TENDER DOCUMENT

FOR

SUPPLY OF IRON STOVE/GAS BUKHARI

Purchase Section

University of Kashmir
Hazratbal, Srinagar,
J&K-190006

Cost of Tender Document: Rs 1000/-
Total Pages: 15

University of Kashmir
Hazratbal, Srinagar, J&K

Fresh Tender Notice

The University of Kashmir invites sealed tenders affixed with revenue stamp of Rupees Ten only (Rs 10/-) in two bid system from reputed manufacturers/authorized dealers/suppliers for supply of below mentioned items as per brief details shown against each:

Name of Item	Approximate Quantity	Value of CDR	Last Date of submission of tender.
Iron Stoves	450 stoves	Rs. 0.25 Lac	**20th October, 2016**
Gas Bukhari (Branded Only)	30 Bukharies	Rs 0.10 Lac	

The tender document can be obtained from Purchases Section of the University on any working day between 10:30 AM to 3:30 PM on payment of Rupees One thousand only (Non-refundable) in the shape of demand draft pledged to Registrar, University of Kashmir, Hazratbal, Srinagar or can be downloaded from the University website www.kashmiruniversity.net. The tender document downloaded from the website must be accompanied with demand draft of Rupees One thousand only.

Sealed Tender- Technical Bid and Financial Bid - be sealed in two separate envelopes (envelope containing Technical Bid be marked as **"Envelope-A"** and envelope containing Financial Bid be marked as **"Envelope-B**) and these two envelopes be sealed in a third large envelope super-scribed **"Tender for supply Iron Stove/Gas Bukhari"** and must reach office of Registrar, University of Kashmir, Hazratbal, Srinagar, J&K-190006 by or before **20th October, 2016** upto **3 PM**. Tender incomplete in any respect will not be accepted.

Sd/-
Assistant Registrar
(Purchases)

No: F(Purchase-IS-GB) Pur/KU/16
Dated: 05.10.2016

Copy to:

1. SS to Vice Chancellor for kind information of Vice Chancellor,
2. Director, IT&SS, with the request to get the notice uploaded on University website.
3. Deputy Registrar (Accounts) for information,
4. PS to Registrar with the request to keep the two tender boxes available. One for iron stove and one for Gas Bukhari.
5. PRO, with the request to get the notice published in three prominent local dailies,
6. File.

General Terms & Conditions

1. Eligibility For Work:

(a) The bidder shall be registered company/firm (Proprietorship or authorized dealer/supplier)
(b) The bidder shall have valid trade license for sale/ supply of the item in question.
(c) The bidder shall have updated VAT clearance certificate.
(d) The bidder should not have been black listed by any Govt./Semi Govt./Private Institution. A self certificate in this regard shall be enclosed.
(e) The bidder shall be free from the encumbrance and there shall not be any vigilance case/ CBI case/ Court Case pending against him. A self certificate in this regard shall be enclosed.
(f) The firm should be registered with the Sales Tax and other required statutory registrations as are mandatory.

2. Instruction to Tenderer:-

A) **Submission of Bid:-** The tenderer are required to submit the tender in the form as defined below:-

The **Envelope-A** shall contain **Technical Bid** and shall have the following documents/certificates attached to it:

(a) EMD in the form of fixed cash deposit receipt (CDR) drawn in favour of Registrar, University of Kashmir, Hazratbal, Srinagar, J&K.
(b) Experience certificates, award letters and performance certificates (if any) of last three years issued by officers of the State/Central Government be attached with the technical bid.
(c) The firm participating in the tender must have PAN No., TIN No., updated VAT clearance certificate and Service Tax Registration Certificate. The documentary proof of firm having PAN No., TIN No., Registration Certificate, updated VAT clearance certificate be attached with the technical bid.
(d) Last three years turnover statement of the firm be enclosed with the Technical Bid.
(e) Firm has to provide the sample of the item at the time of submission of tender, the sample be handedover in the Purchase Section of the University by or before the due date.

