E-Tendering portal Guidelines; however modification can be made before the last date of Submission of Bids online.

OPENING AND EVALUATION OF BIDS

12. Opening of Bids by the Purchaser

The Purchaser will open all Techno Commercial Un-priced Bids, as per the schedule given in invitation to bids.

In the event of the specified date of Bid opening being declared a holiday for the Purchaser, the Bids shall be opened on the next working day.

The Financial/price bid of technically qualified bidders only will be opened at the date and time to be informed to the qualified bidders.

13. Clarification of Bids

To assist in the examination, evaluation and comparison of bids, the Purchaser may, at its discretion ask the bidder for any clarification(s) of its bid. The request for clarification and the response shall be in writing and no change in the price substance of the bid shall be sought, offered or permitted. However no post Bid clarifications at the initiative of the Bidder shall be entertained.

14. **Preliminary Examination**

The Purchaser may waive any minor informality, non-conformity, or irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any Bidder.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each bid to the Bid Document. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bid Document without material deviations.

On downloading from the web site, the language of standard clauses etc. mentioned in this 'Bid Document' should not be tampered with/ changed/modified in any manner whatsoever. If any such modification etc. is noticed the purchaser at any stage, the bid shall be rejected immediately and Bid security shall stand forfeited.

15. **Evaluation & Comparison of Bids**

For the bids qualifying for the technical evaluation which have been found to be responsive, the financial evaluation & comparison shall be made as under:

The bids shall be compared on the basis of total cost item wise and award will be delivered on lowest and reasonable Cost.

Conditional tenders/discounts etc. shall not be accepted. Rates quoted without attached conditions (viz. Discounts having linkages to quantity, payment terms etc.) will only be considered for evaluation purpose. Thus conditional discounted rates linked to quantities and prompt/advance payment etc, will be ignored for determining inter-se position. The Purchaser however reserves the right to use the discounted rate/rates considered workable and appropriate for counter offer to the successful tenders.

16. **Contacting the Purchaser**

Any attempt by any Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the bid.

17. **Purchaser's Right To Vary Quantities At Time Of Award**

The Purchaser reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

18. **Purchaser's Right To Accept Any Bid and To Reject Any or All Bids**

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Purchaser's action.

Evidence regarding credibility of stable performance and maintenance service capability must be provided. The purchaser reserves the right to make judgment on this score and reject bids that, in the purchaser's view, do not carry sufficient credibility for performance and/or service.

19. **Notification of Award**

Prior to expiry of the period of bid validity, the purchaser will notify the successful bidder in writing by Purchase Order.

Upon the successful Bidder's furnishing of performance security the purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security.

20. **Order Acceptance**

The successful bidder should submit acceptance of the Purchase Order immediately but not later than 21 days in any case from the date of issue of the Purchase Order failing which it shall be presumed that the vendor is not interested and his bid security is liable to be forfeited

21. **Supplier Integrity**

The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.

BID FORM

To,
Dear sir,

Having examined the bidding document to supply and deliver (Description of Goods) ,we the undersigned offer to supply the same in conformity with the said bidding documents for a sum or such other sums as may be ascertained from our bid.

We undertake if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified.

If our bid is accepted we will obtain the guarantee of the bank as specified in SCC for the due performance of the contract, in the form prescribed.

We agree to abide by this bid for requisite period as fixed for bid opening as per the instructions to the bidders. Further it shall remain binding upon us and accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this ____ day of ____ 20_____

Signature
In the capacity of

Duly authorized to sign the bid for and on behalf of _

Annexure-I
“Name &/Specifications of Items”

