



# जम्मू केंद्रीय विश्वविद्यालय Central University of Jammu

Bagla (Rahya-Suchani), District Samba– 181 143, Jammu (J&K)  
Ph: 01923 – 249643 & Website: www.cujammu.ac.in

No. CUJ/Proc./F.06/2016-17/10018

9<sup>th</sup> June, 2016

To

M/s.

**Sub:** Procurement – Supply of bags for students of the University – Limited Tender Enquiry – Reg.

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## Chapter–I: Instructions to bidders

1. **Preface:** The Central University of Jammu is presently functioning from two campuses, Administrative Block at Rahya-Suchani (Bagla), District Samba, Jammu and Temporary Academic Block & Hostels at Sainik Colony, Jammu. The University intends to purchase **bags for students** for Central University of Jammu, likely to be supply at both the campus.

2. **Call for Tender:** The sealed bids are invited for supply bags for students under one bids system consisting of all technical details, make along with commercial terms & conditions, filled in Annexure-I duly signed and stamp, EMD, relevant, indicating price for the items motioned in the bid, in one sealed envelopes and should be super scribed as '**Tender for student's bags**'.

3. **Availability / submission of tender form:** The tender documents will be sent to the reputed firms by speed / registered post. The tender form can be downloaded from University website ([www.cujammu.ac.in](http://www.cujammu.ac.in)) and to submit along with EMD. The filled in tender form can be dropped in tender box at the above address or can be sent through registered / speed post. The bids will be opened on the same day in presence of the bidders or any other date convenient to the University authorities, which shall be notified through website only. The firm is required to submit the sample of the bag.

4. The bidders are advised that they should regularly check the University website ([www.cujammu.ac.in](http://www.cujammu.ac.in)), as any change in terms and conditions, specification, date etc shall be notified on the University website only and no query will be entertain in this regard.

5. **Opening of bids:** The bids will be opened for those firm whose sample is agreed by the University. The firms, who meet the basic criteria from the documents furnished, may be invited to present more samples. The University will not bear any cost for presentation of samples. The committee of the University may visit the firm to ascertain the quality etc. The University may shortlist three to four best quality firms. The bid will be opened for those firms who are shortlisted in sample duly agreed by the University. The decision of the University will be final in this regard.

6. **Selection of firm:** The firm will be selected among the shortlisted firm on lowest quoted rates basis either on total cost or items wise cost basis. Further, if the committee found that the quality of lowest quoted firm is not satisfactory, the committee may recommend and consider to the next lowest quoted firm. The decision of the committee will be final in this regards. The University may procure the items from other tender participants firms at L-1 rates, if required.

7. **Experience:** The bidder should be original equipments manufacturer / authorise dealer of repute and should have minimum three years of experience in this field. Copy of the same should be attached with the technical bid.

#### 8. **Schedule of Tender:**

i.	Last date of receipt of bids at University campus, Rahya- Suchani (Bagla), District Samba	:	<b>20.06.2016 by 15:00 hrs</b>
ii.	Date of opening of tender in presence of the bidders	:	<b>20.06.2016 at 15:30 hrs</b>

#### **Chapter-II: Terms and conditions**

9. **Validity of quotation:** All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by authorized signatory. The bid shall be valid for 90 (ninety) days from the date of opening.

10. **Late submission:** Bids received late will not be accepted. The University is not responsible for any delay on account of postal / courier services. If the bids are sent by post / courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss.

11. **Rejection of tender:** The conditional tenders will not be considered. The tender documents are not transferable. Tender without required documents, incomplete in any form will be rejected outright. Tender containing false / misleading documents / information will be rejected and on such bids any query / intimation will not be entertained. The decision of the University will be final in this regards.

12. **Right of the University:** The University does not pledge itself to accept the lowest or any tender. The University reserves all the rights including to accept / rejects any or all tenders in part or whole without assigning any reason. The bidders will be required to undertake the part supply at the rate quoted by them. The University can split the supply among two or more tenders without assigning any reason what so ever.

13. **Registration:** The firm should be registered with the competent authority and to enclose self attested copies of the following documents:

- (a) TIN / PAN, as applicable
- (b) Tax clearance certificate for the period ending 31.03.2016, as applicable
- (c) Certificate of registration with competent authorities in India (Companies Act, 1956 / the Partnership Act, 1932 / for security printing of documents etc) , if any
- (d) Registration certificate with sale tax and service tax authority, as applicable
- (e) Experience certificate of three years, as applicable

14. **Bid security / EMD:** The filled in tender form without EMD of **Rs. 8,000/-** through FDR / DD will not be considered. The FDR / DD are to drawn favouring “Central University of Jammu” payable at Jammu. The EMD of the unsuccessful bidder will be returned without interest after finalization of tender. The EMD of successful bidder will be returned without interest after supply of bags as per purchase order duly agreed by the University.

15. **Cost:** The prices quoted in bid should be inclusive of all charges, taxes, entry taxes, delivery at destination etc and valid for a period of one year, any claim for extra payment on any such account shall not be entertained. All the columns in annexure are to be filled in words and figures. The variation in words and figures, if any, the lowest shall be taken into account.

