

तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

केंद्रीय विश्वविद्यालय / A Central University

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर - 784028, असम / TEZPUR - 784028, ASSAM

नाक' द्वारा 'ए+' ग्रेड प्राप्त, एनआईआरएफ रैंकिंग में भारत के शीर्ष 100 विश्वविद्यालयों में स्थान प्राप्त
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NOTICE INVITING TENDER (NIT)

Bids in 02 Bid System (Technical and Financial) are invited on **GeM** from reputed manufacturers/authorized suppliers for supply of Welcome Kit (Toiletries) to the Guest House located at Tezpur University for a period of 03 (Three) years.

Please read the Bid document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the bid terms with full understanding to its implications. Any lack of information shall not in any way, relieve the bidder from its responsibility to fulfill its obligations under the Bid. *The supplier/agency participating in the bid shall submit all the relevant documents at (Annexure -II) as enclosed in the bid document without which the bid will not be accepted.*

The University will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the Purchase Order. Fraudulent Practice means a misrepresentation of facts in order to influence a procurement process and includes collusive practice among bidders (prior to or after the submission of Bid) designed to establish Bid prices at artificial non-competitive levels and to deprive Tezpur University of the benefits of free and fair competition. Corrupt Practices means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of the purchase execution.

For any queries/doubt please contact the Stores & Purchase Section (e-mail: snp@tezu.ernet.in) or in the email id mentioned in the GeM Bid.

Note:

- The NIT is re-tendered against cancellation of the earlier bid published vide No.GEM/2024/B/4972688 Dated 12-06-2024
- Those who have participated against the earlier bid (for empanelment), shall be required to re-submit bids against this re-tender published. However, they are not required to submit the EMD afresh. They shall upload /submit the same EMD details which will be considered/ accepted for this re-tendered bid.

GENERAL TERMS & CONDITIONS:

1. The items desired to be procured through this bid are supplementary to each other and in execution of the project in entirety, as such interested participants may note that they are to quote for all the items as desired to be procured through this bid.
2. **Period of Contract:** The contract will be issued initially for a period of 01 (One) year which on satisfactory completion may further be extended for the next year upto a maximum period of 03 (Three) years.
3. **Rates:** The bidders may note that the order shall be placed on quarterly or half-yearly basis in a calendar year depending upon requirement received from the Guest House and not as a whole for the entire year. Rates should be quoted accordingly. Also, it may be noted that the bid is BoQ based and therefore the rates are to be quoted for each item separately.

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4. **Delivery of the Items/Toiletries:** On successful award of the contract, the agency is to supply or deliver the items on quarterly or half-yearly basis as per the requirement of the Guest House.
5. The bidders shall ensure that the items to be supplied should be of reputed make/brand and of requisite quality. In no case, items of inferior quality shall be entertained/accepted by the University.
6. **Quotations should be accompanied with:**
 - i) An **EMD** (in the form of Demand Draft/Bank Guarantee) for ₹ **17,000/-** (Rupees Seventeen Thousand) only drawn in favor of 'The Registrar', Tezpur University, payable at Tezpur.
 - ii) **Bidders who are MSME/NSIC registered** needs to furnish a "**Bid Security Declaration**" (Format enclosed at Annexure – III) in lieu of EMD accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for a period of Three (03) years from participating in any future bid invited/published by Tezpur University. **Bidders who are MSME/NSIC registered seeking exemption from payment of EMD are to submit valid documents in support of their claim. Bidders seeking exemption are asked to clearly mention the category under which exemption is claimed. The category of exemption under MSME/NSIC will be strictly adhered to.**
 - iii) **The original copies of the EMD/Bid Security Declaration (in case of MSME registered firms) should be deposited/submitted/reach the office of the undersigned before opening of the Bids in a sealed envelope, superscribed as "Quotation/Participation Fee and EMD for (State the Bid No. and Date), addressed to the Deputy Registrar-Store & Purchase, Tezpur University. Failure to do so may result in rejection of the bid.**
7. Bidders/Tenderers are to ensure that they are GST compliant and that their quoted tax structure/rates are as per GST law. The rates should be exclusive of taxes and the applicable tax percentage should be clearly indicated. Financial/Price Bid format where taxes cannot be mentioned separately, in such cases, the percentage of taxes applicable should be mentioned in the Technical Bid document.
8. **Validity of Quotation:** Quoted rates must be valid for at least **180 days** from the last date of submission of quotation.
9. Applicable levies, surcharge and discounts should be clearly indicated item-wise.
10. The rates should be quoted along with supporting documents of specifications and technical features and list of users, wherever applicable.
11. **Literature a must (wherever applicable):** All the quotations must be supported by technical leaflet/literature and the specifications mentioned in the quotation must be reflected/supported by such technical leaflet/ literature. The specifications quoted should **invariably be highlighted** in the leaflet/literature for easy reference.
12. **Dealership Certificate (wherever applicable):** Dealers or Agents quoting on behalf of Manufacturer must upload valid dealership certificate.
13. **Quality Certificates:** Valid certificate to prove that the products are genuine and of international standard, as mentioned below, must be uploaded: (a) Manufacturer's certificate; (b) ISO/ISI certificate.

