



BANARAS HINDU UNIVERSITY VARANASI

NOTICE

Banaras Hindu University invites the sealed quotation for Rate-Contract for the items ; Digital Photocopier , Toner Cartridges & Spares for (Photocopier & Computer Printer), Multimedia Projector, Overhead Projector, Room Cooler, Water Cooler, Water Purifier, All Types of Air Conditioners, Inverter, Battery, Servo, Automatic Voltage Stabilizer, On & Off-Line UPS, Fire Extinguishers, Generators, General Stationeries, Computer Stationeries, Various kind of Papers, Office Steel Furniture, Computer Furniture, Vacuum Cleaner, Lab. Chemicals, Plastic wares, Glassware's/Ceramic laboratory wares, Filter Paper, Micro slides, Cover Slip, Acid, Phenyl, Agricultural Field Research Articles & Seed Testing Materials, Chalk & Writing Board etc. Interested manufacturers directly or through their authorized dealer are to quote & submit the quotation (***In case of authorized dealer a valid authorization from manufacturer for bidder quoting in Banaras Hindu University is required, failing which quotation of the authorized dealer will not be entertained in any circumstances.***) Tender Document may be had from the office of the **Dy. Registrar – Purchase, Central Purchase Organization, Banaras Hindu University** against a D/D of Rs.100/- drawn in favour of **Registrar, BHU**. 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.100/-, while submitting the completed tender document. Other details as well as tender document are available on B.H.U. website www.bhu.ac.in

LAST DATE OF SUBMISSION OF COMPLETE TENDER DOCUMENT – 15-june-2009

DEPUTY REGISTRAR (PURCHASE)



काशी हिन्दू विश्वविद्यालय, वाराणसी

सूचना

निम्नांकित सामानों के दर अनुबन्धन हेतु मुहरबन्द कोटेशन निर्माताओं या निर्माताओं द्वारा अधिकृत डीलरों से आमंत्रित की जाती है डिजिटल फोटोकॉपीयर तथा प्रिंटर के टोनर कार्टेज तथा स्पेयर. डिजिटल फोटोकॉपीयर. मल्टीमीडिया प्रोजेक्टर, ओवरहेड प्रोजेक्टर, जनरल व कम्प्यूटर स्टेशनरी, सभी तरह के पेपर, आन व आफ लाइन यूपीएस, आटोमैटिक वोल्टेज व सर्वो स्टेबलाइजर, अग्निशामक यन्त्र, बैटरी, इन्वर्टर, कार्यालयी स्टील व कम्प्यूटर फर्नीचर, सभी प्रकार के ए० सी०, एयर कूलर, वाटर कूलर, लैब केमिकल, प्लास्टिक वेयर, ग्लास वेयर/ सिरैमिक लैब वेयर, फिनायल, एसिड, एग्रीकल्चर फील्ड रिसर्च आर्टिकिल्स और सीड टेस्टिंग मैटेरियलस, जेनरेटर, वाटरप्यूरीफायर, बैकयुम क्लीनर. चाक एवं राइटिंग बोर्ड आदि (**अधिकृत डीलरों के सम्बंध में इस आशय का निर्माताओं द्वारा जारी एक प्रमाण पत्र निविदा के साथ संलग्न करना अनिवार्य होगा अन्यथा किसी भी परिस्थिति में निविदा स्वीकृत नहीं की जा सकेगी**) इच्छुक निर्माता/अधिकृत डीलर विस्तृत विवरण, नियम व शर्तें एवं निविदा प्रपत्र उप कुलसचिव, क्रय अनुभाग, का०हि०वि० के कार्यालय से 100/- के डिमाण्ड डाफ्ट जो कुल सचिव, का० हि० वि० के पक्ष में देय हो, के माध्यम से अथवा वेबसाइट से डाउनलोड करके प्राप्त कर सकते हैं किन्तु उस स्थिति में निविदा प्रपत्र का मूल्य 100/- डिमाण्ड डाफ्ट के रूप में लगाना अनिवार्य होगा। निविदा से सम्बंधित विस्तृत विवरण एवम निविदा प्रपत्र विश्वविद्यालय वेबसाइट www.bhu.ac.in पर उपलब्ध है । परिपूर्ण निविदा जमा करने की अन्तिम तिथि - १५ जून २००९

उप कुलसचिव (क्रय)

