

BANARAS HINDU UNIVERSITY

CENTRAL PURCHASE ORGANISATION

R.O. (FINANCE) VARANASI – 221 005

Ref. No.: C.P.O./2010 – 11/

Date: 26th April 2010

INVITATION OF QUOTATIONS

**Sealed quotations are invited for the supply of liveries for the University employees
(Technical & Group 'D').**

The materials should be of different quality range being manufactured in your firm.

LADIES: Sarees (White Georgette) With BlueBorder and without Border, Petticoat (White Cotton) 2 Meters Cloth, Blouse (White Teri Rubia)-1 Meter Cloth-825 pcs each, Leather Chappals 275 pair.

GENTS: *Stitched* – Terricot Pants (White and Navy Blue) – 5000 Pcs, Terricot full sleeves Shirts (White and Sky blue) – 5000 Pcs, Canvas shoes-2500 pair. **The requirement shown is approximate figure (it may increase or decrease).** Rates be quoted for all sizes for Pant ranging from Waist Size – 32, 34, 36, 38, 40 & 42 and for Shirt full sleeves ranging from Chest Size – 38, 40, 42 & 44.

The quotations along with samples may be sent latest by **29-05-2010 by 03.00 P.M.** to the Office of the Dy. Registrar – Purchase, Banaras Hindu University, Varanasi-221 005. Canvassing of any kind will disqualify the firm. The sealed envelope should bear on the top **“QUOTATION FOR LIVERIES”**. The decision of the University in the matter will be final and binding.

Visit website www.bhu.ac.in for details.

Dy. Registrar – Purchase

DETAILS OF ITEMS FOR TENDER

Category – ‘A’

Particulars	Quantity	Colour
Terricot Pant	5000 pcs	White & Navy Blue
Terricot Shirts – full sleeves	5000 pcs	White & Sky Blue
Sarees (Georgette) With Border and without Border	825 pcs	White with Blue Border / without Border
Petticoat (Cotton) 2 mtrs cloth	825 pcs	White
Blouse (Teri rubia) 1 mtr cloth	825 pcs	White
Category – ‘B’		
Canvas Shoes (Gents)	2500 pair	White
Leather Chappals (Ladies)	275 pair	
N.B.: Exact quantity will be confirmed at the time of final order.		

REQUISITE FEE

Cost of Tender Form	:	Rs. 500/-
Tender Processing Fee (T.P.F.) <i>(Non refundable)</i>	:	Rs. 2,000/-
Security Money Deposit <i>(Refundable)</i>	:	Rs.20,000/-

- Tender document may be had from the office of the Dy. Registrar – Purchase, Central Purchase Organization, Banaras Hindu University, Varanasi against Demand Draft of Rs.500/- drawn in favour of the Registrar, B.H.U. payable at Varanasi. It can be downloaded from the website, however in that case, cost of Tender Form may be enclosed in form of Demand Draft for Rs.500/- while submitting the complete tender document.
- Security money deposit and non-refundable tender processing fee are to be submitted separately through D/D in favour of the Registrar, BHU payable at Varanasi. It should not be clubbed otherwise the tender is liable to be rejected.
- Tenders received without Security Money and or Tender Processing Fee will be summarily rejected
- Tender should be submitted only by Registered Post / Speed Post only.

BANARAS HINDU UNIVERSITY
CENTRAL PURCHASE ORGANIZATION
VARANASI – 221 005

Fax : 0542 – 2368174 Phone : 0542 – 2309602

IMPORTANT INSTRUCTIONS / NOTES

*PLEASE GO THROUGH THE FOLLOWING INSTRUCTIONS / NOTES CAREFULLY
OTHERWISE YOUR QUOTATION IS LIABLE TO BE REJECTED*

LAST DATE OF SUBMISSION OF THE OFFERS :

1

The offer should be addressed to the **Dy. Registrar – Purchase, Central Purchase Organization, R.O. Finance, Banaras Hindu University, Varanasi** in a sealed cover clearly super scribed with **“Tender Enquiry for Liveries” on the face of the envelope latest by 29-05-2010**. Any offer received after the last date shall not be entertained. Along with offer the following should also be submitted:-

- i. Printed copies of the **Catalogue / Price List** of the products.
- ii. Attested photocopy of current manufacturing license, if available, issued by competent authority.
- iii. List of organizations where the firm is on rate contract or has been supplying the items, along with their performance certificates if available and attested photocopies of rate contracts.
- iv. The enclosed certificates and proforma duly filled in and signed.
- v. Please mention the Turnover of last three years along with documentary evidences / copy of the audited balance sheet.
- vi. **An Earnest Money Deposit (EMD) @ 10% of the total work order has to be deposited by the successful bidder in form of an account payee Bank Draft in favour of “Registrar, BHU”**

In the absence of any of the above documents / information's, the offer may be summarily rejected without making any further reference to you in this regard.

