



GUJARAT TECHNOLOGICAL UNIVERSITY
(Established under Gujarat Act No. 20 of 2007)
ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી
(ગુજરાત અધિનિયમ ક્રમાંક:૨૦/૨૦૦૭ દ્વારા સ્થાપિત)



E -Tender Notice No.10/2017-18
Including Technical &
Financial Bid – (Financial bid to be filled online only)
“E-Tender for Plastics Printed Sealed Security Envelope”

Gujarat Technological University

GTU Campus, , Nr.Visat Three Roads,
Chandkheda, Ahmedabad – 382424 – Gujarat, India
Phone: 079- 23267500 Fax : 079 - 23267580

Email : registrar@gtu.ac.in

Visit us: <http://www.gtu.ac.in>



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E-Tender no:10/2017-18

“E-Tender For Plastics Printed Sealed Security Envelope”

Estimated cost : 40,00,000/-

Tender fee: Rs 2,500/-

EMD: 3% of Tender's

Estimated Cost.

The Gujarat Technological University invites **Online Tender for procurement of Plastics Printed Sealed Security Envelope** from manufacturer or authorized distributor under two bid systems. Interested parties who wish to participate in online tenders can download the tender documents from the n-procure website or GTU website www.gtu.ac.in. Bidders have to submit price bid in electronics format only through n-procure website till the last date & time prescribed for submission.

EMD, Tender Fee, and other essential documents should be submitted for each quoted items on or before **17/10/2017 18:00** hrs in the office of the Gujarat Technological University, Nr.Vishwakarma Government Engineering College, Nr.Visat Three Roads,Visat- Gandhinagar Highway, Chandkheda, Ahmedabad – 382424 - Gujarat. Interested vendors can take part in any one or all of the items mentioned below and each item will be evaluated separately.

A tender fee (Rs. 2,500/-) and EMD 3% of Tender's Estimated cost in form of DD(only) in favor of Gujarat Technological University payable at Ahmedabad only should be attached along with the tender document.

Last Date & Time of financial Bid Online Submission	: 16/10/2017 (18.00 Hrs.)
Last Date of physical Submission of Tender	: 17/10/2017 (18.00 Hrs.)
Date of Opening of Tender (Technical Bid only)	: 18/10/2017 (11: 00 Hrs.)
Date of Opening of Commercial Bid	: Will be communicated later
Tender shall be valid up to	: 90 Days

Registrar



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TENDER DOCUMENT

Note:

1. Please fill all the details in original tender document and submit with technical bid.

FROM:

Registrar,

**Nr.Vishwakarma Government Engineering College, Nr.Visat Three Roads,
Visat - Gandhinagar Highway, Chandkheda, Ahmedabad – 382424 – Gujarat**

To:

Sir/Madam,

Sealed tenders are invited for the supply of **Plastics Printed Sealed Security Envelope** detailed in the schedule attached to this tender form. If you are interested to quote for supply in accordance with the requirements stated in the attached schedule, please submit your quotation to this University on the prescribed tender form enclosed in the sealed cover superscribed with the “**Plastics Printed Sealed Security Envelope tender**” and tender number.

If you are in a position to quote for stores in accordance with the requirements stated in the attached schedule to tender, this should be filled-in, signed and returned to this office.

The successful bidder will have to enter into the contract (with standard terms and conditions of supply) on the receipt of supply order.

The tender shall be submitted in two parts viz, (a) Technical Bid and (b) Commercial/Financial Bid.

- a) Technical bid shall consist of technical details, and should be submitted in duplicate. Deviations (if any) from tender specifications, clause-wise and commercial terms and conditions should be clearly mentioned. The tender form shall be submitted with this bid duly signed by the bidder. Compliance statement should clearly mention if there is any deviation from the tender specification, and shall be part of technical bid.
- b) Commercial/Financial bid shall consist of price details
- c) The technical bids should be submitted in sealed covers, marked “Technical Bid for **Plastics Printed Sealed Security Envelope**”
- d) At the time and date indicated in the advertisement for opening of tender only technical bids shall be opened and read out in public.
- e) Only technically qualified bidder’s commercial/financial bids shall be open.