DETAILS OF ITEMS FOR TENDER

S.N	CATEGORIES	ITEMS	SCHEDULE OF REQUIREMENT
1	2	3	4
A.	<i>Electrical & Electronics</i>	<ol style="list-style-type: none"> 1. Digital Photocopier 2. Toner Cartridges & Spares for Photocopier 3. Toner Cartridges & Ink cartridges for Computer Printer 4. Multimedia Projector / L.C.D. Projector & Overhead Projector 5. Air/Room Cooler (ABS Plastic Body) 6. Water Cooler (Capacity-40/40,40/80,150/150) 7. Water Purifier (UV, RO/UV) 8. All Types of Air Conditioners including Window, Split, Ductable with AVS(BEE Star Rated models) 9. UPS (On-line & Line Interactive) 10. Sine Wave Inverter 11. AVS / SERVO 12. Battery (Battery type:- Automotive/Invertors/UPS- Lead Acid/SMF/Tubular with warrantee and scrap rate) 13. Vacuum Cleaner 14. Generator 	Brand Name, Technical Features & specification along with proper catalogues and prices with best possible educational discount / bulk discount of each models and items must be submitted with the prices of consumables -Appendix 'A'
B.	<i>Stationery / Papers</i>	<ol style="list-style-type: none"> 1. General Stationery / Computer Stationeries 2. Various kind of Papers 	As per appendix 'B' & 'C'
C.	<i>Furniture</i>	<ol style="list-style-type: none"> 1. Various kinds of office Steel Furniture/Computer Furniture 	As per appendix 'D'
D.	<i>Chemical & Glassware</i>	<ol style="list-style-type: none"> 1. Lab Chemicals 2. Plastic wares 3. Glassware's/Ceramic lab. wares / Filter Paper / Micro Slides/ Cover slip/Phenyl /Acid 4. Agricultural Field research Articles & Seed Testing Materials 	As per catalogue to be provided by the manufacturer.
E.	<i>Miscellaneous</i>	<ol style="list-style-type: none"> 1. Fire Extinguishers 2. Chalk & Writing Board 	Brand Name, Technical Features & specification along with proper catalogues and prices with best possible educational discount of each models and items must be submitted with the prices consumables Appendix-E

NOTE :- While submitting the offer, Appendix ' F' must be read carefully and adhered strictly.

REQUISITE FEE

Cost of Tender Form : Rs. 100/-

Tender Processing Fee (T.P.F.) (Non refundable) : Rs. 1000/-

Earnest Money Deposit (E.M.D.) (Refundable) : Rs. 10,000/-

Separate tenders should be submitted (in separate envelopes), in case the bidder is willing to quote for more than one item (Column – 3). Each tender must be accompanied with requisite EMD and TPF.

- Earnest money deposit and non-refundable tender processing fee are to be submitted separately through D/D in favour of the Registrar, BHU payable at BHU. It should not be clubbed otherwise the tender is liable to be rejected.
- Tenders received without Earnest Money and or Tender Processing Fee will be summarily rejected
- Tender should be submitted only by Registered Post or Speed Post.



BANARAS HINDU UNIVERSITY

CENTRAL PURCHASE ORGANIZATION

VARANASI – 221 005

Fax: 0542 – 2368415 Phone: 0542 – 2307247, 0542 – 2366865, mail:bhupurchase@gmail.com

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 :

The offer should be addressed to the **Dy. Registrar – Purchase, Central Purchase Organization, Banaras Hindu University, Varanasi** in a sealed cover clearly super scribed with **“Tender Enquiry for Empanelment for item / items.....” on the face of the envelope and submitted on or before 15th June,2009.** Any offer received after the last date shall not be entertained.

The following undertaking for checklist duly signed with seal and the required documents should be submitted along with offer:

UNDERTAKING FOR CHECK LIST

- i.** Printed copies of the **Catalogue/Price List** of the products.
- ii.** Attested photocopy of current manufacturing license, for respective items, 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.** Documentary evidence for the turnover of last three years along with copy of the audited balance sheet.
- vi.** Demand Draft of Rs.100/- (in case tender form downloaded from Website)
- vii.** Demand Draft of Rs.1000/- (Tender Processing Fee)
- viii.** An Earnest Money Deposit (EMD) for each categories of items is to be submitted along with the offer in form of an account payee Bank Draft for Rs.10,000/- in favour of “Registrar, BHU”
- ix.** Registration Certificate of Central Excise
- x.** Registration Certificate of C.S.T. and other Taxes of State Govts.
- xi.** Drug manufacturing license (for Chemical & Glassware/plastic ware etc. category)
- xii.** Copy of Income Tax return for the 3 years of both the Manufacturer/authorized dealer.
- xiii.** Copy of Sales Tax assessment for the last 3 years of manufacturer/authorized dealer.
- xiv.** Registration in SSI/DI in case of manufacturer
- xv.** Undertaking for Quality Control System- Copy of certificate pertaining to ISO, BIS etc.