RATES

2

Please quote your lowest rates F.O.R. Destination only otherwise your offer may not be considered. Please quote for those items/specifications only which have been asked for. The rates should include insurance coverage, if necessary for safe delivery. The University shall not pay separately for transit risk insurance. The firm shall be responsible until the stores arrive in good condition at the destination.

Further, if there is any damage or loss to the stores in transit, the firm will get the stores replaced / repaired (if possible) to the entire satisfaction of the consignee otherwise **value of the items** will be **recovered from the suppliers bill** for items found in broken / unserviceable conditions or short in quantities

3. **DISCOUNT**

Kindly indicate the maximum discount allowed on the printed price list for the purpose of rate contract. As the University is an educational institution and the largest Central University of the country, its rate contract is quite prestigious.

4. TAXES AND DUTIES

Please clearly specify the rates for the taxes, duties and other expenses applicable on the stores even if the rates are net. The rate as applicable should be clearly mentioned in the offer.

In case of sales made by local dealer, only UPTT/VAT can be charged. UPTT/VAT is also not payable to the second importers of the goods in the state.

The CST will be paid only when supplies are made from outside the state of U.P. and are not reimbursable to the local dealers.

Excise duty will be reimbursed only when the claim is supported by a valid gate pass.

5. VALIDITY OF THE OFFER

The rates quoted shall remain firm and fixed at least up to 31st March 2011 and no request for rate revision shall be entertained during this period.

6. FALL CLAUSE

- i. The prices charged for the stores supplied by the firm in no event should exceed the lowest price at which the firm sells the stores or offers to sell the stores of identical description to any individual / organization / body etc. during the validity of offer.
- ii. If at any time during the said period, the firm reduces the sales price, sells or offers to sell such stores to any person / organization / body etc. at a price lower than the price chargeable under the contract, it shall forthwith inform such reduction or sale or offer to sale to the Dy. Registrar Accounts - II and the price payable under the contract for stores supplied after the date of coming into force of such reduction or sale or offer to sale shall stand correspondingly reduced. However, if it is discovered later on that the firm failed to inform the University about the reduction in the sale price and continues to charge higher rates, it is liable to be debarred from doing any business with the University in future.

7. EXECUTION OF SUPPLIES AND BILLING

It is desired that the supplies be made by a manufacturer directly. However, if a manufacturer is not in a position to execute supplies directly and intends to make the same through authorized dealer(s) their name(s) and address(es) should be declared in advance at the time of submission of the offer.

However, the rates should be quoted by the manufacturer only. Also, the manufacturer should clearly indicate whether the orders will be placed with it or its authorized dealer(s). In such cases, no extra charges by way of any local Taxes / Trade Tax in addition to Central Sales Tax by admissible in case of supplies received from local authorized dealer(s).

8. SAMPLE

The bidder must provide the samples of each items (cloth) atleast 1 (one) mtr in length, which he intends to supply, alongwith stitching materials to be used. One set of stitched Pant & Shirt should also be submitted alongwith the offer. The samples will be returned after the financial year. In the event, the supplied items do not match the sample provided; the material will be summarily rejected.

9. PAYMENT TERMS

Payments shall be made after satisfactory execution of the order and supply of goods in satisfactory condition on bill basis. **(75% payment will be released after physical verification and if found as per sample submitted & 25% payment will be released after receiving satisfactory fitting report of the employees and full supply).**

10. **REJECTION CLAUSE**

If the stores received do not conform to the description and quality as contained in the catalogue /sample submitted or have deteriorated (and the decision of the purchaser in that behalf will be final and conclusive) the purchaser will be entitled to reject the said items or such portion, thereof as may be discovered not to conform to the said description and quality. On such rejection the goods will be replaced by the firm at its own cost.

If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the offer will summarily be rejected without any information

11. **THE UNIVERSITY RESERVES THE RIGHT TO**

- i. Enter into parallel rate contracts simultaneously with more than one firm for the purchases of the items.
- ii. Withdraw rate contract of any firm during the currency of rate contract.
- iii. Reject the quotation in absence of not furnishing the documentary evidence in respect of Trade Tax Registration (C.S.T. / U.P.T.T/VAT.), Income Tax and Trade Tax clearance certificates together with the performance of supplies in various branches / institutions.
- iv. Reject the quotation in the event of non-furnishing the authentic documentary evidence in respect of Testing reports / Performance report of the concerned Govt. Organization / Institutions about the products being manufactured and marketed. The performance test of the product can be conducted at University level also for which charge will have to be borne by the suppliers.
- v. Reject the supplies already made, if not found up to the mark. Random checking may be adopted to test the correctness of the supply. In such an event further action may call to confirm the supply or discard further business.
- vi. To reject any addition / alteration in respect of local dealerships intimated by the Principals after consideration of the case by the committee appointed by the University for the purpose.
- vii. To reject any offer which is not supported / submitted along with the pricelist / Catalogs / Leaflets / Brochures / Samples where ever applicable within the scheduled time.
- viii. To reject any or all the offers without assigning any reasons thereof.
- ix. All disputes are subject to “*Varanasi jurisdiction*” only.

The decisions of the University in all respect shall be final and binding on all.

Kindly note that we attach great significance to the list of the organizations of repute where a firm is on rate contract, therefore please enclose certified photocopies of the rate contract.

Please ensure that your offer is complete in all respect as no further clarifications shall be sought from you and reaches us within the last date mentioned above. **The University shall not be responsible for any postal delays/losses in transit etc.**

Please mention our reference number and the due date on the sealed envelope; otherwise your quotation may not be entertained.

Yours faithfully,

DEPUTY REGISTRAR – PURCHASE



BANARAS HINDU UNIVERSITY
CENTRAL PURCHASE ORGANIZATION
VARANASI – 221 005

Fax : 0542 – 2368174 Phone : 0542 – 2307247, 0542 – 2309602

**TO BE RETURNED
WITH QUOTATION**

*Following proforma should be filled in and duly signed by the firm and sent along with the quotation.
(Please refer to the detailed instructions/notes before filling this proforma).*

1. Validity of the offer :
2. Approximate Delivery Period :
3. (a) Whether rates have been quoted F.O.R. site and covers packing forwarding and insurance charges. : YES / NO
(b) If not, please mention the same :
4. (a) Whether the prices are inclusive of Sales Tax/VAT & other taxes. : YES / NO
(b) If not, kindly specify the amount / rate :
5. If the Sales Tax/VAT is charged extra, declaration for Charging Sales Tax Correctly, attached. : YES / NO
6. (a) Whether supply will be made directly or through any Local / Regional / Authorized Dealer / Stockiest : Directly / Stockiest / Authorized Dealer
(b) If through a Stockiest / Dealer : -
 - (i) Name and full address of the Party :
 - (ii) Whether the order to be placed with the : Principal / Stockiest / Dealer
 - (iii) Who will raise the bill : Principal / Stockiest / Dealer
 - (iv) Cheques will be drawn in favour of : Principal / Stockiest / Dealer
 - (v) Whether any Delivery, Packing and Forwarding Charges will be payable to local Stockiest/Dealer : YES / NO
(Please specify the amount/percentage etc.)
7. Our terms of payment (Please indicate your preference By a (✓)mark) Please note that no other payment terms are likely to be accepted.
 - (a) **For Local Firms or if the bills are raised by the Local Dealers.**
 - (i) 100% Payment on bill basis :**OR**
 - (ii) 100% payment against Proforma Invoice after receipt of materials in good condition, installation and satisfactory report. :**(Only under exceptional cases)**
 - (b) **If the bill are raised by outstation Firms**
 - (i) 100% Payment on bill basis :**OR**
 - (ii) 100% payment against Proforma Invoice after receipt of materials in good condition, installation and satisfactory report :

OR

(iii) D.G.S. & D. Terms of Payment for D.G.S. & D
Rate Contract items :

OR

(iv) 75% against Proforma Invoice (at site) or
documents through Bank and 25% after receipt
of materials in good condition, installation and
satisfactory report. :

OR

(v) 90% payment against Proforma Invoice (at site)
or documents through bank and 10% after receipt
of materials in good condition, installation and
satisfactory report (Only under special
Circumstances). :

8. Whether any Excise Duty is payable on the items. : YES / NO
If yes, indicate the amount / percentage. :%
(Please note that excise duty shall be paid only when it is
clearly shown in the invoice separately
9. Whether any installation charges, if any, are payable extra. YES / NO
If yes, amount to be specified. :
10. Whether any discount for educational institution
offered on the printed price list of the manufacturer. : YES / NO
If yes, mention the amount / percentage. :%
11. Whether the product is on DGS & D/D.I. Rate contract. : YES / NO
If yes, please enclose a photocopy of the same.
12. Whether the product bears I.S.I. Mark. : YES / NO
If yes, please mention the I.S.I. License no. :
13. (a) Whether the firm is Sales Tax payer. : YES / NO
If yes, please mention the Sales Tax Numbers. :
- (b) Whether the Local Dealer(s) is / are Sales Tax
payer(s) : YES / NO
If yes, please mention the Sales Tax numbers of each :
14. Whether certificate of Quality Control enclosed YES/ NO
15. Whether printed / authenticated price list of the Firm's
Products and Catalogue etc. enclosed. : YES / NO

Signature with Seal.

