

Gujarat Technological University

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

**Short Tender Notice No: 21/2016-17
(Including Technical & Financial Bid)**



“Tender for Supply of Folders for Degree Certificate”

**Nr.Vishwakarma Government Engineering College,
Nr.Visat Three Roads, Visat - Gandhinagar Highway, Chandkheda,
Ahmedabad - 382424 - Gujarat
Phone: 079-23267535**

Email : registrar@gtu.ac.in

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



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The Gujarat Technological University invites **Tender for from Firms / suppliers/ manufacturers etc. for supply of folders to hold degree certificate to be given in the 6th convocation to be held on 19.01.2017 from reputed/experienced bidders** under two bid systems. Interested parties/firms who wish to participate in tender can submit filled in tender in all respect. i.e. EMD, Tender Fee, and other essential documents for each quoted service on or before **06:00 PM of Last date** to The Registrar, Gujarat Technological University, Chandkheda Ahmedabad.

A tender fee Rs. 1,500/- (Rupees One Thousand Five Only) and **EMD Rs.10,000/-** (Rupees Ten lakhs only) in form of DD in favour of “**Gujarat Technological University**” payable at Ahmedabad only, should be attached along with the tender document.

Last Date of Submission of Tender : **26/12/2016 (01:00 PM)**

Date of Opening of Tender (Technical Bid only) : **27/12/2016 (03:30 PM)**

Date of Opening of Commercial Bid : Will be communicated to bidders

Tender shall be valid up to : 60 Days

I/C Registrar

I have read and understood all terms and conditions and implications thereon of the tender document

Signature & Seal of Bidder

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MEMORANDUM OF CONDITIONS:

- 1) GTU intend to procure Degree Certificate Holder for 6th Annual Convocation. **Nearly 2500 (Two Thousand Five Hundred only) Degree Certificate Holder are required.** Bidders can view the sample at C-103 Store & Purchase Department, GTU, Chandkheda Ahmadabad.
- 2) Tender document can be downloaded from our website www.gtu.ac.in from other tab in Tender Option.
- 3) The tender shall be submitted in two parts
(A) Technical Bid & (B) Commercial/Financial Bid.
(A) Technical bid shall consist of technical details. The tender form shall be submitted with this bid duly signed on each page by the service provider.
(B) Commercial/Financial bid shall consist of price/charge of services details.
- 4) At the time and date indicated in this closed tender for opening of tender, only technical bids shall be opened. Only technically qualified service provider's commercial/financial bids shall be open.
- 5) Tenders not complying with the above conditions are liable to be rejected at the sole discretion of the University without any further reference.
- 6) Rate: The rate quoted must be exclusive of Excise Duty, Packing & Forwarding charges, Sales Tax, Freight charges and Insurance charges with cost of delivery at GTU, Chandkheda. All the charges like Excise Duty, Packing & Forwarding, sales Tax, Freight, Insurance, Handling charges etc. if applicable must be shown separately. The Degree Certificate folder are required to be delivered at the University under the suppliers own arrangement, free of additional charges. The risk of damage or loss in transit if any will be the suppliers.
- 7) This tender is not transferable.
- 8) The bidder has to submit the sample without sample the commercial/financial bid of the bidder will not be opened.

I have read and understood all terms and conditions and implications thereon of the tender document



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- 9) The bidder can submit more than one sample and for each sample submitted he has to submit financial bid in separate sealed envelope. On each seal envelop of financial bid/commercial bid Name of Bidder, Sample Number should be invariable mentioned failing with the bid is liable to be rejected.
- 10) On each sample supplied by the bidder firm name and sample number should be invariable clearly mentioned with Permanent Marker pen failing which bid is liable to be rejected. If the bidder supplies more than one sample bidder should number the samples as Sample No 1, Sample No 2
- 11) Rejection of offers: The University reserves the right to accept or reject any or all the offer including the lowest without assigning any reason. The University does not bind itself to accept the lowest offer. The price and quality of the material will be analysed by the Purchase Committee of GTU and based upon the recommendation of the purchase committee, Honourable Vice Chancellor, GTU is authorised to finalised the purchase order.
- 12) GTU will open Financial bid of only those whose samples are been approved by GTU.
- 13) GTU can select different type/colour/pattern of holder for different degree and can also split to more than one bidders/firms.
- 14) The tender must be submitted in sealed cover being superscripted "**Tender for supply of folders to hold degree certificate**" and must reach, addressing to Registrar of Gujarat Technological University on or before last date and time of the tender. Tenders received thereafter will not be considered. Tenders will be opened as per above schedule in C1 conference room of the University
- 15) The D.D. in favour of "Gujarat Technological University" payable at Ahmadabad of **Rs. 10,000/- (Ten Thousand only)** must accompany each tender as earnest money which will be refunded if the tender is not accepted. The successful Tenderer/Bidder will be required to submit a D.D value of 10 % of total cost of tender as security deposit within 2 days of issue of the purchase order failing which EMD will be liable

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to be forfeited. EMD can also be forfeited if any of the conditions of the Tenderer/Bidder is not fulfilled. EMD will be refunded after submission of Security Deposit.