Every page of the tender documents and the enclosed copies of the certificates have been signed with seal. In the absence of any of the above documents / information's, the offer may be summarily rejected without making any further reference.

Date:

Signature with seal

1. **RATES**

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/repared (if possible) to the entire satisfaction of the consignee otherwise will be deducted for items found in broken/ unserviceable conditions or short in quantities

2. **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, **Separate rate may be quoted in case of bulk supply.**

3. **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 of taxes 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.

4. **VALIDITY OF THE OFFER**

Since it is rate contract for the financial year 2009 – 10 the rates quoted shall remain firm and fixed at least up to 31st March 2010 and no request for rate revision shall be entertained during this period.

5. **FALL CLAUSE**

- i. The prices charged for the stores supplied under the rate contract 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 currency of the rate contract.

- 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 Assistant Registrar (Accounts) Purchase 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.

6. **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.

It has been noted that on many occasions, only one dealer is authorized to execute the supplies. The University desires that in order to maintain smooth supplies to the University, **there should be more than one Local Dealer but not more than two** for the purpose. 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 be admissible in case of supplies received from local authorized dealer(s).

7. **PAYMENT TERMS**

Payments shall be made after satisfactory execution of the order and supply of goods in satisfactory condition on bill basis.

8. **REJECTION CLAUSE**

If the stores received do not conform to the description and quality as contained in the catalogue 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 cost.

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

9. **WARRANTY/GUARANTEE TERMS**

Should be clearly stated for all items including service facilities, Consumables/spare prices, post warranty full spares maintenance agreement rate and conditions for-Digital Photocopier, Multi-Media/LCD Projector/UPS-Online/Generator.

10. **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 any item during the currency of rate contract, and

- 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. Cancel the order/reject the supplies of chemicals in case where more than one authorized dealer are there and order is placed to local dealer and not to the manufacturers, distributors.
- vii. 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.
- viii. To reject any offer which is not supported / submitted along with the pricelist / Catalogs / Leaflets / Brochures / Samples where ever applicable within the scheduled time.
- ix. To reject any or all the offers without assigning any reasons thereof.
- x. 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.

A checklist (list of documents to be attached) with proper signature, seal and date should be enclosed with tender document for verification; otherwise the proposal will not be entertained.

Yours faithfully,

DEPUTY REGISTRAR (PURCHASE).

NOTE: 1-While arranging the Tender Documents, check list should be placed on TOP.
2-EMD should be enclosed afresh. If EMD is already with CPO, same will be returned on request.



BANARAS HINDU UNIVERSITY
CENTRAL PURCHASE ORGANIZATION
VARANASI – 221 005

Fax: 0542 – 2368415 Phone: 0542 – 2307247, 0542 – 2366865, **mail: bhupurchase@gmail.com**

**TO BE RETURNED
WITH QUOTATION**

*Following proforma should be filled in and duly signed by the firm and sent alongwith 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 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.

C E R T I F I C A T E S

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 Sales Tax 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)

- ◆ **U.P.S. (On-Line) without battery.** Make and Model and AH ratings of the batteries to be supplied must be clearly stated.

Note: (1) Only Reputed/standers Battery makes be quoted.
 (2) For minimum Technical Specification of UPS refer **Appendix... (A)**.....

Rating	Cost						
	Without Battery	SMF				TUBULAR	
		60 min	A.H. & No of. Battery	120 min	A.H. & No of. Battery	180 min	A.H. & No of. Battery
1 KVA							
2 KVA							
3 KVA							
5 KVA							
10 KVA 3ph/ 1ph							
10 KVA 3ph/3ph							
20 KVA 3ph/3ph							

- ◆ **U.P.S. (Line Interactive)**

Rating	Backup Time			
	15(min.)	30(min.)	45(min.)	60(min.)
600 VA				
800 VA				
1000 VA				
1500 VA				

Note: (1) Mention the make(s) and AH rating of internal SMF battery.
 (2) Make, model and AH rating of external batteries be mentioned.
 (3) For minimum technical specifications refer **Appendix...(A)**.....
 (4) Only reputed/standard battery makes be quoted.
 (5) Price should be quoted in above given respective columns only.
 (6) Detailed terms & conditions should also be specifically mentioned.

- ◆ **Sine wave Inverter:**

Inverter Make	Capacity	Price of Inverter	Battery Make/ Model & Nos. of Battery	Price with Tubular Battery		
				Back-up time		
	0.6 KVA			2 hrs.	3 hrs.	4hrs.
	0.8 KVA					
	1.4 KVA					
	2.0 KVA					
	2.5 KVA					
	3.0 KVA					
	5.5 KVA					

Note: For minimum Technical Specification refer Appendix-A mention the make, Model No., A.H. rating, No. of Batteries and operating voltage.

