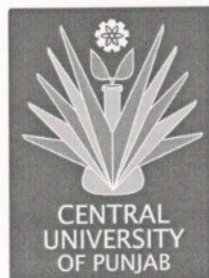


Tender No.: P-43(2016-17)

CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament

Tender No.: P-43(2016-17)



Tender Notice for Purchase of Sports items

(Two Bid System)

Release Date : July 27, 2016

Last Date : August 17, 2016; 3:00P.M.

City Campus, Mansa Road, Bathinda- 151001,
E-mail: registrar@cup.ac.in, Tel: 0164-2864155,



Central University of Punjab, Bathinda

Central University of Punjab invites sealed tenders from Reputed Manufacturers (OEM)/Authorized Dealers for supply of *Sports items*.

Tender Notice Number	:	P-43(2016-17)
Release Date of the Tender	:	July 27, 2016
Last date for the submission of Tender	:	August 17, 2016; 3:00P.M.
Opening date of Tender	:	August 17, 2016; 4:30P.M. (In case tender opening day declared holiday for any reason the tender will be opened on next working day at same time.)
Name and Address of the University	:	Registrar, Central University of Punjab, City Campus, Mansa Road, Bathinda – 151001, Punjab, India.
Tel.	:	0164-2864155
E-Mail Address	:	registrar@cup.ac.in
Tender Fee (Non-Refundable)	:	Rs. 500/- drawn in favour of Central University of Punjab, Bathinda in the shape of Demand Draft only.
Earnest Money Deposit (EMD)	:	Rs. 6000/- drawn in favour of Central University of Punjab, Bathinda in the shape of Demand Draft only.

Note: Offers without Tender Fee & EMD shall not be entertained. The bidders registered with NSIC are exempted from submission of Tender Fee & EMD.



INDEX

Sr. No.	Contents	Annexures
I.	GUIDELINES FOR PREPARATION OF TENDER	Annexure-A
II.	GENERALFINANCIAL TERMS AND OTHER CONDITIONS	Annexure-B
III.	TECHNICAL SPECIFICATIONS AND COMPLIANCE SHEET OF SPORTS ITEMS	Annexure-C
IV.	APPLICATION FORM	Annexure-D
V.	DECLARATION BY SUPPLIER	Annexure-E
VI.	FORMAT FOR THE SUBMISSION OF RATES – PRICE BID	Annexure-F
VII.	CHECK LIST	Annexure-G



GUIDELINES FOR PREPARATION OF TENDER

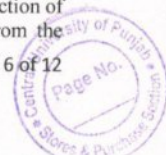
- 1 Blank Tender Forms for the items along with details can be downloaded from www.cup.ac.in or www.cup.edu.in. The non-refundable tender fee must be accompanied with tender.
- 2 If bidder wants to bid more than one model. Separate tender complete in all respects should be submit for the different model.
- 3 Tender fee along with Earnest Money Deposit (EMD) and all other necessary documents should be submitted for the tender. The main envelop should super- scribe: ***"Tender for Sports items, Last date of submission August 17, 2016; 3:00P.M."***.
- 4 The proposals shall be submitted in two parts, viz. **Technical bid and Financial bid** in two separate sealed envelopes (with respective marking super-scribed in bold).
- 5 The first envelope (envelope 1) marked **"Technical bid"** should include the technical specifications. The first envelope should not contain any cost information whatsoever and place all relevant documents for the eligibility and technical compliance.
- 6 The second envelope (envelope 2) marked **"Financial bid"** should contain the detailed price offer in prescribed format.
- 7 Both the sealed envelopes Technical bid and financial bid should be placed in a bigger sealed cover. The top of cover must also contain Name and Address of the tenderer, telephone and other contact details for further correspondence.
- 8 Financial bid and Technical compliance sheet for each instrument should be strictly as per tender format, and signed on each page.
- 9 Blank Tender Forms for the above items along with details can be downloaded from www.cup.ac.in or www.cup.edu.in. The non-refundable tender fee must be accompanied with tender.
- 10 Tenders must accompany a copy of the **"General Financial Terms and Conditions"** section of this document, signed and stamped on each page indicating that they agree to these.
- 11 Last date of submission of tender along with requisite fee, EMD and all documents is **August 17, 2016**.
- 12 The DD for tender fee, EMD or any other must be drawn in favour of Central University of Punjab, Bathinda.
- 13 The Tenders/Quotations will be opened at the University campus as per given schedule if the Tender opening day happens to be official Holiday then the tenders will be opened on the next working day, in the presence of bidders whosoever may wish to be present.