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- f) Tenders not complying with the above conditions are liable to be rejected at the sole discretion of the University without any further reference.
- g) The tender should be submitted in duplicate.
- h) This tender is not transferable.
- i) This Tender document can be downloaded from the Gujarat Technological University, web site www.gtu.ac.in - Gujarat or may be downloaded from n-procure website. The filled in/complete in all respect tender document must be submitted with tender document fee of **Rs. 2500/-** in the form of Demand Draft in favour of the **“Gujarat Technological University” payable at Ahmedabad.**
- j) The offers shall be entertained only from the manufacturers or their sole selling agents. In case the later intends to submit their offer, a copy of their agreement with the principal company appointing them as sole selling agents, should be enclosed with the offer.
- k) **General:** The University reserves the right to choose, accept or reject any or all requests/offers, in full or part and also reserve the right at any stage to reduce or increase the quantity and split the order.
- l) The University will not be responsible for any postal losses or delays in receipt of documents. The tender documents are non-transferable.
- m) **EMD:** As indicated in the Tender Notice 3% of Tender’s Estimated cost only in form of Demand Draft in favor of the **“Gujarat Technological University”** is refundable.
- n) The completed tender documents must be submitted at the Office of the University, **Gujarat Technological University, GTU Campus, , Nr.Visat Three Roads, Chandkheda, Ahmedabad – 382424 – Gujarat, India**
- k) The tender can be submitted for all or selected items as in the list of tender document
- (a) **Technical Bid, and the compliance statement of technical specifications and terms and conditions of the tender.**
- (b) **Online Commercial/Financial Bid**
- l) The bidder must supply a List of users along with their contact number of their items in India (if any).

Technical bid: The Technical bid shall consist of technical details, and should be submitted in duplicate. Deviations (if any) from tender specifications, clause wise and commercial terms and conditions should be clearly mentioned. The tender form shall be submitted with this bid duly signed by the bidder.

Compliance statement of technical specifications shall be part of the technical bid.



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Commercial/Financial bid: Commercial/Financial bid shall consist of price details, item wise (FOB up to GTU), including all terms and conditions related to payment of cost, warranty and after sales service. Commercial/Financial bid should submitted on n-procure only.

GENERAL TERMS AND CONDITIONS

1. Technical Bid Cover
 - I) Technical Bid cover should contain original copy of Tender document along with attested copies of GST and CST Registration Certificate, Latest Income Tax return, other certificate documents as per check list.
 - II) The details of turnover of TENDERER for the last three years must also be provided.
 - III) Tenderer should also furnish the details on nature of constitution of their firm; names and addresses of the Partners/ Proprietors/Directors and also the details of sister concerns if any. Also specify details or documents requested in Tender Enquiry.
 2. Tender shall be opened on the specified date in this tender notice.
 3. The tenderer should invariably submit his tender in two sealed covers separately namely (1) E.M.D. and Tender Fee Cover (2) Technical Bid Cover. Tenderer has to submit commercial bid on line only. Physical Commercial Bid will not be accepted.
 4. Printed matter on all the envelope should be as per the specimen provided by the University and proof / product should be approved before supply.
 5. Bidder must have turnover of Rs 5000000 per year in the previous three financial years.
 6. The Bidder should enclose last three years' audited Balance Sheets and turnover details.
 7. The Bidder has to submit CST, VAT No. and TIN, PAN No. with Income Tax Return of their firm along with tender documents.
 8. Tender shall remain open for acceptance for 90 days from the date of opening of tenders.
 9. Tenders received without Earnest Money and not in proper form shall be liable to be summarily rejected.
 10. Towards Security Deposit @ 5% of the cost of items in the form of Bank Guarantee in favour of "Gujarat Technological University" for the Contract/warranty period is liable to be deposited with the University.
 11. Tenders are to be submitted in two bids separately:
 - i) Technical Bid with Compliance Sheet strictly hand filled with details
 - ii) Commercial/Financial Bid only on n-procure
 12. Last Date & Time of financial Bid Online Submission : 16/10/2017 (18.00 Hrs.)
 13. Last Date of physical Submission of Tender : 17/10/2017 (18.00 Hrs.)
 14. Date of Opening of Tender (Technical Bid only) : 18/10/2017 (11: 00 Hrs.)
 15. Date of Opening of Commercial Bid : Will be communicated later
 16. Earnest money (EMD) as indicated in the attached Tender Notice in the form of Demand Draft in favour of the "Gujarat Technological University", payable at Ahmedabad shall be submitted along with technical bid.
- IMPORTANT:** The University reserves the right to cancel any or all the tenders without assigning any reason.
17. The supply shall be carried out strictly in accordance with the specifications or as directed by the University.
 18. The time allowed for supply of stores shall be within 07 days, which shall be reckoned from the 2nd day from the date of issue of supply order.



