

TENDER FORM

(To be submitted along with technical bid)

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TENDER NOTIFICATION NO: F DTU/216/01-01/16-17/SP

Phone No:- 27871018

The REGISTRAR,
Delhi Technological University,
Bawana Road,
Delhi-110042

We the undersigned (herein after called as Contractor/Vendors/Suppliers) hereby offer to execute supply/printing work of Student practical Diary and as per specification against which we have quoted over rates and for which this tender may be accepted at the rates stated there in and subject to the terms & conditions set forth for such items as may be ordered by the REGISTRAR, DELHI TECHNOLOGICAL UNIVERSITY or officer acting on his behalf.

Date this _____ Day of _____

Signature of Contractor _____

Address _____

TERMS AND CONDITIONS

TENDER FORMS ARE NOT TRANSFERABLE

1. Procedure for submission of bids: The Tender Bids should be submitted in two separate inner covers which should be addressed to **the REGISTRAR, Delhi Technological University** and these covers super scribed “**Quotation forfor Delhi Technological University – Technical Bid**”, and “**Quotation for..... for Delhi Technological University – Financial Bid**” respectively, should be sealed separately. The outer cover in which these two sealed covers are placed should be addressed to **Officer In Charge (Store & Purchase) , Delhi Technological University, Bawana Road Delhi-110042**, and deposited in the Tender Box in the Store Section .
2. VC/Registrar, Delhi Technological Technology does not bind himself to accept the lowest or any tender.
3. **ALTERATION IN THE SPECIFICATION.**
The specification issued with this form of tender must not be altered by the Suppliers.
4. **ALTERATION OF PRICES INSERTED IN THE TENDER**
Alteration in the prices quoted in the tender should be avoided. If it becomes necessary, the same must be made legibly in writing. The person forwarding the tender should attest the same.
5. **INCOMPLETE TENDERS**
Tender will not be considered if complete information is not given at the time of tendering or if the particulars and data (if any) asked for are not given.
6. **CANCELLATION OF TENDER/ CONTRACT/ IN PART OR IN FULL IN CASE OF DEFAULT IN CONTRACT/SUPPLY:**
If the Suppliers in the opinion of the Institute fails or neglects to comply with any of the terms & conditions forming, part of the order issued, the head of institute shall without prejudice to any other right or remedies under the contract, has the right to cancel the contract /order by giving 15 days notice in writing to the Suppliers/firms without being liable to pay compensation for such cancellation.
7. Tender shall be received as per schedule provided vide Annexure-I. The tender should be sent in closed envelop, duly sealed (Technical bid and financial bid separately)
8. Separate sealed tender must be made for each item super scribed with the correct reference Number, closing and opening date of the tender, on the sealed envelopes containing the tender.
9. The quotation should be valid for a period of one year from the date of opening bid.

10. Rates must be quoted in Indian Rupee only and no revision of rates is allowed after the tenders have been opened.
11. Rates should be quoted F.O.R Institution / University. Sales tax / VAT / Octroi, Custom duty and other taxes leviable, should be mentioned clearly in the tender indicating whether these are to be charged extra or included in the quoted price.
12. Quotations incomplete in any respect will be rejected.
13. In case you cannot quote for one or more of the items asked for in the tender the word "NOT QUOTED" (in the rate column) should be indicated.
14. The specification of the item quoted by the firm should confirm to the University specification. Confirmation, in this respect should be specifically mentioned in the tender. Where the tenderer feels that the specification of the item not fully given or differ, from the specification of the item mentioned by the University, the exact specification of such item should be attached with the tender indicating the item quoted.
15. The Firm is required to link Delhi Technical University specification with catalogues & leaflets/literature for each item. Details features, for compliance of specification should be provided on specification sheet & appropriate reference i.e. page no. & para of literature, leaflet wherefrom the relevant information has been checked, should be indicated.
16. **EARNEST MONEY:-** Each tender must be accompanied by required earnest money in the form of FDR/DD/ pay order etc. (Duly pledged to REGISTRAR, Delhi Technological University, Delhi) valid for one year of a nationalized bank. This amount shall be refunded in the event of rejection of the tender or alternatively adjusted with security deposits. **If the tenderer after acceptance of the tender refuses to take up the order, this Earnest Money will be forfeited.** Any tender received without/ less Earnest Money deposit shall be summarily rejected. **EMD should be attached with the technical bid.**
17. The University reserves the right to reject any or all the tenders without assigning any reason, at any stage, and his decision will be final.
18. The supplies shall have to be made within the period specified in the purchase order failing which the order shall be cancelled and the Earnest Money will be forfeited. However, in exceptional circumstance and, on written request, from the supplier/tenderer, extension of date for supply of the material will be considered. Extension in supply period is at the sole discretion of the University.

19. The university reserves the right to levy liquidated damages up to 2% of the value of the order for delayed supply. If the supply is delayed beyond the extended period, university reserves the right even to cancel the order and forfeit the EMD of the firm/ tenderer.