List of Stationery Items		
S.No.	Description	Make/Model
1.	Paper Office A-4 (75GSM)	JK Copier/Spectra/Power Ream
2.	Pen (Permanent Marker)	Luxor/Kores
3.	Pen ball (Superior quality)	Cello/Reynolds/Montex/Flair
4.	Pen white board marker	Cello/Kores
5.	Whitener Pen	Camlin/Kores
6.	White Board Duster	Write on (Wooden base)
7.	Punching Machine (double)	Kangaroo
8.	Punch Machine (Single Punch)	Kangaroo
9.	Pin Stapler	(Big) size 24x6 Kangaroo
10.	Pin Stapler	(small) Kangaroo N-10
11.	Paper Pin	Zebra Tee head type
12.	Drawing Pin for Notice Board	Boss
13.	Tape Brown 2” (45m)	World one
14.	Tape Transparent 1" (45m)	World one
15.	Tape Transparent 2" (45m)	World one
16.	Eraser(Rubber)	Natraj
17.	Pencil Sharpener	(Pencil cutter)
18.	Pencil HB	Natraj
19.	Stapler N-10 (small)	Kangaroo (Small)
20.	Stapler 24x6 (big)	Kangaroo (big)
21.	Scissor small	Munix SL-1158(148mm)
22.	Scissor Medium	Munix, SL- 1183(210mm)
23.	Scissor Big	Munix, GL- 2185(216mm)
24.	Sticky flag small 3”X1”	Oddy
25.	Sticky flag big 3”X3”	Oddy
26.	Cutter paper medium	Natraj
27.	Table Duster/Duster Cloth	As per sample
28.	Paper Weight	As per sample
29.	Table Top (small)	Boss/Write on
30.	Plastic paper Tray Single	World one
31.	Plastic Paper Try Double WPS-340	World one
32.	Plastic Paper Try three shelves WPS-339	World one
33.	Scale Steel 12”	S.K/Deluxe/Khyati
34.	Scale Steel 24”	S.K/Deluxe/Khyati
35.	Writing Pad Medium 33 No.	Classic/Choice/Leco
36.	Writing Pad Small	Classic/Choice/Leco
37.	Glue Stick 9 grams	Kores/Cello
38.	Gum Stick 15 grams	Kores/Cello
39.	Stamp Pad (big)	Kores
40.	Stamp Pad (Medium)	Kores
41.	Tags Superior (3”)	Superior
42.	Record Lace Green Superior	Superior
43.	Dak Pad	Superior
44.	Pilot Pen Superior V5,V7 (Metal Clip)	Pilot
45.	Pilot Pen Superior V10	Pilot
46.	Pen Drive, 16GB, 32GB & 64GB	Sand disk/HP/Adata

47.	Pin Cushion	Boss
48.	Awl full steel heavy duty	Khoobi
49.	Drawing sheets(22"x18")	Choice/Classic/SPS
50.	Carbon Sheets	Kores
51.	Damper	Boss
52.	Pen Stand (WPS-346)	World one
53.	Tape Dispenser (WPS-061)	World one
54.	Gum Bottle (300ml)	Kores
55.	Ring Binder(RB-400)	World one
56.	Box File (LA-422F)	World one
57.	Box File (LA-418F)	World one
58.	Uniball-i Pen (Micro)	Linc/Uniball
59.	HP Cartridge (12A)	HP(Original)
60.	HP Cartridge (88A)	HP(Original)
61.	Sign Pens	Pilot
62.	Parker Pen	Parker
63.	Plastic Folders/ Bags (DC-255)	World one
64.	Knife Folders (QW-324A)	One Plus
65.	Plastic Folders L-Shape	World one
66.	Gel Pens	Reynolds/Montex
67.	Double sided Tape	World one/Oddy
68.	Paper Tissues	Superior
69.	A-3 Paper Ream	JK Copier/Spectra / Power Ream
70.	Label Sheets (A4 Self Stick Label Sheets) (210mmx297mm)	Oddy
71.	Staple Pin Remover (SR-300)	Kangroo
72.	Photo Glossy Paper (130 GSM)	Oddy/Desmat
73.	Rubber Bands(250 gm)	World one/ Oddy
74.	Scotch Tape transparent Tape 2", 100m	Superior quality
75.	Cube Pads WPE-1217	World one
76.	Xerox B215 Toner Cartridge	Xerox
77.	Binder Clips (15mm, 19mm, 25mm, 32mm, 41,mm & 51 mm)	Oddy/ World one

Note: Bidders can quote for specifications generic in nature but covering the mentioned values.

ADDITIONAL CONDITIONS AND REQUIREMENTS

1. The bidder shall submit a certificate along with the tender documents stating that all items for which the bidder has quoted the rates are for genuine products.
2. The supply orders shall be placed from time to time against the RC. This office does not give any guarantee of minimum purchase under the present RC.
3. In case the tenderer fails to supply the ordered quantity within the stipulated time limit, the office may purchase the goods from open market and recover the difference in cost of purchase from the successful tenderer.

TECHNICAL COMPLIANCE STATEMENT FORM

An item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

ITEM NAME			
S. No.	Tender Specifications	Bidder's Specifications	Remarks/Deviation If any

(Technical literature/brochures/manuals should be attached along with this format)

Please note:

1. Compliance/Deviation statement comparing the specifications of the quoted model to the required specifications. This statement should also give the page number(s) of the technical literature where the relevant specification is mentioned.
2. Bids must have supporting documents (technical literature or copies of relevant pages from the service manual or factory test data) for all the points noted above, failure regarding which may result in rejection of bid.