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19. The offer shall remain open for at least 90 days.
20. Income tax and other statutory dues shall be deducted from the bidder/suppliers bill as per Govt. of India rules.
21. In case the supplier withdraws his offer within the validity of the tender, the earnest money will be forfeited. Similarly, if the contractor fails to commence the work after issue of award letter, the amount of earnest money will also be forfeited.
22. The supplier shall ensure compliance of all statutory laws and by laws of the Central Govt./ State Govt./Municipal authorities related to the employment of their staff and all such obligation under Wage Act, pollution control, environment protection, Workmen Compensation Act, ES-II Act, Provident Fund and Miscellaneous Provisions Act, Bonus Act, and Contract Labour Act, 1970 etc. and the University will not be responsible for such purposes in any way.
23. Before commencement of work, the contractor shall correlate all relevant architectural and service drawings and satisfy himself that the information available from there is complete and unambiguous. The bidder/supplier shall be responsible for any error/difficulty in execution/damage incurred owing to any discrepancy in the drawings which has been overlooked by him and has not been brought to the notice of the competent authority of the University before execution.
24. No escalation in any form either of materials or labour shall be payable by the University.
25. All materials brought at University shall be as per contract specification and schedule of quantities and shall be got approved by the competent authority of the University before being used.
26. Time allowed for completion of work shall be strictly followed, otherwise the supplier shall be liable to penalized at the rate of 0.5 % of the contract value of the job undone per week of delay on the part of the bidder/supplier subject to a maximum of 5% of the total contract value.
27. No claim for any compensation during the extended period shall be entertained and the University decision in this regard shall be final.
28. Any claim, dispute or difference arising out of or in connection with this agreement and which cannot be settled by mutual consultations, shall be referred to an arbitrator to be appointed by mutual consultations between both parties. The award of the arbitrator shall be final and binding between the parties to this agreement. The arbitrator proceeding shall be governed by The Arbitration and Conciliation Act 1996 and shall be conducted in the University.

All or any Claim(s), dispute(s) or difference(s) arising out of or in with connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.

I/c Registrar
Gujarat Technological University
Ahmedabad Gujarat, India

Bidder's Address.....
Telephone No.....



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From

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To

Registrar
Gujarat Technological University
Ahmedabad Gujarat, India

Ref: Tender No. /2017-18 Dated /09/2017

Dear Sir,

1. I/We hereby offer to supply the stores detailed in the Schedule to tender here to or such portion thereof as you may specify in the Acceptance of Tender at the price given in financial/commercial bids and agree to hold this offer open till 90 days of opening the tender. The communication of acceptance shall conclude the contract and we shall be bound by it.
2. I/We have understood the general & special conditions of contract included in this tender notice and thoroughly examined the specifications, drawings, and/or patterns quoted in the Schedule hereto and am/are fully aware of the nature of the item/store required and my/our offer is to supply the item/store strictly in accordance with the requirements.
3. The following pages have been added to form part of this tender:
(A) Technical Bid and online Commercial/Financial Bid
(B) The technical Brochures/literature of the item/items quoted.
(C) The list of Users with addresses and contact nos.
4. I/We hereby declare that the items/store sold to the University under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications thereof and I/We hereby guarantee that the said items/store would continue to conform to the description and quality aforesaid for a period of 24 months from the date of delivery and commissioning of the said items/stores or 24 months from the date of dispatch/shipment, whichever is earlier and that notwithstanding the fact that the purchaser (Inspector) may have inspected or approved the said items/stores, if during the aforesaid period the said equipments/articles are discovered not to conform to the description and quality aforesaid or have deteriorated (and the decision of the purchaser in that behalf will be final and conclusive) the purchaser will be entitled to reject the said items/stores. We do hereby also agree to supply/delivered the store/items at permanent campus of Gujarat Technological University, Near Vishwakarma Government Engineering College Campus, Chandkheda, Ahmedabad, if required and asked by the University with the same rate.

Yours faithfully,

Signature of Tenderer
Dated:
Name & Address

Signature of witnesses
Dated:
Name & Address



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Annexure – I

- 1) Tenderer will give the complete breakup of the cost indicating clearly the margin of profit etc., where asked for (separate sheets may be used, if necessary).
- 2) The bidder has to submit GST IN PAN number with income-tax return of that firm along with tender document
- 3) The prices should be filled online on nprocure website only and prices should be inclusive of all charges and taxes including GST and no other claims for the same will be entertained.
- 4) The tender is not transferable.
- 5) Tenders should be submitted in duplicate in separate envelopes along with a soft copy (CD) in MS Word/Excel, if possible.
- 6) All the tender documents attached to the invitation to tender are sacrosanct for considering any offer as complete offer. Therefore, it is important that all tender documents duly filled in and signed are returned with the bidder's offer, failing which the tender will be treated as incomplete and summarily rejected.
 - a) The contract as a result of this tender will be entered into only for the stores having ISI marking where specifically required as such. In case ISI marked article are not available, the stores strictly conforming to ISI specifications will be purchased. Firms offering the stores with ISI marks should indicate the details of ISI License held by them and its validity.
 - b) The tenderer shall furnish complete details for the stores offered along with literature/catalogue.
 - c) Deviations if any, from tender enquiry specification shall be clearly mentioned in a separate Annexure.
- 7) The bidder/supplier shall extend to the inspector or his authorized representative free of cost all reasonable facilities, inspection & testing items/stores including inspection gauges for satisfying himself that the stores are manufactured in accordance with the specification.
- 8) Full details of the specifications referred to herein shall be supplied with the tender for proper scrutiny.
- 9) The prices should be firm and final and no foreign exchange or import license assistance will be given to bidder/supplier.
- 10) Tenderer should quote on destination, However, where tenderer quotes ex- works Price, the breakup of different elements or processes for converting into FOB/station of dispatch basis should be indicated by the tenderer failing which the tender may be rejected.



