



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

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TENDER NOTICE FOR ANNUAL RATE CONTRACT

For and on behalf of Vice Chancellor Islamic University of Science and Technology, Awantipora, sealed tenders affixed with revenue stamp of Rs. 5/- are invited from the interested and eligible firms/authorised dealers/suppliers and manufactures for **Annual Rate Contract (2018-19) "For supply of i) Printing ii) Stationery and iii) Computer Consumables"** as mentioned in the **Annexure–A, B and C** of this tender to the Islamic University of Science and Technology, Awantipora. The tender document can be obtained from the office of **Assistant Registrar (Procurement & Stores)** or can be downloaded from the University website: www.islamicuniversity.edu.in against DD of **Rs. 1000/-** (non refundable) favouring Islamic University of Science and Technology, Awantipora Pulwama (J&K) as cost of the tender document and to be submitted by or before **11-04-2018** (2.00pm). Terms and Conditions apply.

Sd/-

**Assistant Registrar (Procurement & Stores) /
Member Secretary Central Purchase Committee.**

No. IUST/Reg/P&S/Tender/18/241

Dated: - 27-03-2018

GENERAL TERMS & CONDITIONS

The Bidders are expected to go through all instructions, terms & condition as specified in the bidding document. Failure to furnish complete required information or submission of a bid with incomplete information may result in rejection of the bid.

1. The tender duly completed and signed shall be submitted in a sealed envelope.
2. The supply, transportation etc. of the items will be sole responsibility and at the risk of the firm till the acceptance by the University.
3. All the items and other accessories supplies made under this tender notice will be inspected by a Committee specially constituted for the purpose and in case the Committee is of the opinion that the supplies are not of the required specifications, the supplies shall be rejected and responsibility of lifting back the supplies will devolve on the supplier. Besides, in such event, the EMD shall stand forfeited and the extra cost incurred in arranging the supply from the alternative sources shall also be recovered from the defaulting supplier apart from initiating the proceedings for blacklisting.
4. The University reserves the right to reject or accept any Proposal without assigning any reason or cancel or withdraw the tender. The University reserves the right to relax any condition enumerated or arising out of this tender, without assigning any reason/s thereof. If the supply of the required items are not affected before the specified period, the University shall have the authority to cancel the order or to take any action deemed fit in the circumstances.
5. The EMD may be forfeited:
 - (a) If a Bidder withdraws its bid during the period of bid validity.
 - (b) If at any stage it is proven that the information given by the bidder is incorrect.
 - (c) In case of a successful Bidder, if the Bidder fails:
 - to execute the supply within the stipulated time.
 - if the items are not as per the specifications.
6. The University may, for any reason, whether suo-moto or in response to a clarification requested by a prospective bidder, modify the bidding documents by an amendment, any time prior to the last date for submission of bids.
7. Tenders received after due date, improperly sealed, or with incomplete marking or with overwriting/corrections are liable to be rejected.
8. During evaluation of bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

I/We hereby declare that the information furnished in the tender is true and correct and also I/We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. In case the information provided is found incorrect at any stage, the University may take appropriate action as warranted.

Name and sign of the authorized person of the firm along with seal

Place:

Date:

TENDER DOCUMENT

The tender should contain the following:

1. Authorization /dealership/manufacturer certificate.
2. GST Registration.
3. Technical specification/ literature for the items quoted.

4. **EMD** as per the following details in the shape of FDR of any nationalised Bank drawn in favour of “Islamic University of Science and Technology”, payable at Awantipora, Pulwama(J&K).

i)	Rs. 40,000/- (forty thousand only) for Printing Items.
ii)	Rs. 30,000/- (thirty thousand only) for Stationery Items.
iii)	Rs. 40,000/- (forty thousand only) for Computer Consumables.

5. Document fee of **Rs. 1000/-** (one thousand only) in the form of DD, of any nationalised Bank drawn in favour of “Islamic University of Science and Technology”, payable at Awantipora, Pulwama (J&K).
6. Certificate of service support after sale wherever necessary.
7. Proof of legal status.
8. The rates shall be quoted FOR IUST Stores, Awantipora including transportation, installation/commissioning/fixing excluding GST. **GST shall be paid as applicable at the time of supply of the items.**
9. Bid price should be without over writing; however minor over writing should be clearly signed by the bidder. In case of any discrepancy between price quoted in figures and words, the price quoted in words shall be accepted.
10. The rates should be covered with transparent tape.
11. Settlement of any dispute will be made under the jurisdiction of Srinagar court only.
12. Experience proof documents in shape of supply orders of similar nature of work.
13. The supply order shall be placed as per the requirement of the University.
14. The rate contract is valid till 31st March, 2019.
15. The University reserves the right to forfeit the Security Deposit in the following cases.
 - (i) Poor and unsatisfactory performance / defective or damaged or substandard material is supplied by supplier.
 - (ii) Delay in the supply of the required item/s from the last day of the scheduled delivery.
 - (iii) Backing out from the tender rates.
16. No Advance will be paid against the order placed by this office.
17. **Interested bidders can check all the tendered items during working days from 9.30 am to 4.30 pm up to 10th of April, 2018 in the University Stores.**

Award of contract

- a. Contract shall be awarded to the bidder whose bid is commercially, technically responsive and offered at lowest evaluated price.
- b. Successful bidder shall be informed about the award of the contract where in terms and conditions of supply shall be incorporated.

Payment

- a. 100% payment shall be made against delivery of items, successful verification/inspection of items by the University Verification Committee.

Submission of Bids

The tender duly completed and signed shall be submitted in sealed envelope. The sealed cover upper-scribed “**Tender for Annual rate Contract for Supply of i) Printing, ii) Stationery and iii) Computer Consumables**” shall be addressed to the **Member Secretary Central Purchase Committee** Islamic University of Science and Technology, Awantipora Pulwama and shall be submitted on or before **11-04-2018 (upto 02.00 pm.)**