- ◆ **Automatic Stabilizer: (Copper Wound Transformers)**

Make	Capacity	Price without TDR	Price with TDR
	1 KVA,		
	2KVA		
	4 KVA		
	5 KVA		

◆ **Servo stabilizer:**

<i>Make</i>	<i>Capacity</i>	<i>Price</i>	
		<i>Single Phase</i>	
		<i>Air Cooled</i>	<i>Oil Cooled</i>
	1 KVA		
	2 KVA		
	5 KVA		
	10 KVA		
<i>Make</i>	<i>Capacity</i>	<i>Three Phase</i>	
		<i>Air Cooled</i>	<i>Oil Cooled</i>
	10 KVA		
	20 KVA		

Note: For minimum Technical Specification refer **Appendix...(A).....**

◆ **Basic Digital Photocopier**

- Size A-3, 15/16 CPM, 600dpi, simplex, Enlargement, reduction, XY Zoom
- Size A-3, 18/20 CPM, 600 dpi, duplex, Networking, 16 MB RAM
- Size A-3, 25 CPM, 600x600 dpi, enhanced resolution 600x1200 dpi

◆ **Multifunction Copier**

- Size A-3, 20 CPM
- Size A-3, 25 CPM

Note: For minimum Technical Specification refers **Appendix... (A)....**

◆ **Multimedia Projector**

- 2500 Lumens
- 3000 Lumens
- 3500 Lumens
- 4000 Lumens

Note: For minimum Technical Specification refers **Appendix... (A).....**

◆ **Generator:** Silent weather proof Diesel Generating Set.

- 15 KVA
- 25 KVA
- 50 KVA
- 63 KVA
- 125 KVA

NOTE: (1) Price should be quoted in above given respective columns only.
 (2) Detailed terms & conditions should also be specifically mentioned.

Electrical & Electronics

Double Conversion On-Line UPS with standard features:

Minimum Specifications required: AC input Voltage: 175-275V for 1 ph, 280-485 V for 3 ph Input Frequency 47-52Hz, Efficiency on full load with 10% charge on batteries >90%. Input power factor >0.95 with active p.f. control.

Output voltage $230 \pm 2\%V$, frequency 50 Hz $\pm 0.05\%$, load p.f.0.7 lagging, waveform: pure sine wave, THD $\leq 3\%$

Output overload capacity: 105% continuous, 125% 3-5 mts, >150% 2-5 Sec

Battery type: SMF, Lead-Acid Tubular

Battery charging current: 4-8A, enhanced charging current capability for tubular batteries of 150-200AH

Crest factor: 3:1, Ambient Temperature 0-40^o C

Line Interactive/off Line UPS with standard features:

Minimum Specifications required:

AC Input Voltage: 175-275V for 1 ph, 280-485V for 3 ph

Input Frequency 47-52Hz, Efficiency on full load >85%

Output voltage $230 \pm 2\%V$, (battery mode), $230V \pm 7\%$ mains mode, frequency 50 Hz $\pm 1\%$,

Transfer Time :< 3ms

Battery type: Internal SMF, External SMF, Lead-Acid Tubular

Battery charging current: 1-10A, Crest Factor: 3:1, Ambient Temperature: 0-40 ^oC

Sine Wave Inverter:

Minimum Specifications required:

AC Input: Voltage 160-260V, frequency 50Hz $\pm 5\%$

Output : voltage inverter mode-220/230V $\pm 7\%$, frequency 50Hz ± 1 , THD <3%,
Waveform-Sine Wave

Peak efficiency >80%, Charging current 10-12A, Temp. 0-40^oC

Automatic Voltage Stabilizer (AVS):

Minimum Specifications required:

Copper wound transformer, Input Voltage-140-280V, Output Voltage 220V $\pm 5\%$

Servo Stabilizer:

Minimum Specifications required:

Input Voltage: 160-280V 1ph, 3ph 4 wire input/4 wire output, independently regulated
phases

output voltage - 220/230 V $\pm 1\%$

Multimedia/LCD Projector:

Minimum Specifications required:

Resolution: XGA/SXGA, Contrast ratio: 600:1, 1000:1, Auto focus, remote and other standard features, Optional: wi-fi connectivity.

Air-Conditioners:

Minimum Specifications required:

Govt. of India Bureau of Energy Efficiency certified star rated Air-Conditioners having minimum (2 Star) rating for window types and minimum 3 star rating for split and other types.