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- 11) Tenderer should answer the questions mentioned in the attached Questionnaire 1 & 2 (Annexures IV and IV) and should return the same along with tender and schedule to tender duly signed and filled in.

Purchaser	:	Gujarat Technological University
The stores required at	:	Gujarat Technological University Ahmedabad Gujarat
Delivery period by inspection	:	
Inspection authority	:	
Inspecting Officer	:	
Packing marking	:	
Advance sample	:	
Tender sample	:	

- 12) The registration no. for the subject stores should be given if contractors are registered with Ministry of Science & Technology/DGS&D/ NSIC etc. Also furnish photocopy of registration certificate for verification and record. Failure to furnish this information will result in the tender being ignored.
- 13) The purchaser reserves the right to give a purchase/price preference to the Public sector units and/or small scale cottage industries units over other firms in accordance with the policies of the government from time to time.
- 14) Please furnish a copy of latest income tax clearance certificate.
- 15) Tolerance clause: The University reserves the right to place order on the successful tenderer for additional quantities to the contract at the contract rates during the currency of the contract.

16) **Guarantee/warranty:**

Unless some special warranty/guarantee clause has been stipulated elsewhere in the invitation to tender or other documents, the following warranty shall form part of the contract placed on successful tenderer:

“Except as otherwise provided in the invitation to the tender the contractor / seller hereby declares that the goods, stores, articles sold/supplied to the University under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specifications and particulars obtained/mentioned in the contract. The contractor/seller hereby guarantees that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of 24 months from the date of delivery and that notwithstanding the fact the purchaser (University) may have inspected and or approved the said goods/stores/articles, if these discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated (and the decision of the purchaser in that

behalf shall be final) the purchaser shall be entitled to call upon the contractor/seller to rectify the goods/ stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed to the contractor/seller and in such



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an event the above mentioned warranty period shall apply to the goods/stores/articles; Otherwise the contractor/seller shall pay to the purchaser such compensation as may arise by reason of the breach of the warranty herein contained”.

- 17) Tendering firms should note the period for which their offer would remain open for acceptance. The offer from those firms who do not keep the validity open till the period stipulated in the tender condition, will be treated as un-responsive and will be ignored without making any back reference. Where any firms keep this offer valid till the required date, as stipulated in the tender enquiry but at the same time give discount clause with shorter validity, such discount will be summarily ignored and such offers will be considered only in respect of the price quoted by them for full validity. It may further be noted that if the date up to which offer is to remain open being on is declared as closed holiday for government offices, the offer shall remain open for acceptance till the next working day.

Signature of the tenderer _____

With date

Name (in block letter) _____

Capacity in which tender is signed.



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Annexure-II SPECIAL CONDITIONS GOVERNING THE CONTRACT

- 1) **Preparation of tender:** The tenderer should submit the tender documents including invitation to tender intact without detaching any page or pages, duly filled in and completed in all respect and signed on each page of the tender form including the schedule.
- 2) **Income Tax clearance certificate:** The latest Income Tax clearance certificate must also accompany the tender from the appropriate Income Tax authority. Tenders not accompanied with the requisite certificate are liable to be rejected.
- 3) **Earnest money:** The tender must be accompanied with earnest money enclosed with Technical bid in the form of demand draft drawn in favour of the “**Gujarat Technological University**”, payable at Ahmedabad. The tenders not accompanied by earnest money shall be summarily rejected.

In the event of a tender being accepted and the order is placed for supply of the requisite item and if the tenderer fails to supply the items ordered or commits a breach of any of the tender conditions, his earnest money is liable to be forfeited.

The earnest money is also liable to be forfeited in the event of the tenderer’s failure, after acceptance of his tender, Earnest money will be returned to all the unsuccessful tenderers as soon as practicable and after the decision taken on the tenders.