- 14 The tenders received late, without tender fee, without earnest money, without required documents or incomplete in any respect / Misleading will out rightly be rejected. Electronic submission of documents (by facsimile, email and so on) is not acceptable.
- 15 If the supplier/firm is manufacturer/authorized dealer/sole distributor of any item, the certificate to this effect should be attached.
- 16 **Availability of Spares/Consumables:** The tenderer must give certificate duly signed and stamped by manufacturer for the availability of spares/consumables and servicing of instrument for at least 10 years. Supplier should give an undertaking that spares parts will be supplied within the specified periods as and when ordered.
- 17 Apart from all these terms and conditions, specific terms as specified for each instrument must also be complied.
- 18 The tender competing in technical evaluation will only be considered for financial evaluations. The price envelops of others will not be considered. At second stage, financial bids of only technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.
- 19 The financial proposal shall be opened in the presence of the tenderers or their representative who choose to attend. The prior information in this regard will be given to the qualified tenderers.
- 20 The printed literature and catalogue/brochure giving full technical details should be included with the technical bid to verify the specifications quoted in the tender.
- 21 If bidder shall not put the documents in two different envelopes as directed above, the same shall be liable to forfeit the EMD for this tender.

Annexure-B

GENERAL FINANCIAL TERMS AND OTHER CONDITIONS

1. **Prices:** Quoted prices should be firm and FOR Central University of Punjab (CUPB), City Campus, Mansa Road, Bathinda and complete break up of all taxes and duties payable by the university should be clearly defined otherwise it will be presumed that the rates quoted are inclusive of all these charges and nothing extra will be paid. **Special Discount/ Rebates, whichever applicable to an educational Institution, may also be specifically indicated.**
2. **Payment terms:** 100% payment will be made through RTGS/by cheque after delivery, installation and demonstration of goods in good condition and satisfactory inspection report of the Indenter.
3. **Parts of Equipment:** Where the equipment is composed of several subunits/components, the rate should be quoted for each subunit/ component. The University reserves the right to increase or decrease the number of subunits/ components and number of equipment according to its requirements. The rates in ambiguous terms will render the bids liable to rejection. The words "Not quoting" should be clearly written against any item of equipment for which the tenderer is not quoting.
4. **Taxes:** All kinds of Statutory Taxes will be paid by the purchaser on the basis of supportive Documentary Evidence.
5. **Validity:** Tenders/Quotations should be valid for three months from the last date of its submission.
6. **Opening of Tenders:** Tenders complete in all respect will only be considered. Tenders/Quotations will be opened at the University campus as per given schedule, if the Tender opening day happens to be official Holiday then the tenders will be opened on the next working day, in the presence of bidders whosoever may wish to be present.
7. **Incomplete or Misleading Tenders / Quotations:** Tenders/Quotations duly sealed and sent only by post/courier will be considered. Tenders/Quotations received late or incomplete in any respect/ misleading without earnest money& without required documents will out rightly be rejected. No responsibility with regard to postal delays due to any reason whatsoever will be accepted.
8. **Right to reject:** The CUPB reserves right to accept/reject any or all the Tenders/Quotation sat any time without assigning any reason.
9. **Delivery Schedule:** Delivery shall be within 03 weeks from the date of issue of purchase order.
10. **Installations:** Installations and Training of the equipment under purchase, if any, will be of free of cost.
11. **Penalty for non/late delivery of material:** If the supplier fails to deliver the material/equipment within the stipulated delivery period of the Supply/Purchase order/contract the same is liable to pay penalty charges at 0.5% of the cost of undelivered goods/ services per week, not exceeding maximum limit of 10% of the cost of complete unit of undelivered equipment/material so delayed.
12. **Custom Duty & Excise Duty Exemption:** The University being a public funded and non-commercial research institution is exempted from paying Custom Duties vide notification no. 51/96-custom and the provision of the said notification will apply. University will provide DSIR certificate, Custom Duty Exemption Certificate (CDEC), road permit and other necessary certificates. Since the University does not have any Clearing Agent, the Supplier is requested to get the consignments cleared on behalf of the University. The admissible Custom Duty will be reimbursed to the Supplier on production of documentary evidence of payment of Custom Duty and also satisfactory installation report from the



Indenter. The equipment should not be taken to warehouse/ Go-down and should come straight from the nearest Airport to the University. In case of inspection by the Custom, legible seal of Custom Officials should be present along the tearing of consignment.

13. **Arbitration:**

1. If it any time any question dispute or difference what so-ever shall arise between the purchaser/University and the contractor/supplier, upon or in relation to or in connection with purchase order/contract, either party may forthwith give to the other notice in writing of the existence of such question dispute or difference and the same shall be referred to sole arbitration of a nominee of the purchaser/University, who shall give a reasoned/speaking awards. The award of the sole arbitrator shall be final and binding on the parties under the provisions of the Indian Arbitration Act-1996(Amended up to date) and of the rules, there under. Any statutory amendment, modification or re-enactment thereof for the time being in force, shall be deemed to apply and be incorporated in the contract/purchase order. The sole Arbitrator shall be any officer of the University who name is approved by the Vice Chancellor. It will not be objectionable if the Sole arbitrator is an officer of the university and he has expressed his views on all or any of the matter in question of dispute or difference.

2. Upon every or any such reference, the cost of and incidental to the reference and award respectively shall be in the discretion of the sole arbitrator so appointed who may determine the amount there of or direct the same to be fixed as between the solicitor and client or as between party and shall direct by whom & to whom and in what manner the same is to be borne and paid.