Capacity: Window type 1, 1.5, 2.0 Ton ; Split Type 1,1.5, 2, 3 Ton, Duct Type 5, 5.5, 6 Ton & above.

NOTE: Preference will be given to 3 ph Air-Conditioner models for capacity above 1.5 Ton.

Basic Photocopier Printer:

Copy Resolution- 600 x 600 dpi, 1200(interpolated) x 600 dpi Size- A3 ,

Magnification: 50 to 200% @ 1%,

Copy Speed: 15/16 ppm (A4), 18/20 ppm, 25 ppm

Memory: 16 MB minimum

Optional: duplex printing, networking

Networking: interface connection, Ethernet / wi-fi, full duplexing.

Multi function Copier:

Copy Resolution 600 x 600 dpi, 1200 (interpolated) x 600 dpi

Size- A-3

Magnification: 50-200% @ 1% and 25-400% @ 1%

Speed : 25 cpm, 40 cpm

Memory: 128 MB RAM

Duplex printing, with & without networking.

Networking: Interface connection, Ethernet/wi-fi

- NOTE:** (1) Price should be quoted in above given respective columns only.
(2) Detailed terms & conditions should also be specifically mentioned.

◆ SCHEDULE OF REQUIREMENT OF GENERAL & COMPUTER STATIONERY

S. N	NAME OF THE ITEMS	SPECIFICATION	PRICE	REMARKS
SCHEDULE - A				
1.	RULED REGISTERS (COVER OF THE REGISTERS SHOULD BE PRINTED AS PER SAMPLES TO BE PROVIDED BY THE UNIVERSITY)	17CMS X 27.5 CMS 1 QR. (96 PAGES)		
		(55-60 GSM) 2 QR. (192 PAGES)		
		3 QR. (288 PAGES)		
		4 QR. (384 PAGES)		
SCHEDULE - B				
2.	FILE BOARD (90 GSM)	25CMS X 36CMS ON 20-OZ BOARD PASTED WITH BAMBOO PAPER ON BOTH SIDES, BAMBOO PAPER (90 GSM) FLAP WITH CLOTH LINING.THE EFFECTIVE LENGTH OF EACH FLAP SHOULD BE 8CMS-10CMS. THE LENGTH OF THE STRIP(COTTON) SHOULD BE 100 CMS AND ITS BREADTH SHOULD BE 0.5CMS AND SHOULD BE OF GOOD STRENGTH.		
3.	FILE COVER	22.5 CMS X 35 CMS PRINTED BANARAS HINDU UNIVERSITY WITH DEPARTMENT AND SUBJECT COLUMN IN MIDDLE ON FRONT TOP WITH EYELET ON LEFT HAND TOP CORNER GOOD QUALITY.WEIGHT NOT LESS THAN 80 KG FOR 1000 FILE COVER.		
SCHEDULE - C				
4.	ENVELOPES MADE OF WHITE PAPER (57-60 GSM)	7" X 5"	PLAIN	WINDOW
		10" X 4 1/2"		
		11" X 5"		
		9" X 4"		
		6" X 3 1/2"		
	ENVELOPES MADE OF KRAFT PAPER (90 GSM)	16 "X 12"(3" FLAP)		
		13" X 7" (FLAP 1 1/2")		
		11" X 5" (FLAP 1 1/2 "		
		13" X 7" (FLAP 2 1/2 "		
	ENVELOPES KRAFT GOLDEN THICK PAPER (PLASTIC COATED , 80 GSM)	9" X 4"		
		10 X 4 1/2"		
		11" X 5"		
	ENVELOPES PINK CLOTH LINED (54 -60 GSM)	14"X11" WITH 2" THICKNESS 3" FLAP PLAIN WITHOUT PRINTING		
		14"X11" WITH 2" THICKNESS 3 .5" FLAP PLAIN WITHOUT PRINTING		
	ENVELOPES YELLOW CLOTH LINED (54-60 GSM)	12" X 10" WITH 3" FLAP ABD WITH 1.5 THICKNESS PLAIN WITHOUT PRINTING		
		14" X 10.5" WITH 2" FLAP		
ENVELOPES BUFF PAPER (100 GSM)	27CMSX 15 CMS			
	35 CMS X 25CMS			
SCHEDULE - D				
5.	PAPER WEIGHT - GLASS, PLASTIC.	200GM - 250 GM		
6.	CORRECTING FLUID-15 ML (KORES & CAMEL BRAND)	(15 ML,20 ML)		
7.	DUPLICATING INK - 400 GM. (KORES BRAND)	(400 GM)		
8.	ERASER FLUID – WHITNER WITH DILUTER -- (KORES & CAMEL, BRAND)	(15 ML)		