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14. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this item has been sold, particularly to Universities/IITs/Institutes and other Government Organization.
15. **Payment:** 100% payment will be released within on delivery basis after successful delivery/ acceptance of the products as per actuals.
16. **PENALTY FOR DELAYED DELIVERY:** The date of delivery should be strictly adhered to. In the event of delayed delivery, the vendor shall be liable for a penalty deduction as per prevailing rule.
17. The University is exempted from paying Custom and Excise duty.
18. The products/items supplied should have expiry period preferably one year but not less than six months.
19. Performance Bank Guarantee amounting to **3(Three) %** of the order value needs to be submitted in the form of Bank Guarantee in favour of "The Registrar, Tezpur University" on or before final settlement of the bill. The Performance Bank Guarantee must remain valid for the entire period of warranty plus 60(sixty) days. No interest shall be paid on the Performance Bank Guarantee.
20. Irresponsive/incomplete quote will be rejected.
21. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on Tezpur University.
22. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (Tezpur University) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders must be ready for the same.

Termination for default: Default is said to have occurred.

- a. If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- b. If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by Tezpur University.
- c. If the supplier fails to perform any other obligation(s) under the contract.
- d. Under the above circumstances Tezpur University may terminate the contract / purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to above, Tezpur University may at its discretion also take the following actions: Tezpur University may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate Tezpur University for any extra expenditure involved towards goods and services obtained. Besides, the Vice-Chancellor, Tezpur University, and reserves the right to impose any other form of penalty as deemed fit including blacklisting of the vendor.

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23. Selection criteria:

i. Evaluation Criteria:

To ensure that each bidder has the necessary qualifications and resources to fulfill its obligations under the contract, the following criteria shall be evaluated. The Eligibility, Financial, Experience & Support criteria should be placed before the technical criteria. Technical criteria will be evaluated and ranked by the award of 'ACCEPT' and/or 'REJECT'. Only the 'ACCEPTED' vendors will be considered for opening of price bids. In case a joint venture makes a bid, any one of the members of the joint venture need to be qualified for each of the criteria mentioned below.

ii. Eligibility Criteria:


- The bidder or the OEM should not be blacklisted by Tezpur University or any other Educational /R&D/ PSU/ Govt organizations. A certificate or undertaking to this effect must be submitted.

iii. Technical Criteria

Technical bids will be evaluated and ranked by the award Accepted & Rejected. The price bids of Accepted vendors would then be considered by the concerned Purchase Committee of the institute.

Delivery Period

- The delivery of the items should be completed within **30 Days** of the award of BID without any deviation.


Deputy Registrar (S&P)
Tezpur University

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Annexure - I

Technical Specifications for Welcome Kit

(To be submitted on Company's/Firm's Letterhead Signed and Sealed)

Particulars	Description		Approximate Quantity (Yearly)
Welcome Kit (Toiletries)	Tooth Paste (Single use)	10-20 gm	10800 pieces
	Tooth Brush (Medium) (Single Use)	-	10800 pieces
	Shampoo (2 packets in each kit)	05 ml	10800 pieces
	Soap	20 gm	10800 pieces
	Packing Envelope		10800 pieces
	Tea Bag (2 packets in each kit)	1.7 gm (each)	10800 pieces
	Sugar (2 Packets in each kit)	20 gms	10800 pieces

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(Annexure- II)

List of Enclosure for Technical Evaluation

SI No	Type of Document	Submitte	Page No.
Mandatory:			
1.	PAN Card	Yes/No	
2.	GST Certificate	Yes/No	
3.	Valid Trade License/ Registration Certificate	Yes/No	
4.	ITR Returns (Last 03 Financial Years)	Yes/No	
5.	Declaration of Non-Blacklisting	Yes/No	
6.	Acceptance to Tender Condition	Yes/No	
7.	Technical Specifications and Compliance Sheet	Yes/No	
8.	Audited Balance Sheet certified by CA for last 03 yrs. *	Yes/No	
9.	Annual Turnover (last 03 Financial Years) *	Yes/No	
10	Proof of Experience *	Yes/No	
11	Earnest Money Deposit *	Yes/No	
12	Bid Security Declaration Form*	Yes/No	
13	MSME / NSIC (* exempted for those who are MSME registered)	Yes/No	
Optional :			
1	Proof of Office Address (If applicable)	Yes/No	
2	ISO Certificates (If applicable)	Yes/No	
3	Address of After Sales Support /Service Centres (if applicable)	Yes/No	
4	Dealership Certificate/Authorization Certificate (if applicable)	Yes/No	
5	MII Declaration (if applicable)		
7	Product Datasheet	Yes/No	
8	Certification for Genuine Pricing	Yes/No	

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Annexure-III

(To be submitted on Company's/Firm's Letterhead signed and sealed)

Bid-Security Declaration Form

Date: _____

Bid 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 Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three 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)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid).