

TENDER DOCUMENT

FOR

SUPPLY OF FIRE WOOD

Purchase Section

University of Kashmir

**Hazratbal, Srinagar,
J&K-190006**

Cost of Tender Document: Rs 1000/-

Total Pages: 10

INDEX

S. NO.	DETAILS	PAGE NO.
1.	Tender Notice	1 & 2
2.	Specification	3
3.	General Terms & Conditions	4 to 6
	(i) Terms & Conditions for supply of Fire Wood	7
	(ii) Tender application form for supply of Fire Wood	8 & 9
	(iii) Financial Bid form for Fire wood	10
	Check list of documents to be attached with Technical Bid	11



UNIVERSITY OF KASHMIR

NAAC ACCREDITED GRADE A+
(Purchase Section)

NOTICE INVITING E-TENDERS

For and on behalf of the University of Kashmir, **e-tenders** are invited in two bid system from reputed manufacturer/authorized dealers/suppliers for fire wood. The bid/tender document consisting of qualifying information, eligibility criteria, specifications, bill of quantities (B.O.Q), terms & conditions and other details can be seen/downloaded from website www.jktenders.gov.in as per the schedule given below:

S.No	Particulars	Date & Time
1	Date of Issuance of Tender Notice	23-10-2020
2	Date of downloading bid documents	23-10-2020 from 05:00PM
3	Bid submission Start Date	27-10-2020 from 10:00AM
4	Bid Submission End Date	07-11-2020 upto 3:00PM
5	Last date for submission of Hard copies	09-11-2020 upto 3:00PM
6	Date & time of opening of Technical Bid	10-11-2020 at 11:00AM or next working day, in the office chamber of the Registrar University of Kashmir.
7	Date & time of opening of Financial Bid	To be notified after Technical bid evaluation.

The bidders have to upload scanned copy of all necessary documents as mentioned in the bid/tender document. The Hard Copy of Technical bid as well as checklist of required documents in a sealed envelope super-scribed “**tender for supply of fire wood**” must reach office of the Registrar, University of Kashmir, Hazratbal, Srinagar, J&K-190006 by or before 7TH OF NOVEMBER upto 3PM. Tender incomplete in any respect will not be accepted.

SD/-
Assistant Registrar
(Purchase)

No.F(Firewood-Pur)KU/2020
Dated: 23-10-2020

Copy to:

1. Chairman, Central Purchase Committee;
2. S.S to Vice-Chancellor for kind information of the Vice Chancellor;
3. Director(Finance);
4. P S to Registrar with the request to keep the Tender box available;
5. Public Relation Office, with the request to get the notice published in four prominent local dailies;
6. File.

Annexure-A

S.No	Item required	Specification	Quantity
01	Fire Wood	Baghati, Chopped, Stove Size, Dry without moisture.	1000 Quintals

General Terms & Conditions

Name of Work: Supply of Fire Wood

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 items in question,
- (c) The bidder shall have updated GST registration 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 any 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,
- (g) Firm must have PAN card & Tin No.

2. Instruction for Tenderer:-

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

Technical Bid: Technical Bid shall have the following documents/certificates attached to it:

- (a) EMD in the form of fixed cash deposit receipt (CDR/FDR) 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., GST registration certificate. The documentary proof of firm having PAN No., Registration Certificate, updated GST registration certificate be attached with the technical bid.
- (d) Last one year 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 handed over in the Purchase Section of the University by or before the due date for submitting of Technical bids.**

Financial Bid: No Financial Bid will be accepted in Hard copy. The price quoted shall be inclusive of all taxes, charges, 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 technical bid sealed in an envelope shall carry the signature of the authorized person, name and address of the tenderer/firm and kept in a long envelope super-scribed “e-Tender for Supply of Fire Wood 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 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 properly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
- C) Tender incomplete in any form will be rejected outrightly. 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 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. The tenderer or their authorized representatives, who may wish so, can present themselves at the time of opening of technical bid.
 - (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 tenderer or their authorized representatives, who may wish so, can present themselves at the time of opening of Financial bid. The date of opening of Financial Bid will be notified separately.

- 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 rate contract which 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 cancelled 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 10 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 may vary as per actual requirement and the purchases will be made on need basis.

(i) Terms & Conditions For Supply of Fire Wood

1. The tender shall be accompanied with 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 minimum of 3 orders for Fire Wood supply of which two orders shall be equal or above Rs 8.00 lacs (Ten Lacs) during past one year, proof of which in the shape of orders (duly self attested) shall also be attached with the Technical Bid. Reports from the departments to whom supply was made by the supplier during last three (3) years shall be enclosed necessarily.
3. The rates inclusive of all Taxes/Charges etc should be quoted for University Campus, Hazratbal, Srinagar, North and South Campus in words & figures without corrections.
4. The weightment of each Troller/ truck load of Fire Wood shall be carried out at any designated points to be identified by the University in presence of the deputed official/s of the University and the supplier (if the supplier wishes to be present) .
5. The supply should be upto the mark and meeting the benchmarks standards which shall be mentioned in the purchase/ supply order. In the event of lowering of technical specifications particularly by way of additional percentage of water content beyond desirable percentage which may occur as a result of rains etc for a particular Lot(s)/ Truck load(s), it shall binding upon the supplier to report such cases otherwise the University shall be at liberty to deduct proportionate amount of costs on this account through the testing of supplies randomly. Further, in case of any other deviations, the University shall also be at liberty to deduct proportionate costs from the supplier which shall be binding upon the Supplier/ Tenderer or reject the supply 'partially' or 'wholly' depending upon the recommendation of the Central Purchase Committee for the purpose.
6. The Supply shall have to be completed within 10 days from the date of placement of supply order.
7. 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 invoke the penalty clause, forfeit CDR, and arrange supplies from other Tenderer (s).
8. The University shall be at liberty to negotiate with the supplier through Central Purchase Committee with one or more Tenderers for timely receipts of suppliers.

(ii) Tender Application Form for supply of Fire Wood

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. GST Registration No.:.....
11. Whether firm is participating as Principal Manufacturer or Authorized dealer/Supplier:.....
12. Details of any Government contracts executed during the last three 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.....
15. Specifications of Fire Wood to be supplied are as under:-

Compliance Sheet

S.No.	Name of the Item	Specification	Is the item to be supplied as per the specifications as mentioned in Annexure-A (Yes or No)	Remarks, if any.
01.	Fire Wood	Baghati, Chopped, Stove Size, Dry without moisture.		

**Form for Financial Bid for Supply of Fire Wood
(To be placed in Envelope – B)**

S.No.	Name of the Item	Specification	Rate to be quoted in words & figures (Rates quoted must be inclusive of all charges/taxes)	Institutional Discount Offered, if any	Net price both inn (words & figures inclusive of all taxes For university store/campuses
01.	Fire Wood	Baghati, Chopped, Stove Size, Dry without moisture.			

The e-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 be considered for allotment of work order.

Signature _____

Name of the firm _____

Address _____

Ph./Cell _____

UNDERTAKING

- a) 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.
- b) 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.
- c) The earnest money of **Rs. 25,000/-** (Twenty Five Thousand Only) has been deposited by me and is enclosed herewith vide CDR No.....dated.....drawn on bank.....Branch.....
- d) 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.
- e) 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.
- f) There is no vigilance/CBI case or court case pending against my firm **nor** is my firm blacklisted by any agency/department.

Signature & Stamp of the tenderer (authorized person can only sign):-.....

Full Name & Address of Firm:.....

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 five hundred only;
2. EMD in the shape of CDR;
3. Attested copy of Registration certificate;
4. Attested copy of PAN card, GST Registration Certificate;
5. Attested copy of dealership certificate, if authorized dealer;
6. All other documents as mentioned in the terms & conditions.

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

==0==