S. N	NAME OF THE ITEMS	SPECIFICATION	PRICE	REMARKS
9.	FAX ROLL (NEELGAGAN, DESMATE, TRIPUTI, MISHIBUSHI)	30 METER LENGTH		
10.	FIBRE TABLE TOP - PLAIN, COLOURED	16 " X 22", 18" X 24",		
11.	GEMS CLIP, (BELL, GLOBE, OFFICECLOP)	30 MM, 100 CLIPS. & 35 MM, 100 CLIPS		
12.	PIN – PAPER (KANGAROO & KORES)	100 GM,		
13.	PUNCHING MACHINE (KANGAROO & KORES)	10 & 25 SHEETS		
14.	GLUE STICK (KORES, CAMEL)	15 GM, 20 GM,		
15.	GUM BOTTEL (KORES, CAMEL)	300 ML		
16.	KOBRA FILE			
17.	BALL PEN BLUE, BLACK, RED	REYNOLDS , CELLO, LINC,		
18.	PEN – GEL BLUE, BLACL, RED	REYNOLDS RACER GEL, CELLO GEL , ADD GEL		
19.	PENCIL CARBON (KORES)	(100 SHEET / PKT)/125 SHEET PKT.)		
20.	RING FILE			
21.	SCALE FULL SIZE (NATRAJ, CAMEL)	12 "		
22.	SKETCH PEN -LUXAR, FABRE CASTLES			
23.	STAMP PAD (KRISHNA, KORES, CAMEL)	(110 X 70MM)		
24.	STAMP PAD INK (KORES, CAMEL)	50ML		
		100ML		
25.	STAPLER PIN - (KANGROO, KORES)	10 NO.		
		24/6		
26.	STAPLER MACHINE NO. 10 (KORES, KANGAROO)	NO.10		
27.	STAPLER MACHINE NO. 24 (KORES, KANGAROO)	NO.24		
28.	TYPE WRITER RIBBON BLACK, (KORES,)			
29.	TYPING CARBON PAPER (CAMEL)	50 & 100 SHEET.		

Important Note: - Samples for the stationery items are required to be submitted along with offer, failing which the quotation be summarily rejected.

♦ SCHEDULE OF REQUIREMENT OF VARIOUS KIND OF PAPER

Sl.No.	Type of Paper	GSM	Size in cm.	Weight in Kg.	Price
1.	Art Board	190	58.5x91	17.6/58.7	
2	Art Paper	130	58.5x91	34.7	
3	Azurlaid Paper	80	43x69	11.9	
4	Azurlaid Paper	80	51x76	15.5	
5	Azurlaid Paper	80	58.5x91	21.3	
6	Colour Card Sheet	140	56x71	8.0	
7	Colour Card Sheet	90	56x71	5.2	
8	Colour Printing Paper	44	45x55	5.2	
9	White Card (SHB)	185	56x71	7.4	
10	White Card (SHB)	222	56x71	8.7	
11	White Card (SHB)	253	56x71	9.9	
12	Kraft Paper	100	73.5x112	39.5	
13	Lucky Parchment Paper	80	58.5x91	21.3	
14	Maplitho Paper SHB	70	58.5x91	18.6	
15	Maplitho Paper SHB	80	51x66	13.5	
16	Maplitho Paper SHB	80	51x76	15.5	
17	Maplitho Paper SHB	80	58.5x91	21.3	
18	Maplitho Paper SHB	90	58.5x 91	24	
19	Sunshine Super Printing Paper (HB) Ballarpur (Degree Paper)	140	58.5x91	37.3	
20	White Printing Paper	60	43x69	8.9	
21	White Printing Paper	60	51x66	10.1	
22	White Printing Paper	60	51x76	11.6	
23	White Printing Paper	60	56x91	15.3	
24	Super White Printing Paper	80	58.5x91	21.3	
25	A-4(J.K. TNPL, Ballarpur, Copy power, Matrix, ITC papercraft)	75	21 x 29.7	2.3	
26	A-3(J.K. TNPL, Ballarpur, Copy power, Matrix, ITC papercraft)	75	29.7 x 42.0	4.6	
27	A-5(J.K. TNPL, Ballarpur, Copy power, Matrix, ITC papercraft)	75	21.5 x 34.5	2.78	
28	Duplicating Paper	62	21.5X 34.5	2.3	
29	Typing Paper	57	21.5X34.5	2.3	

◆ SCHEDULE OF REQUIREMENT OF OFFICE AND COMPUTER FURNITURES

S. No.	Name of Items	Specification
1	Book Shelve (4 shelves)	Steel Book Shelves size 66"x33"x15" having four lockable compartments with visible front glass of 4mm. Front body and shelves should be made of 20gauge and drawers should be 22gauge.
2	Computer Chair (Armless)	Seat Size W - 46cm, D - 46cm and total height of chair 86cm. Seat and back are to be made of 1.2cm thick hot pressed plywood upholstered with fabric and moulded polyurethane foam together with seat and back covers. The back form is to be designed with contoured lumber support for extra comfort. Chair having ABS Seat & Back. Five pronged spider base of nylon along with 5 nos. twin wheel castors with dia 5.0cm. The pedestal is to be 62cm. Fabric used to be of Premium quality.
3	Computer Chair (with arm)	Seat Size W - 46cm, D - 46cm and total height of chair 86cm. Seat and back are to be made of 1.2cm thick hot pressed plywood upholstered with fabric and moulded polyurethane foam together with seat and back covers. The back form is to be designed with contoured lumber support for extra comfort. Chair having ABS Seat & Back. R-type handle assembly. One piece armrest are to be injection moulded from Nylon. Five pronged spider base of nylon along with 5 nos. twin wheel castors with dia 5.0cm. The pedestal is to be 62cm. Fabric used to be of Premium quality.
4	Computer Table (Economy)	Size 36" x 20" x 30" (H). Top to be made of 18mm prelaminate particle board. One sliding key board on left side, one sliding mouse tray adjustment on right side. Provision of one drawer on right side and one box below the drawer. Table having space for CPU, Printer, UPS and key board. The Complete Table made prelaminate particle board top.
5	Computer Table (Medium)	Size 48" x 20" x 30" (H). Top to be made of 18mm prelaminate particle board. One sliding key board on left side, one sliding mouse tray adjustment on right side. Provision of one drawer on right side and one box below the drawer. Table having space for CPU, Printer, UPS, Scanner and key board. The Complete Table made prelaminate particle board top.
6	Visitor chair (Armless)	Seat Size W - 48cm, D - 43cm, total height of chair - 82cm. Seat and back are to be made of 1.2cm thick hot pressed plywood upholstered with fabric and moulded polyurethane foam together with seat and back covers. The back form is to be designed with contoured lumber support for extra comfort. Chair having ABS Seat & Back.
7	Visitor chair (with Arm)	Seat Size W - 48cm, D - 43cm, total height of chair - 82cm. Seat and back are to be made of 1.2cm thick hot pressed plywood upholstered with fabric and moulded polyurethane foam together with seat and back covers. The back form is to be designed with contoured lumber support for extra comfort. Chair having ABS Seat & Back. R-type handles assembly. One piece armrest is to be injection molded from Nylon. The frame is to be made in tabular shape. The tabular frame is cantilever type and made of 16 gauge tube black powder coated. Fabric used to be of Premium quality.
8	Filing Cabinet (2 Shelves)	Filing Cabinet size 740mm x 470mm x 700mm with 2 drawers. Body of the cabinet should be of 20 gauge with telescope slide channel having round steel balls and should be of 18 gauge CRCA.
9	Filing Cabinet (4 shelves)	Filing Cabinet size 1380 mm x 470mm x 700mm with 4 drawers. Body of the cabinet should be of 20 gauge with telescope slide channel having round steel balls and should be of 18 gauge CRCA.
10	Glass door Almirah (2 shelves)	Glass Door Almirah of Size 1280 mm x 760mm x 430 mm with Three shelves making 2 compartment with visible plain glass of 4mm. . Two leaf door, sheet thickness should be of 20 gauge. Top Bottom LH & RH sides and back material thickness should be of 22 gauge.
11	Glass door Almirah (4 shelves)	Glass Door Almirah of Size 1980mm x 915mm x 480 mm with Five shelves making 4 compartment with visible plain glass of 4mm. Two leaf door, sheet thickness should be of 20 gauge. Top Bottom LH & RH sides and back material thickness should be of 22 gauge.
12	Junior Executive Table	Size 66"x36" over all dimensions 1650x900x750mm. 18mm prelaminate particle board top. Tubular metal frame structure : 1 inch square tube - 16 gauge thick. Three drawer unit on RHS and a box with shelf on LHS. Drawers sheet thickness should be of 20 gauge for boxes and 22 gauge for drawer with stopper arrangement. Front closed type with steel sheet of 20 gauge. Individual locks for all boxes. When the top drawer is locked, other drawer automatically get locked.