The **Envelope-B** shall contain the **Financial Bid**. The tenderer must clearly mention **the specifications & price** of the item both in words as well as in figures. The price quoted must be inclusive of all taxes, VAT, etc. The price quoted shall include delivery of items at Main campus of University of Kashmir, Hazratbal, Srinagar, J&K, North & South Campuses of the University of Kashmir. The price quoted must be taped with a transparent tape and financial bid must be dully stamped & signed by the authorized representative of the firm.

Both the sealed envelopes i.e **Envelope-A** and **Envelope-B** shall carry the signature of the authorized person, name and address of the tenderer/firm and both the sealed envelopes shall be kept in third big envelope and "**Tender for Supply of /Iron Stove/Gas Bukhari"** should be super-scribed on the top of the envelope as well as name and address of sender/firm on the bottom of envelope. The sealed envelope containing the Technical and Financial bid addressed to Registrar, University of Kashmir must reach his office by or before the last date as mentioned in the tender notice.

B) All entries in the Tender shall be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.

C) Tender incomplete in any form will be rejected out rightly. Conditional Tenders will not be accepted.

D) No Tenderer will be allowed to withdraw the Bid after submission of the tender within the bid validity period, otherwise the EMD submitted by the tendering firm would stand forfeited.

E) Each page of the technical & financial bid must be signed by the authorized representative. The financial bid & technical bid received without the signature of authorized person/representative will **not** be entertained and will be rejected summarily.

F) The rates quoted in financial bid shall be in Indian currency and must be mentioned both in words as well as in figures.

G) Dispute, if any arising out of the supply shall be subject to the jurisdiction of Srinagar Courts only.

H) No advance payment shall be made.

I) Opening of Bid:

(a) The Technical Bids will be opened in the office of the Registrar, University of Kashmir, Srinagar in presence of such tenderer or their authorized representatives who may wish to be present at the time of opening of technical bid. The date of opening of Technical Bid will be notified separately.

(b) The Technical bid will be evaluated by a Committee and will shortlist the eligible technically qualified bidder as per terms & conditions of tender document. The financial bid of only technically qualified bidder shall be opened later on. The date & time of opening of financial bid shall be communicated to all technically qualified bidders.

(c) The financial bid shall be opened in presence of technically qualified bidder or their authorized representative who wish to be present on the date & time of opening of financial bid.

J) **Right of Acceptance/Rejection:-** The Vice Chancellor, University of Kashmir, Srinagar reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.

K) **Validity of tender:-** The rate quoted in the financial bid for same quality and specification shall be valid for **One Year** from the date of issuance of supply order to the successful tenderer and is extendable for further period of one year on the same rates, terms and conditions with mutual consent of both the parties. The warranty period (if applicable) of the item shall be the period defined by the tenderer which shall commence from the date of supply/installation of the item.

L) **Acceptance of Bid:-** The successful bidder shall give its acceptance within two days from the date of finalization of tender & is required to enter into an agreement with University of Kashmir. In case, successful bidder fails to give acceptance within stipulated time, the award of contract will be deemed to be canceled and EMD amount will be forfeited**.**

M) Signing of Tender:-

(a) The tender is liable to be rejected if complete information is not given therein or if the particulars are not clearly mentioned.

(b) Individuals signing tender or other documents connected with the contract must specify:

(i) Whether signing as a Sole Proprietor of the firm or his Attorney?

(ii) Whether signing as a Registered Active Partner of the firm or his Attorney?

(iii) Whether signing as authorized dealer.

N) DELIVERY TERMS:

(a) Time and date of delivery: The essence of contract: - The time for and the date of delivery of the stores/date of execution of work shall be deemed to be the essence of contract and delivery/execution must be completed not later than the date(s) specified in the supply order, which is usually 20 to 30 days from the date of issuance of work/supply order. The delivery of the stores/execution of work/providing the services etc. are required within a period as specified in the purchase order and at the place mentioned therein. However, the time allowed for execution of order shall be governed by the stipulated time mentioned on the purchase order.

(b) The tenderer shall deliver the stores/execute the work at the destination/space defined in the purchase/supply order.

(c) When a purchase/supply order is placed to the successful tenderer, he shall have to acknowledge the receipt of the said order within **one day** from the date of issue.

(d) In case the University of Kashmir does not receive supply of the item(s) by due date, the supply order shall stand **CANCELLED**, unless extension is sought and granted by the competent authority for the late supply.

(e) The University is not responsible for any loss to the tenderer which may occur due to natural calamity like earth quake, fire, flood etc. and/or due to strikes.

(f) The quantity of items mentioned in the tender notice is tentative. However, the quantity will vary as per actual requirement and the purchases will be made on need basis.

(g) Separate tender is to be submitted for each item.

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Annexure-A

(i) Terms & Conditions for supply of Iron Stove

1. The tender shall be accompanied with a CDR of Rupees Twenty Five Thousand Only (Rs 25,000/-.
2. The Tenderer should have the experience in the given trade. The tenderer should have successfully executed a minimum of 3 orders for supply ranging above Rs 3.00 Lacs during past 3 years, proof of which should be attached with the technical Bid.
3. The rates inclusive of VAT etc should be quoted FOR University Campus, Hazratbal, Srinagar/ North and South Campus in words & figures without corrections or mutilations.
4. In case of any deviation/default on the supplier, in terms of failure to supply the specified quality & quantity within the prescribed time, the University shall be competent to impose additional penalty on the Tenderer.
5. The University shall be at liberty to negotiate the rates through Central Purchase Committee.
6. The item to be supplied should be strictly as per the specifications mentioned in the tender document.

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(ii) Tender Application Form for supply of Iron Stove

1. Name of the Firm: ……
2. Full Postal Address:……..
3. Mobile No. .....
4. Telephone No. .....
5. Fax No.....
6. E.mail Id:……
7. Date of Establishment of Firm.....
8. Registration No. of Firm:…….....
9. PAN No.:……..
10. TIN No.:…….
11. Is your firm participating as Principal Manufacturer or Authorized dealer/Supplier:.....
12. Give details of any Government contracts executed during the last five years (attach separate sheet, if necessary):……
13. Any other information which you consider necessary to furnish: ……
14. The total number of pages attached with Technical bid are……..

UNDERTAKING

- I the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with all the terms & conditions mentioned in the tender document.
- The rates quoted by me are valid and binding upon me for the entire period of contract. It is also certified that Item quoted is of Standard Quality and workmanship.
- The earnest money of Rs…….has been deposited by me and is enclosed herewith vide CDR No……. dated…… drawn on bank……Branch……...

- I hereby undertake to supply the items as per directions given in the tender document/supply order within stipulated period, if I qualify in the tendering process.
- I give the rights to University of Kashmir to forfeit the earnest money deposited by me if any delay occurs on my part or if I fail to comply to the terms & conditions mentioned in the tender document.
- There is no vigilance/CBI case or court case pending against my firm **nor** is my firm blacklisted by any agency/department.

Signature of the tenderer (authorized person can only sign):-……

Full Name & Address of Firm:……..……

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(iii) Form for Financial Bid for supply of Iron Stove

(To be placed in Envelope-B)

S. No	Name of the items	Specification	Rate to be quoted in words & figures (Rates quoted must be inclusive of all charges/taxes)	Institutional Discount offered, if any	Net Price (Mention both in words & figures)
01.	Iron Stoves 24 guage full set	24 guage (12"dia) with ring belt, 6' long pipe (26 guage), bend (24 guage) and wooden tray inside tin lined.			
02.	Spare Parts				
(i)	Bend	24 guage			
(ii)	6′ Long Pipe	26 guage			
(iii)	Wooden tray inside tin lined	26 guage			

The tenderer i.e the undersigned has read & fully understood all the terms and conditions laid down by the University for the purpose which is completely acceptable to me/us/our firm and mere submission of tender (both Bids) by us shall not entitle us to be considered for allotment of work order.

- **Signature**_____
- **Name of the firm**_____
- **Address**_____
- **Mobile No:**_____

Annexure-B

(i) Terms & Conditions for supply of Gas Bukhari

1. The tender shall be accompanied with a CDR of Rupees Ten Thousand Only (Rs 10,000/-).
2. The Tenderer should have the experience in the given trade. The tenderer should have successfully executed a minimum of 3 orders for supply ranging above Rs 1.00 Lacs during past 3 years, proof of which should be attached with the technical Bid.
3. The rates inclusive of VAT etc should be quoted FOR University Campus, Hazratbal, Srinagar/ North and South Campus in words & figures without corrections or mutilations.
4. In case of any deviation/default on the supplier, in terms of failure to supply the specified quality & quantity within the prescribed time, the University shall be competent to impose additional penalty on the Tenderer.
5. The University shall be at liberty to negotiate the rates through Central Purchase Committee.
6. The item to be supplied should be branded and of good quality.
7. The item shall have warranty period of atleast one year which will commence from the day of supply/installation of item.

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(ii) Tender Application Form for supply of Gas Bukhari

1. Name of the Firm: ……
2. Full Postal Address:……..
3. Mobile No. .....
4. Telephone No. .....
5. Fax No.....
6. E.mail Id:…….
7. Date of Establishment of Firm.....
8. Registration No. of Firm:…….....
9. PAN No.:……..
10. TIN No.:…….
11. Is your firm participating as Principal Manufacturer or Authorized dealer/Supplier:.....
12. Give details of any Government contracts executed during the last five years (attach separate sheet, if necessary):……
13. Any other information which you consider necessary to furnish: ……
14. Warranty period of the item, if any:……..
15. The total number of pages attached with Technical bid are…….

UNDERTAKING

- I the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with all the terms & conditions mentioned in the tender document.
- The rates quoted by me are valid and binding upon me for the entire period of contract. It is also certified that Item quoted is of Standard Quality and workmanship.
- The earnest money of Rs…….has been deposited by me and is enclosed herewith vide CDR No……. dated…… drawn on bank……Branch……...
- I hereby undertake to supply the items as per directions given in the tender document/supply order within stipulated period, if I qualify in the tendering process.

- I give the rights to University of Kashmir to forfeit the earnest money deposited by me if any delay occurs on my part or if I fail to comply to the terms & conditions mentioned in the tender document.
- There is no vigilance/CBI case or court case pending against my firm **nor** is my firm blacklisted by any agency/department.

Signature of the tenderer (authorized person can only sign):-……

Full Name & Address of Firm:……..……

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(iii) Financial Bid Form for supply of Gas Bukhari

(To be placed in Envelope-B)

S. No	Name of the items	Specification to be mentioned by the tenderer	Rate to be quoted in words & figures (Rates quoted must be inclusive of all charges/taxes etc.)	Institutional Discount offered, if any	Net Price (Mention both in words & figures)
01.	Gas Bukhari including pipe and regulator (Branded Only)				

The tenderer i.e the undersigned has read & fully understood all the terms and conditions laid down by the University for the purpose which is completely acceptable to me/us/our firm and mere submission of tender (both Bids) by us shall not entitle us to be considered for allotment of work order.

- **Signature**_____
- **Name of the firm**_____
- **Address**_____
- **Mobile No:**_____

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Check List of Documents to be attached with Technical Bid.
(To be placed in envelope-A)

1. Cost of tender document amounting Rupees One thousand only.
2. EMD in the shape of CDR.
3. Attested copy of Registration certificate.
4. Attested copy of PAN card, TIN number
5. Attested copy of VAT /Tax clearance certificate.
6. Attested copy of dealership certificate, if authorized dealer
7. All other documents as mentioned above in the terms & conditions.

Note: Form for Financial Bid is to be placed in Envelope-B.

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