16. **Period of supply:** The firm selected will be required to supply within a period of two weeks and thereafter as and when required during a period of one year. The period of supply will initially be for one year, which can be extended based on performance with or without modified / amended terms and conditions based on mutual agreement. The quantity may increase or decrease.

17. **Payment terms:** No advance payment will be considered and 100 % payment will be released after supply and installation of material duly agreed by the University. Taxes deduction at source as per provision will be made by the University.

18. **Acceptance of terms and conditions:** The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the technical bid. Annexure shall also have to be signed and stamped by the bidder or its authorized signatory.

19. **Termination of contract:** If supply of the material is not found satisfactory, the order will be canceled by the University at any stage. The University reserves the right to decrease or increase the quantity at the time of placing the order; the firm will undertake the same at the quoted rates.

20. **Quantity:** The present requirement is mentioned at Annexure-I. The University reserves the right to decrease or increase the quantity at the time of placing the purchase order; the firm will undertake the same at the quoted rates.

21. In case the successful bidder declines the offer of contract / purchase order, for whatsoever reason(s), his EMD will be forfeited.

22. **Penalty clause:** The supply has to be completed within stipulated time period, in case of delay and the University is not satisfied with the stated reason, the University reserves the right to impose the penalty equivalent to 0.5% per week of the value of undelivered goods or unperformed services limited to a maximum of 10% value of the order / left over items cost. Once the maximum is reached, the University may consider termination of the contract / order without any notice and further serious action may be initiated.

### **Chapter-III: Scope of Work, specification and allied Technical details:**

<b>SN</b>	<b>Items</b>	<b>Qty.</b>
01	<b>Bags for students:</b> Cloth: 1,680 denial or higher, Brand: Mango or higher, Size: 17'' / 12'' / 8''(accuracy +_ 1''), Option: can keep Laptop inside, Pocket: side bottle pocket, No. of partition: three, Warranty: minimum six months	750 pcs

**Chapter-IV: Other matters / standard forms:**

23. **Settlement of dispute:** In case of any dispute, Samba will be the jurisdiction and the Registrar, Central University of Jammu, shall decide the issue and his decision will be final and shall be the binding on both the parties.

24. In case of any disagreement or dispute between the first party (i.e. Central University of Jammu) and the second party (i.e. agency) arising out of or due to the terms and conditions of contact agreement, the Central University of Jammu shall have the discretion for settlement of such disputes by appointing a sole arbitrator and the award so made by the arbitrator shall be final and binding on both the parties. Jurisdiction shall be Jammu courts only, for any dispute.

Place: Samba (J&K)  
Date : 9<sup>th</sup> June, 2016

**Deputy Registrar** (Admin & Proc.)  
Central University of Jammu

**Encl:** Bids: Annexure–I (02 pages)

**Chapter-V (Technical Bid):** To be filled by the firm and to submit to CUJ

Sl. No	Particulars (if yes, furnish certificate No. / amount)	Particulars	Encl. No. of documents
1.	Name of the Firm / Agency:	M/s.	
2.	Status of the Firm / Agency: (Proprietorship / Partnership / Joint Stock Co. etc)		
3.	Name of the Proprietor / Partner / Director		
4.	Address:	--	--
	a) Head Office		
	b) Office at Jammu:		
5.	Phone, Mobile No., E-mail & website		
6.	Documentary proofs of:	--	--
	a) TIN / PAN No.....	Yes / No	
	b) Tax clearance certificate .....	Yes / No	
	c) Valid registration No.....	Yes / No	
	d) Registration with sale tax and service tax No. ....	Yes / No	
	e) Annual turnover in last three years supported by audit balance sheet 2014 ..... 2015 ..... 2016 .....	Yes / No	--
	f) No. of years experience .....		
7.	No. of sample enclosed .....		
	Earnest Money deposit details:	FDR / DD	
	a) Amount	Rs. 8,000/-	
	b) Name of the drawer and issuing bank		
	c) No. and date of bank draft / FDR		
8.	Any other information		

**Chapter-V (Financial bid):** To be filled by the firm and to submit to the University

SN	Items	Qty.	Unit cost (inclusive of all taxes & charges)
01	<b>Bags for students:</b> Cloth: 1,680 denial or higher, Brand: Mango or higher, Size: 17'' / 12'' / 8''(accuracy +_ 1''), Option: can keep Laptop inside, Pocket: side bottle pocket, No. of partition: three, Warranty: minimum six months	750 pcs	

1. I have carefully read and understood all the terms and conditions of the tender and here by convey my acceptance of the same.

2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We, am / are well aware of the fact that

furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

3. Declaration: I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the University in future.

4. The firm is not a black listed by any Department / Organizations of the Government of India / Government of J&K and no criminal case is pending against the firm / agency, if found at later date, my tender can be rejected, even after awarded.

Signature with date & Seal of the agency : .....

Name of the applicant : .....

Designation : .....