- 16) The University shall have the right to cancel the purchase order in case the Tendered/Bidder commits a breach of the terms of the conditions or in the event of the performance of the successful Tenderer/Bidder on its part of the contract being found to be unsatisfactory by the Registrar of the University who shall be the sole and final decision making authority.
- 17) The Tenderer/Bidder should quotes his income tax no. (PAN) & Value Added Tax (VAT) No. (Attach last three financial years Income Tax Returns). Photo copy of these entire documents should be attached with tender. Tender without such document is liable to be rejected.
- 18) Any dispute or difference arising under / out of or in connections with the Tender/Contract shall be subject to the jurisdiction of Ahmedabad.
- 19) Tenderer has any query regarding tender should contact university before submitting tender.
- 20) **Delivery period: The Degree Certificate Folder are required to be delivered within 08 days of issue of purchase order.**
- 21) Eligibility criteria

The firm should have minimum 03 years of experience in successfully providing the conference material for events of similar magnitude and The firm should have provided such items mentioned above for at least 2000 nos in the single event.

Firm should have a valid PAN No./Service Tax Registration (if applicable). Income Tax returns of previous 3 financial years should be submitted along with Bid. **For the F.Y. 2015-16** the financial statement audited by Chartered Accountant must be submitted along with tender. Firm should be registered under Sales Tax provisions of Govt. of India with a TIN number.

I have read and understood all terms and conditions and implications thereon of the tender document



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22) Tendered should not be black listed and no enquiries/cases should be pending against tenderer by Govt. of India / Govt. of Gujarat or any State Board/Universities, since inception of the firm/company, and they should provide declaration regarding the same on Rs.100/- stamp paper as per format attached herewith this tender.

I/C Registrar

Place: Ahmedabad

Date: 15.12.2016

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Signature & Seal of Bidder

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Details of Bidder

1. Name of the Vendor :
2. Registered Office :
3. Working Place of the Firm :
4. Year of Establishment :
5. Type of Firm (Ownership, Partnership, Pvt. Ltd. Or Ltd. Co.) :
6. Name, Address and telephone number of Responsible person
Phone: (O) : (R) :
(M) : E-mail address :
7. Total Annual Turnover for Last Three Financial Years (Enclose Certified Copies):

Year	Rs. In figures	Rs. In words
2013-2014	Rs.	Rs.
2014-2015	Rs.	Rs.
2015-2016	Rs.	Rs.
8. Total Building Area
(With Press, Office and Storage space)
(Proof of ownership/lease agreement to be attached)
9. Total no. of Staff
(a) Technically Skilled _____
(b) Administrative _____
(c) Semi-skilled _____
10. Permanent Account No. (Income Tax) (Enclose Certified PAN CARD) :
11. VAT Registration No. (Enclose Certified copy of Registration Letter) :
12. Central Sales Tax Registration No. :
13. Service Tax Registration No. :

I have read and understood all terms and conditions and implications thereon of the tender document

Signature & Seal of Bidder

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(1) I have read the terms & conditions of the tender notice & accept the same.

(2) Information for **EMD Rs. 10,000/- (Rupees Ten Thousand only)**

Demand Draft No. :

Name of the Bank and branch :

Date of D. D. :

(3) Information for **Tender Fees Rs. 1,500/- (Rupees One Thousand Five HundredOnly)**

Demand Draft No. :

Name of the Bank and branch :

Date of D. D. :

Place:

SIGNATURE OF TENDERER

WITH RUBBER STAMP

Date:

I have read and understood all terms and conditions and implications thereon of the tender document



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On Rs. 100/- Stamp Paper

Declaration

I _____ do hereby declare that our firm/company is not black listed and no enquiries/cases are pending against us by Govt. of India / Govt. of Gujarat or any State Board/Universities, since inception of the firm/company.

I further undertake that if above declaration proves to be wrong /incorrect or misleading our tender/contract stands to be cancelled / terminated.

Signature of Authorized person

I have read and understood all terms and conditions and implications thereon of the tender document



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Commercial Bid for supply of folders to hold degree certificate

(Commercial Bid should be sealed in the separate envelop if bidder has submitted more than one sample for each sample separate commercial bid should be submitted in separate sealed envelope along with name of the bidder and sample number clearly Witten on the envelop)

Sr. No.	Description	Rates Per Piece (In Rupees)
1	<ul style="list-style-type: none">Degree Certificate Folder which can hold A4 size degree2 folded, front & back Rexene or other special type of material with hard board insideRight side transparent pockets of PVC or other transparent material in inside to hold degree certificateProvide University logo on Front cover of folders shown in specimen copyProvide golden corner clip in four corners of folder	
2	Details of other Charges a. b. c.	
3	Total Cost per piece (Inclusive of all as per tender condition no.6) (In Rupees)	

Name of the Firm/Bidder: _____

Sample Number: _____

SIGNATURE OF TENDERER

Place :

Date:

WITH RUBBER STAMP

I have read and understood all terms and conditions and implications thereon of the tender document