14. **Civil Suit Jurisdiction:** All legal proceedings in connection with this Supply/Purchase order/Contract shall be subject to the territorial jurisdiction of the local Civil Courts, as per Indian Laws, at Bathinda only.

15. **Cancellation :** The University reserves the right to cancel the Supply/purchase order as a whole or in part at any time or in the event of default on the part of the Suppler prior to the receipt of information regarding taking in hand of the manufacture of material against the Supply/Purchase order/dispatch of material to the consignee.

16. Conditional bids shall not be considered.

17. The CUPB reserves the right to increase or decrease the quantity of the tender items.



**TECHNICAL SPECIFICATIONS AND COMPLIANCE SHEET FOR
SPORTS ITEMS**

Sl. No.	Description of items	Company Name	Qty.
1.	Shuttles plastic	Yonex 300, MAVIS	120 Box
2.	Shuttles Feather	RSL 1, 2, 3 Vectra	20 Box
3.	Badminton net	Yonex, LINING, COSCO, NIKE	15 Nos.
4.	T.T. Balls	CUP Stage, Stiga	120 Box.
5.	T.T. Bats	Stiga, Stag, GKI	35 Nos.
6.	Carom Coins	-----	10 Box.
7.	Practice Ball	Cosco, Flash, YONEX	10 Box.
8.	Tennis Balls	Cosco, Head, WILLSON	20 Box.
9.	Football	Nivea, Indpro, Spartan, Jonex	10 Nos.
10.	Volley Ball	Nivea, Spartan, Cosco, Jonex	10 Nos.
11.	Volley Ball Net	Nivea, Spartan	05 Nos.
12.	Basket Ball Net	-----	10 Nos.
13.	Basket Ball	Cosco, Spartan, Jonex	10 Nos.
14.	Cricket Bat	SG, S.S, Vampire, Spartan	10 Nos.
15.	Cricket Net	NYLON	02 Nos.
16.	Lather Balls	SG, Davidson, Practice, other	30 Balls.
17.	Skipping rope	-----	30 Nos.

Brief detail of quoted item in respect to above technical specifications:
(To be filled by Bidder and signed)

Name of the Item _____

Name of the Manufacturer _____

Make of the Item _____

Annexure-D

APPLICATION FORM

To be Filled Completely and Signed

1. Contact details of the head office of proposing firm:
 - a. Name-
 - b. Address-
 - c. Tel. No.-
 - d. Fax -
 - e. Email -
 - f. Web site (If any)
2. Name and full address of local office of proposing firm nearest to Bathinda:
 - a. Name-
 - b. Address-
 - c. Tel. No.-
 - d. Fax -
 - e. Email -
 - f. Web site (If any)
3. Name and full address of manufacturer:
 - a. Name-
 - b. Address-
 - c. Tel. No.-
 - d. Fax -
 - e. Email -
 - f. Web site (If any)
4. Name of advising bank and account number:
5. SWIFT Code:
6. PAN and TAN Number:
7. Manufacturing type (tick mark):
 - i. Imported
 - ii. Indigenous
 - iii. Both
8. Country(s) of origin:
9. Any other relevant information:

Annexure-E

DECLARATION BY SUPPLIER

"It is certified that I/we have carefully read and understood the entire general, special as well as specific terms and conditions of these documents and agree to abide by all of these. All the information and commitments provided with the quotations are truthful and binding on the firm."

Place:

Signature of Authorized Person

Date:

Designation

Seal



Tender No.: P-43(2016-17)

Annexure-M

FORMAT FOR THE SUBMISSION OF RATES – PRICE BID

(To be submitted on the letterhead of the company/firm and put it in Envelope 2)

Item Price:

Name of the Item : Sports items

Sl. No.	Particulars	Make	Qty	Rate/Unit	Total
1.	Shuttles plastic		120 Box		
2.	Shuttles Feather		20 Box		
3.	Badminton net		15 Nos.		
4.	T.T. Balls		120 Nos.		
5.	T.T. Bats		35 Nos.		
6.	Carom Coins		10 Box.		
7.	Practice Ball		10 Box.		
8.	Tennis Balls		20 Box.		
9.	Football		10 Nos.		
10.	Volley Ball		10 Nos.		
11.	Volley Ball Net		05 Nos.		
12.	Basket Ball Net		10 Nos.		
13.	Basket Ball		10 Nos.		
14.	Cricket Bat		10 Nos.		
15.	Cricket Net		02 Nos.		
16.	Lather Balls		30 Balls.		
17.	Skipping rope		30 Nos.		
A	Sub Total				
B	Discount@ %				
C	C= A-B				
D	(% of VAT/TAXES)				
E	Total (C+D)				

Note: Taxes and other levies, if any are to be clearly specified in the bid.

This is certified that the rates quoted above are not more than the rates charged from any other Institution/Department/Organization.

Place:

Date:

Signature of Authorized Person

Designation

Seal



DECLARATION BY SUPPLIER

"It is certified that I/we have carefully read and understood the entire general, special as well as specific terms and conditions of these documents and agree to abide by all of these. All the information and commitments provided with the quotations are truthful and binding on the firm."

Place:

Signature of Authorized Person

Date:

Designation

Seal