20. **DEFAULT:** - In the event of default and unsatisfactory service of the contractor/Supplier firm, the University will be at liberty to repair / get the item serviced from other party at the cost of supplier/ contractor/ tenderer.

21. **FAILURE AND TERMINATION:** - If the Contractor / Supplier fails to deliver the stores or any work thereof within the period fixed for such delivery or at any time repudiates the contract before the expiry of such period, the University may without prejudice to the right of the purchaser may recover damages for breach of the contract.

22. Duly filled tender must be reached to the Officer In Charge (S&P), Delhi Technological University, Bawana Road, Delhi-42 preferably by Registered post, alternatively, it can be placed in the sealed tender box kept in the Officer In Charge (S&P) .

23. For any clarification with regard to the technical aspect of the proposal ,Officer In charge , DTU, may be contacted.

**(Officer In Charge)
DELHI TECHNOLOGICAL UNIVERSITY**

(To be submitted along with technical bid)

TENDER FORM NO: _____

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DELHI TECHNOLOGICAL UNIVERSITY, BAWANA ROAD, DELHI-42

- 1. File Reference Number : _____

- 2. Name of the Item / Work : _____

- 3. Name of the Firm : _____

- 4. Address of the Firm : _____

- 5. Telephone Numbers : Office: _____
Resi: _____
- 6. Name (S) of the Partner : (1) _____
(2) _____
- 7. Whether Sales Tax / VAT
No. is taken (please attached copy) : _____
- 8. Details of EMD (to be deposited
in the form of DD/Pay order /FDR) : _____

I / we under take to abide the terms and conditions provided with the tender documents.

SIGNATURE

(_____)

NAME IN BLOCK LETTERS

Stamp of the firm

Dated: _____

ANNEXURE

To be pasted over the Envelope Containing Technical Bid.

File Reference No.
 Name of the item
 Date of opening
 Time of opening
 EMD – DD/FD No. amount.....
 Name and address of the firm.
 Telephone No.

Check list for Technical Bid

S.No.	Particulars of documents	Page no.	No. of pages
1.	Proof of EMD in form of FDR/B.G mention amount with instrument number and date)		
2.	Proof of PAN No. (mention No.....)		
3.	Proof of VAT/Sales Tax Registration No and VAT Return copy of only fourth quarter(Jan to March) for last three financial year date of tender.		
4.	UNDERTAKING as per page no.1 of Tender Document, duly signed by vendor.		
5.	Detailed Technical specifications, Terms & Conditions and Delivery period etc. to be submitted on firm’s letter head/pad compulsory.		
6.	P.Os Copies having executed similar items, only order copy With last 3 financial years date of tender.		
7.	The firm has to submit an undertaking in firms letter pad that it has not been blacklisted by any Govt. deptt./Govt. Autonomous body.		

Name of the authorized signature
 Stamp of the firm

ANNEXURE-II

To be Pasted over the Envelop Containing Financial Bid.

File Reference No.
Name of the item
Last date of submission of tender.
Name and address of the firm.
Telephone No.

Check List For Financial Bid

1. Rates quoted are F.O.R. DTU as the university shall not pay freight Charges.
2. The charges for insurance of the goods are not quoted, as college shall not pay for insurance.
- 3 Rate of Tax / VAT is clearly mentioned.
- 4 Rate of octroi is clearly mentioned
- 5 Break up of custom duty is given.
- 6 Break up of CIF is given.

ANNEXURE-III

To be Pasted over the Sealed Envelop Containing Technical and Financial Bid.

File Reference No.
Name of the item / work.....
Date of opening
Time of opening
Name and address of the firm.
Telephone No.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
 DELHI TECHNOLOGICAL UNIVERSITY
 (FORMERLY DELHI COLLEGE OF ENGINEERING)
 SHAHBAD DAULATPUR: BAWANA ROAD: DELHI-110 042
www.dtu.ac.in Ph. 27871419

File No.216/01-01/16-17/SP

Dated: 22 /06 /2016

To

M/s.....

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Sir,

Sealed quotation (technical bid and financial bid in separate covers) are invited for printing/supply of Student Practical Training Diary detailed below as per terms and conditions given in tender document.

The quotation should reach the undersigned by **18/07/2016 up to 2.30 PM** which is also the opening date.

The tender will be opened on the due date at 3.00 P.M in the presence of the bidders who wish to be present. Interested, firms may please download it from the website of GNCTD.

Yours faithfully,
 Officer In Charge

EMD. RS. 10,000/-

S.No	Description	Qty.
1	Student Practical Training Diary 200 pages , 70 gsm white Maplitho paper, Size 8.5" x 11" , Hard board cover with DTU printed address and thread binding First 18 pages printed single color with three perforation sheets (Sample to be Provided along with Technical Bid)	2,500 Nos