- 4) **Security deposit:** The successful tenderer shall be required to furnish/deposit Bank performance guarantee from any nationalized bank @ 5 % of the cost of the items to be purchased in favour of Gujarat Technological University within ten days of the receipt of the order. If the tenderer fails to comply with the above requirements within the said period the earnest money already deposited by him/ them shall be applicable for forfeiture and the University shall purchase the items required at the risk and cost of the successful tenderer.
- 5) **Signing of Tender:** The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule tender are not fully filled in. Particular attention must be paid to delivery date and also to the particulars referred to in the condition of the contract. The tenderer should sign every page.
- 6) **Period of delivery:** Delivery period for supplying the items to the university should be within 10 days from the order given by this office.
- 7) **Receipt of Tender:** The tender should be sent by registered post/by courier only.
- 8) **Validity of offer:** The offer/tender shall remain open for acceptance without any modification in the rates or terms and conditions of tender for a period of 90 days from the date of opening of the tender and in the event of a breach of this condition, without prejudice to any other rights or remedy of the Institute, the earnest money shall be liable to be forfeited. The rates quoted in the tender shall hold good at least up to 90 days from the opening date of the tender.



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- 9) **Opening of tender:** Intending tenderers or their authorized representatives will be at liberty to be present at the time of opening of technical bid/commercial bid on the specified date. if the date fixed for opening of tender is declared to be a holiday at a later date the tender will be opened at the same time on the next working day following the holiday or holidays.
- 10) **Rates:** The rates shall be quoted F.O.B., Ahmedabad (Freight and Insurance charges should be indicated separately). Cost of packing, forwarding and any other charges shall be clearly and specifically mentioned.
- 11) **Packing and marking:** The method of packing if any, required should be indicated.
- 12) **Miscellaneous.**
- a) The University does not bind itself to purchase any/all the quantity and to accept the lowest tender and reserves to itself the right to increase or decrease the quantity and to accept or reject any or all tenders without assigning any reason, thereof. The quantity/numbers shown in the schedule is only indicative. It can be increased or decreased at the sole discretion of purchaser. The purchaser further reserves the right to split the order among more than one tenderer if considered necessary.
- b) Acceptance of the tender by the University will be communicated to the successful tenderer. The contract for supply of the items specified in the schedule to tender referred to therein will come into force immediately after issue of the communication of acceptance.
- c) The successful tenderer, however, will be required to enter into a formal contract agreement on non-judicial stamp paper of appropriate value if required, within fifteen days of the issue of acceptance letter by the University. The contract will be governed by the general rules and conditions of contract followed in Govt. Departments.
- 13) **Payments:**
The stores and purchase section shall receive all bills for payment of supplies made. Before authorizing payment the bill shall be verified by the University with reference to the copies of the acceptance of tender, receipt vouchers and other relevant records including inspection notes.

The University will select random sample of supplied envelopes (Sr. No.1 to 9) in presence of the representative of the Bidder/Supplier and will send this sample for testing to the testing laboratories i.e. (**National Accreditation Board for Testing and Calibration Laboratories (NABL)/CIPET**). **The Full- Payment will be done after arrival and expert opinion regarding the report. The cost of the testing will be deducted from the bill submitted by the vendor. However if University will disburse the part payment of 70 % after the receipt of the bill and supply of the material.**

Previously :- The University will select random sample of supplied envelopes (Sr. No.1 to 9) in presence of the representative of the Bidder/Supplier and will send this sample for testing to **National Accreditation Board for Testing and Calibration Laboratories (NABL)** **The Full- Payment will be done after arrival and expert opinion regarding the report. The cost of the testing will be bared by the University.**



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ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી
(ગુજરાત અધિનિયમ ક્રમાંક:૨૦/ ૨૦૦૭ દ્વારા સ્થાપિત)

- 14) **Terms of payment:** The normal terms of payment are 100% payment within 30 days time after receipt and acceptance of the materials in good condition and its satisfactory installation and operation. Bank guarantee of 10% of total supply order is required to be submitted towards 12 months warranty of the item/store before 100% payment is released.
- 15) **Acceptance of excess/short supplies:** Wherever it is absolutely necessary to accept variations in supplies up to 5 % in quantity, this could be examined by the University and decision will be taken as per approval of authority.
- 16) **Quality Issue:** In case of items supplied by the bidder do not meet the quality/specification penalty will be levied. Quality variation up to 5% will be accepted. However, if quality variation is 6% to 15% penalty of 10%, 16% to 25% penalty of 20% and more than 26%, penalty of 50% of the order value of that item will be levied and vendor shall be blacklisted for 1 year after approval of competent authority.
- 17) **Price variation:** Purchases should be made on firm/quoted prices.

GUARANTEE PROFORMA

We hereby guarantee the year round performance for items which we have supplied below:

Building – Gujarat Technological University
Location – Gujarat Technological University, Near Vishwakarma Government Engineering College Campus,
Chandkheda, Ahmedabad

1. for a period of ONE YEAR from the date of supply. WE AGREE TO replace free of cost, within that period, ordinary wear and tear and unusual abuse or neglect excluded together with any other work which may be damaged or displaced in so doing. In the event of our failure to comply with the above mentioned conditions within a reasonable time, after being notified in writing, we collectively and separately, do hereby authorize the owner to proceed to have the defects repaired and made good at our expense and we shall pay the cost and charges thereof immediately upon demand and also authorize them to encash the bank guarantee (The guarantee will stand extended for further period of 2 years from the date of failure, if the duration of failure is more than 1 week).

We hereby also agree to supply/delivered the store/items at permanent campus of Gujarat Technological University, Near Vishwakarma Government Engineering College Campus, Chandkheda, Ahmedabad, if required and asked by the University with the same rate.

Date:
Place:

Authorised Signature of Supplier

13/22



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With seal



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Annexure-III

(TENDERERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. TENDERERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND / OR ARE EVASIVE, THE TENDERS ARE LIABLE TO BE REJECTED).

- 1) Offer is open for acceptance till / / 2017 before 12:00 hrs only online.
- 2) Whether the stores offered fully conform to the technical particulars and specifications / drawings, specified by the purchaser in the schedule to tender. If not, mention here details of deviation.
- 3) Brand of stores offered.
- 4) Name and address of manufacturer.
- 5) Station of manufacturer.
- 6) Please confirm that you have offered packing as per tender enquiry requirements. If not, indicate deviations.
- 7) Net weight of each item.
- 8) What is your permanent income tax account number?
- 9) Confirm whether you have attached your latest/current ITCC or photo copy thereof.
- 10) Status.
 - a) Indicate whether you are large-scale unit or small-scale unit?
 - b) Are you registered with DGS&D/Ministry of Science & Technology for the item quoted? If so, indicate whether there is any monetary limit on registration. Also please attach a photo – copy of the certificate of registration.
 - c) If you are a small-scale unit registered with NSIC under single point registration scheme, whether there is any monetary limit.
 - d) In case you are registered with NSIC under single point registration scheme for the item quoted, confirm whether you have attached a photocopy of the registration certificate the items for which you are registered.
- 11)
 - (a) It you are not registered either with NSIC or with DGS&D or with Ministry of Science and Technology, please state whether you are registered with Directorate of Industries of any State Government?
 - (b) If so, confirm whether you have attached a photocopy of the certificate issued by office of Industries.
- 12) Please indicate name & full address of your Banker.



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- 13) Please furnish your performance statement.
- 14) Please state whether you have submitted the tender sample.
- 15) Please state whether you agree to submit advance sample.
- 16) Please indicate guaranteed date by which delivery can be completed. Also indicate monthly rate of supplies and time required for commencement of supplies from the date of receipt of formal order / approval.
- 17) Business name and constitution of the firm. Is the firm registered under:
- The Indian Companies Act. 1956.
 - The Indian Partnership Act. 1932 (Please also give names of the partners).
 - Any Act? If not who are the owners? (Please give full names and addresses).
- 18) Whether the tendering firm is/are:
- Manufacturer
 - Manufacturer's authorized agents.
 - Holders in stock of the stores tendered for
- N.B.** If manufacturer's agents, please enclose with tender a copy of manufacturer's Authorization. Please indicate the parties involved in the tender for the sake of agency/consultants commission, if any.
- 19) If stores offered are manufactured in India, please state whether all the raw materials, components etc. used in their manufacture is also produced in India. If not give details of materials components etc. that are imported together with their value and the proportion it bears to the total value of the stores.
- 20) State whether raw materials are held in stock sufficient for the manufacture of the stores.
- 21) Please indicate the stocks in hand at present time:
- Held by you against this tender enquiry_____.
 - Held by M/s. _____ over which you have secured an option.
- 22) Please state whether the transit insurance clause is acceptable to you.
- 23) Please state whether the inspection is acceptable to you.
- 24) For partnership firms, please state whether they are registered or not registered under Indian partnership Act, 1932. Should the answer to this question by a partnership firm be in the affirmative, please state further:



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- a) Whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender.
- b) If the answer to (a) is in the negative, whether there is any general power of attorney executed by all the partners of the firm, authorizing the partner, who has signed the tender to refer disputes concerning business of the partnership to arbitration.
- c) If the answer to either (a) or (b) is in the affirmative, have you already furnished a copy of either the partnership agreement at the general power of attorney, as the case may be, to the purchaser? Please quote the reference to the communication by which this was done.

N.B. If a copy of neither the partnership agreement nor the general power of attorney has previously been furnished to the purchaser, please attach to the tender a copy of either partners of the partner on which reliance is placed for authority of partners or the partner signing the tender to refer disputes to arbitration. A Public Notary should attest the copy or its execution should be admitted by an affidavit on a property stamped paper by all the partners.

25) Please state:

- i) Whether the price tendered by you is to the best of your knowledge and belief, not more than the price usually charged by you for stores of same nature, class or description to any private purchaser. If not, state the reason thereof and also indicates the margin of difference.
- ii) In respect of indigenous items for which there is a controlled price fixed by law the price quoted shall not be higher than the controlled price and if the price quoted exceeds the controlled price, the reasons thereof should be stated.

26) Are you:

- i) Holding valid industrial license (s) Registration certificate under The Industrial Development and Regulation Act, 1981. If so, please give particulars of industrial income registration certificate.
- ii) Exempted from the licensing provision of the Act, for the manufacture of items quoted against this tender. If so, please quote relevant orders and explain your position.
- iii) Whether you possess the requisite license for manufacture of the stores and/or for the procurement of raw materials belonging to any controlled category required for the manufacturer of the stores. In the absence of any reply, it would be assumed that no license is required for the purpose of raw material and/or that you possess the required license.

27) State whether the department of supply or any department of the Ministry of Science & Technology or any other Government department has banned business dealings with you.



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- 28) Please confirm that you have read all the instructions carefully and have complied with accordingly.

Signature of Witness/Date

Full name & address of
Witness in block letters

Signature of Tenderer/Date

- 1) Full name & address of the person signing (In block letters)
- 2) Whether signing as proprietor
/Partner/constituted Attorney
/Duly authorized by the Company



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Annexure-IV

SPECIFICATIONS

Tamper Evident Envelopes: (Sr No 1 to 9 of commercial bid)

Length (Unsealed)	: As mentioned in commercial bid +/- 5mm
Width	:As mentioned in commercial bid +/- 3mm
Sealing Flap Length	: 55 mm +/- 3mm
Thickness	: As mentioned in commercial bid
Material	: Blend of LDPE and LLDPE (Virgin Resin Material, no recycled allowed. %age is not fixed, so long as strength is assured)
Adhesive	: Hot melt permanent adhesive from synthetic thermoplastic rubber base type (10mm +/- 1mm with 15 mm +/- 2 mm silicon coated liner)
Master batch	: White (2 layers) and Black (1 layer)
Seal Strength	: 3 kg max load
Tensile strength	: 25 MPa min (MD); 20 MPa min (TD) (ASTM D882-91)
Elongation	: 300% min (MD); 600% min (TD) (ASTM D882-91)
Tear Propagation	: 1.0 N min (MD); 8.0 N min (TD) (ASTM D1922-93)
Puncture Resistance	: 30.0 N min (In) and 15.0 N min (Out) (ASTM D774-92a)
Opacity	: 85% min (ASTM D1003)
No of Layers	: 3 layers, Co-Extruder, 2 layer of white and 1 layer of black (inside)
Color	: Light Color (Sky Color)

Security Features: (Sr No 1 to 9 of commercial bid)

Closure	: The flap of the envelope should have a strip of hot melt adhesive for permanent closure. Once sealed, the envelope cannot be opened without being damaged.
Sequential Serial no	: Each envelope should have a sequential number. (List of missing Sequential Serial no must be supplied in hard copy along with dispatch.)
Barcode	: Machine readable Barcode “Code 39” to be printed corresponding to the sequential numbering to be printed on the envelope.
Security Tape	: The envelope shall consist of a Red or Blue coloured security Tamper Evident Tape in which the word “void” & “GTU Logo” will be exposed if anyone tries to open the envelope
Invisible watermark	: Invisible watermark of GTU Logo to be printed on the bag which is only visible under ultra violet light.
Side Sealing of envelope	: The envelope will have two seals on each sides for extra protection and for preventing Tampering / fraud. Distance between two seals will be between 5mm – 10 mm or will have a solid flat seal of 15mm on each sides. Two seals must be provided for double use in case of serial number.



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Particulars of Turnover

Name of the Bidder

Particulars of Turnover in the following years as per audited accounts

Financial Year	Total Turnover	Turnover from Similar Jobs as Tendered
2014-15		
2015-16		
2016-17		

It is certified that above details are correct / fair and audited.

Signature of Chartered Accountant with Stamp

Signature of Authorized person



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TO BE SUBMITTED ONLINE ONLY

Commercial Bid Tender No. /2017-18

Different types of Polyethylene Printed Envelope with security sealed and Unique Serial Number.

Sr. no.	Description of material	Approx Qty.#	Rate/Per Envelope (In Rs.)	Cost in Rs.
01	Confidential CD Cover Size : 9.5" x 9.5", 87.5 micron multilayered film	60,000		
02	Confidential Manuscript Cover Size: 13"x12, 87.5 micron multilayered film	17,000		
03	Answer Book Cover Size : 22"x 25.50" for 100 answer book packing, 100 micron multilayered film	70,000		
04	Answer Book Cover Size : 16"x 13" for 30 answer book packing, 60 micron multilayered film	3,00,000		
05	Practical Examination Mark sheet cover Cover size: 11"x05", 87.5 micron multilayered film	60,000		
06	Confidential Transcript Cover Cover Size : 11"x 05", 87.5 micron multilayered film	90,000		
07	Confidential Student Academic Record Cover Size : 13"x 12", 87.5 micron multilayered film	12,000		
08	Confidential Student Academic Cover Size : 11"x 05", 87.5 micron multilayered film	20,000		
09	U.F.M. CASE DOCKET Size : 16"x 13" , 60 micron multilayered film	10,000		
Total Cost				

Quantity may vary.