Bid Security Declaration Form

Date: _____ Tender No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

Price Bid Format

(To be download and uploaded in the prescribed Excel Format available on the system only)

Note: - An excel Price Bid contains Price Schedule-A and should be filled and upload carefully on the portal.

PRICE SCHEDULE 'A'

PRICE SCHEDULE FOR DOMESTIC GOODS OR GOODS OF FOREIGN ORIGIN TO BE SUPPLIED IN INDIAN CURRENCY

1	2	3	4	5	6	
Item SI.No.	Description of the item	Make/Model	Brief Description of Goods (with make & model)	Price per unit (Rs.)		
				Basic Cost(Rs.)	GST [%age & value]	Total price (at consignee site) basis (Rs.)
				(a)	(b)	(c)=(a+b)
Total Tender price in Rupees:						
In words:						
Note: -						
1	If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.					

Name: _

Business Address

Place: Signature of Tenderer Date: _____ Seal of Tenderer

Date: _____ Seal of Tenderer _____

Revised Technical Specifications:

IMPORTANT Note: - All documents should be clearly scanned and inreadable format,same should be uploaded on the e-Tendering portalbefore due date andtime.

Instructions to Bidder for online participation

1. Bidders/Vendors/Suppliers/Contractors must get themselves registered by payment of 2000/- exclusive onetime fee for 1 Year on the portal for participating in the e-tenders published by the department. Detailed registration help manual is available in bidder help manual kit.
2. Bidders must provide the details of PAN number; registration details etc as applicable and submit the related documents. The user id will be activated only after submission of complete details.
3. Bidders must have a valid email id and mobile number.
4. Bidders are required to obtain Class 3 Digital Certificates (Signing & Encryption) as per their company details.
5. Once bidder DSC is mapped with the user id, the same DSC must not be used for another user id on the same portal. However bidder can update the digital certificate to another user id after unmapping it from the exiting user id.
6. Bidders now can login with the activated user Id & DSC for online tender submission process in this portal.
7. Bidders can upload required documents for the tender well in advance under My Documents and these documents can be attached to the tender during tender participation as per the tender requirements. This will save the bid submission duration/time period and reduce upload time of bid documents.
8. Bidders must go through the downloaded tender documents and prepare and upload bid documents as per the requirements of the department.
9. Bidders are advised to read complete BoQ/SoQ/Price Bid/Financial Bid and Terms & Conditions before quoting rates in the bid document.
10. Any modification/replacement in BoQ/SoQ/Price Bid/Financial bid template is not allowed. Bidders must quote only in predefined fields in the bid sheet and save the bid sheet. After saving, the same bid sheet must be uploaded in the portal.
11. Bidders must pay required payments (Tender fee, BID SECUIRTY, Tender Processing Fee etc as available on the portal) as mentioned in the tender document, before submitting the bid.
12. Bidders are recommended to use PDF files for uploading the documents and file size must not cross 5MB. Only price bid sheet will be in Excel format.
13. The bidders must ensure to get themselves registered on the portal at least 1 week before the tender submission date and get trained on the online tender submission process. For tender submission and registration process bidders are advised to refer

respective manuals on website. Tender inviting Authority/Department will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues like internet connectivity/PC speed/etc...

14. Offline Submission of bids/documents/rates by the bidders will not be accepted by the department, under any circumstance.
15. After final submission of the bid, a confirmation message and bid submission acknowledgement will be generated by the portal. The bid submission acknowledgement contains details of all documents submitted along with bid summary, token number, date & time of submission of the bid and other relevant details. Bidder can keep print of the bid submission acknowledgement.
16. If bidder is resubmitting the bid, bidder must confirm existence of all the required documents, financial bid and again submit the bid. Once submitted, the bid will be updated.
17. Submission of the bid means that the bid is saved online; but system does not confirm correctness of the bid. Correctness of the bid will be decided by tender inviting authority only.
18. The time displayed in the server is IST(GMT 5:30) and same will be considered for all the tendering activities. Bidders must consider the server time for submission of bids.
19. Bid documents being entered by the Bidders/Vendors/Contractors will be encrypted at the client end and the software uses PKI encryption techniques to ensure security/secretcy of the data. The submitted bid documents/data become readable only after tender opening by the authorized individual.

For E-Tendering Help/Support in participation or guidance: -

Mr. Rahul	6202560531
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