

TENDER FORM

(To be submitted along with technical bid)

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TENDER NOTIFICATION NO: DTU/LIB/BK-BIND/2015-16/

Phone No:- 27871419

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

We the undersigned (herein after called as Contractor/Vendors/Suppliers) hereby offer to execute work book binding of Library book 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 **The Librarian, Delhi Technological University, Bawana Road Delhi-110042**, and deposited in the Tender Box in the Library .
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 two year from the date of award.

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 college 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 college, 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 six months 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 Librarian, Delhi Technological University, Bawana Road, Delhi-42 preferably by Registered post, alternatively, it can be placed in the sealed tender box kept in the Library or Librarian's room.

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

(Librarian)
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

1. EMD No. Dated. is enclosed.
2. TIN No. (Copy of certificate enclosed)
3. Quotation is valid for two year.
4. List of installations where equipment is working properly, attached
5. Duration of Delivery is given.
6. If any special preparation for installation is required the details are given.
7. Mode of dispatch is given.
8. Assurance for supply of spares is given.
9. If training is to be given the tentative schedule is mentioned.
10. (Tabular comparison is attached) for required specification & offered specification with reference to page number of literature attached)

Name of the authorized signature
 Stamp of the firm

Answer the following

1. (A) Whether agree to demonstrate the item / equipment.
 at college premises Yes No
- (B) If not where
 (a) at manufacturer site
 (b) at a site where it is already working.
2. (a) Whether Delivery period fixed by the college is acceptable
 Yes No

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 Ph. 27871419
 (FORMERLY DELHI COLLEGE OF ENGINEERING)
 SHAHBAD DAULATPUR: BAWANA ROAD: DELHI-110 042

File No.DTU/LIB/BK-BIND/2015-16/

Dated: 30 /04 /2016

To

M/s.....

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Sir,

Sealed quotation (technical bid and financial bid in separate covers) are invited for repair and Book binding of the items detailed below as per terms and conditions given in tender document.

The quotation should reach the undersigned by **23/05/2016 up to 3.00 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,

EMD. RS. 5,000/-

Librarian

S.No	Description	Qty.
1	Book Binding of Library Book Half Leather With Golden tooling and different Size (24 Cm x18 Cm, 21Cm x 14Cm , 27Cm x 21 Cm) Initially Qty. Approx-1000 books (Sample to be Provided along with Technical Bid)	Rate Contract for two Year