Quality indicated is yearly requirement. Order will be given in as per requirement for semester.

Note: Rates should be inclusive of all taxes and other charges.

Date:

Place:

Seal and signature of bidder



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BANK PERFORMANCE GUARANTEE

1. This guarantee made this _____ day of _____ 2017 by _____ Bank having its Registered Office at _____ and one of its branches at _____ (hereinafter referred to as “the Guarantor” which expression shall, unless it be repugnant to the subject, meaning or context thereof, be deemed to mean and include its successors and assigns) in favour of the Gujarat Technological University Ahmedabad, Gujarat represented by its Registrar, having his office at Gujarat Technological University, **GTU Campus, , Nr.Visat Three Roads, Chandkheda, Ahmedabad – 382424 – Gujarat, India** hereinafter referred to as the “University” which expression shall include his successors in office for an amount not exceeding Rs. _____ (Rupees _____ only) at the request of M/s. _____ (more fully described hereunder)
2. Whereas the University has placed Supply Order No: GTU/ _____ dated _____ for _____ with M/s. _____ having its office at _____ and hereinafter referred to as the “Contractor/Supplier” which expression shall include their successors and assigns.
3. And whereas the Contractor/supplier has accepted and agreed to execute the work as per the work order as per undertaking / agreement dated _____ within the time stipulated and in the manner specified therein.
4. And whereas the University has called upon the Contractor/supplier to furnish Bank performance Guarantee for the sum of Rs. _____ (Rupees _____ only) for fulfillment of the said work as specified in the supply order and as agreed to by the Contractor/supplier.
5. And whereas the Contractor/supplier has requested the Guarantor herein to furnish an irrevocable and unconditional Bank performance Guarantee in favour of the University for an amount of Rs. _____ as guarantee towards execution of the work as agreed to by the contractor/supplier to the University.
6. Now, therefore, we _____ Bank, the Guarantor herein, do hereby irrevocably and unconditionally Guarantee the payment to the University the sum not exceeding Rs. _____ (Rupees _____ only) in the event of any breach, failure, neglect or inability on the part of the Contractor/supplier in the execution of the said work, on demand without reference of the matter to the Contractor and without any prior consent of the Contractor/supplier, at all times throughout the period of execution of the work, without demur, cavil or argument or delay.
7. The Guarantor agrees and undertakes that the decision of the University as to whether the contractor/supplier has committed any breach of the obligation with respect to the work to be executed, and the quantum of amount therefore payable by the Contractor/supplier to the



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University in that regard, shall be final, binding and conclusive as against the Guarantor and the Guarantor shall make payment accordingly, on demand by the University.

8. The Guarantor further agrees and undertakes to pay to the University the amount demanded by the University irrespective of and notwithstanding any dispute raised by the Contractor/supplier in any suit or proceeding before any judicial forum relating to the Contracted work and the Guarantor's liability under this Guarantee shall be absolute and unequivocal.
9. This Guarantee is issued subject to the condition that the liability of this Guarantor under this guarantee is limited to the maximum of Rs. _____ (Rupees only) and the guarantee shall remain in full force up to _____ and cannot be invoked otherwise than by a written demand or claim by the University for the payment of the said amount by the Guarantor on or before _____ or any extended date as decided by the University.
10. This University shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the contracted work or to extend time for performance of the work by the Contractor. Any change to the contracted work shall not in any way release the Bank (Guarantor) from liability under this Guarantee and we waive notice of any such change. The University shall have full liberty to forbear or enforce any of the terms and conditions of the contracted work.
11. This Guarantee shall not be affected by any legal limitation, disability or other circumstances relating to the Contractor or the Guarantor.
12. This Guarantee shall be valid for the period up to _____ and shall extend further and beyond _____ for such period as determined by the University.
13. The Guarantor undertakes not to revoke this guarantee except with the previous consent of the University in writing.
14. Notwithstanding anything contained herein:
 - Our liability under this guarantee shall be limited to Rupees _____ only
 - This guarantee shall be valid up to _____ and for such other period as determined by the University for fulfillment of the contract.
 - We are liable to pay guaranteed amount or any part of thereof under this bank guarantee only and only if you serve upon us a written claim or demand on or before _____ or such extended period / date.

In witness whereof, this Guarantee has been executed by _____ for an on behalf of the Bank (Guarantor) on the day, month and year first above written.

SIGNATURE AND SEAL
NAME OF THE BANK
(GUARANTOR)