**TO BE RETURNED
ALONGWITH THE OFFER**

CERTIFICATES

WE CERTIFY THAT:

1. We will not sell the product (s) to other institutions, bodies and also in the market on the rates less than the prices quoted by us to the University.
2. The goods on which VAT has been charged are not exempted for payment of Sales Tax under C.S.T. Act or U.P.S.T. Act or the rules made there under and the amount mentioned on account of Sales Tax on goods is not more than what is payable under the provisions of the relevant Act or Rules made there under.
3. The rate of Excise Duty mentioned in the quotation is in accordance with the provisions of the rules in all respects and the same is payable to the Excise Authorities in respect of the stores.
4. The goods / Stores / articles offered under the rate contract shall be of the best quality and workmanship and their supply be strictly in accordance with the technical specifications and particulars as detailed in the quotation and also certificate of quality control system attached.
5. The information furnished by us in the quotation are true and correct to the best of our knowledge and belief.
6. We have read and understood the rules, regulations, terms and conditions of rate contract as applicable from time to time and agree to abide by them.

Authorized Signatory

(Seal)

IMPORTANT INSTRUCTION FOR ALL THE TENDERER

Your sealed offer should reach the office of the undersigned **by Registered Post preferably by Speed Post only**. Any offer received after the last date shall not be entertained. The following documents should also be submitted along with the offer : -

- i. **Attested photocopies of the following documents :**
 - a. *Manufacturing license issued by the competent authority for each items separately*
 - b. *Registration Certificate of Central Excise.*
 - c. *Registration Certificate of Central Sales Tax & Provincial Trade Tax.*
 - d. *Copy of Income Tax return for the last 3 year of manufacturer/Authorized dealer*
 - e. *Copy of Sales Tax Assessment for the last 3 year of manufacturer/Authorized dealer*
 - f. *Registration in S.S.I. / D.I. in case of manufacturer.*
 - g. *Undertaking for Quality Control System*
- ii. List of organizations / Educational Institutes where the firm is on rate contract or has been supplying the items, along with their performance certificates and attested photocopies of rate contracts.
- iii. The enclosed **certificates and proforma must be returned in original** duly filled in and signed (**Photocopy will not be accepted**) failing which quotation may not be considered for Rate Contract.
- iv. Please do submit the photocopies of rate contract you had during the last five years.
- v. The bidders must agree for immediate free replacement in case any discrepancy is found with regard to quality /quantity of the material to be supplied by them under this Contract.

In the absence of any of the above documents / information, the offer may be summarily rejected without making any further reference to you in this regard.

APPOINTMENT OF LOCAL DEALER

- a. *The manufacturer may appoint one or maximum two local dealers for Banaras Hindu University. **The manufacturer should ensure that the dealer appointed for the execution of supplies are registered with Trade Tax Department and having valid C.S.T. and U.P.T.T. / VAT No.***
- b. ***Request of appointment of new local dealer or withdrawal of any previously appointed local dealer during the financial year i.e. 2010 -11 will not be permitted in any circumstances.***
- c. The manufacturer should furnish the detail information's of the local dealer/s on the proforma given below and enclose along with the quotation positively failing which appointment of local dealer will not be considered.

N.B. : -

- (i) **Any changes towards information given by proforma below will not be accepted during the Contract Session i.e. 2010 – 11.**
 - (ii) **Diversion of order will not be allowed. if the appointment of local dealer is not informed at the time of submission of quotation.**
- d. The local dealer must be Income Tax Assesses and possessing PAN No.

DETAIL INFORMATION IN RESPECT OF LOCAL DEALER APPOINTED FOR THE SESSION 2010 – 11

<i>Sl. No.</i>	<i>Name & Address with Phone No.</i>	<i>C.S.T. No.</i>	<i>U.P.T.T. / V.A.T. No.</i>	<i>TIN No.</i>	<i>PAN No</i>
<i>1.</i>					
<i>2.</i>					