13	Office Table (Big Size)	Size 72"x48" over all dimensions 1800x900x750mm. 18mm prelaminated particle board top. Tubular metal frame structure: 1 inch square tube - 16 gauge thick. Three drawer unit on RHS and a box with shelf on LHS. Drawers sheet thickness should be of 20 gauge for boxes and 22 gauge for drawer with stopper arrangement. Front closed type with steel sheet of 20 gauge. Individual locks for all boxes. When the top drawer is locked, other drawer automatically get locked.
14	Office Table (Medium Size)	Size 5' x 3'. Overall dimensions 1510mm x 900mm x 740mm. 18mm prelaminated particle board top. Tubular metal frame structure: 1 inch square tube - 16 gauge thick. Three drawer unit on RHS and a box with shelf on LHS. Drawer's sheet thickness should be of 20 gauge for boxes and 22 gauge for drawer with stopper arrangement. Front closed type with steel sheet of 20 gauge. Individual locks for all boxes. When the top drawer is locked, other drawer automatically get locked.
15	Revolving Chair (Low back)	Seat Size- W-48cm, D-48cm, and Total height of chair 50 cm. Seat and back are to be made of 1.2cm thick hot pressed plywood upholstered with fabric and moulded polyurethane foam together with seat and back covers. The back form is to be designed with contoured lumber support for extra comfort. Chair having ABS Seat & Back. R-type handles assembly. One piece armrest is to be injection moulded from Nylon. Chair 360° revolving type and should be back tilt of 1.4° maximum. The pneumatic height adjustment is to be maintenance free, has an adjustment stroke length of 100mm and can be operated easily. The bellow is to be in 3 piece telescopic type and injection moulded in black polypropylene. Five pronged spider base of nylon along with 5 nos. twin wheel castors with dia 5.0cm. The pedestal is to be 62cm. Fabric used to be of Premium quality.
16	Revolving Chair (Medium back)	Seat Size- W-48cm, D-48cm, and Total height of chair 85 cm. Seat and back are to be made of 1.2cm thick hot pressed plywood upholstered with fabric and moulded polyurethane foam together with seat and back covers. The back form is to be designed with contoured lumber support for extra comfort. Chair having ABS Seat & Back. R-type handles assembly. One piece armrest is to be injection moulded from Nylon. Chair 360° revolving type and should be back tilt of 1.4° maximum. The pneumatic height adjustment is to be maintenance free, has an adjustment stroke length of 100mm and can be operated easily. The bellow is to be in 3 piece telescopic type and injection moulded in black polypropylene. Five pronged spider base of nylon along with 5 nos. twin wheel castors with dia 5.0cm. The pedestal is to be 62cm. Fabric used to be of Premium quality.
17	Revolving Chair (High neck)	Seat Size- W-48cm, D-48cm, and Total height of chair 109 cm. Seat and back are to be made of 1.2cm thick hot pressed plywood upholstered with fabric and moulded polyurethane foam together with seat and back covers. The back form is to be designed with contoured lumber support for extra comfort. Chair having ABS Seat & Back. R-type handles assembly. One piece armrest is to be injection moulded from Nylon. Chair 360° revolving type and should be back tilt of 1.4° maximum. The pneumatic height adjustment is to be maintenance free has an adjustment stroke length of 100mm and can be operated easily. The bellow is to be in 3 piece telescopic type and injection moulded in black polypropylene. Five pronged spider base of nylon along with 5 nos. twin wheel castors with dia 5.0cm. The pedestal is to be 62cm. Fabric used to be of Premium quality.
18	Senior Executive Table	Size 72"x36" over all dimensions 1800x900x750mm. 18mm prelaminated particle board top. Tubular metal frame structure: 1 inch square tube - 16 gauge thick. Three drawer unit on RHS and a box with shelf on LHS. Drawers sheet thickness should be of 20 gauge for boxes and 22 gauge for drawer with stopper arrangement. Front closed type with steel sheet of 20 gauge. Individual locks for all boxes. When the top drawer is locked, other drawer automatically get locked.
19	Steel Almirah (Big)	Steel Almirah of Size 1980mm x 915mm x 480 mm with four shelves making 5 compartments. Two leaf door, sheet thickness should be of 20gauge. Top Bottom LH & RH sides and back material thickness should be of 22 gauge.
20	Steel Almirah (Small)	Steel Almirah of Size 1280 mm x 760mm x 430 mm with three shelves making 4 compartments. Two leaf door, sheet thickness should be of 20 gauge. Top Bottom LH & RH sides and back material thickness should be of 22 gauge.
21	Steel Rack (6 Shelves)	Size 72"x36"x15". Open rack having 7 shelves making 6 compartments. Angle made of 18 gauge and panel made of 20 gauge thicknesses, shelf adjustable and four sides open. Rack finished by removing all dents, burns and sharp edges from various components and then immediately after pickling all mild steel parts as given phosphating treatment in dust free atmosphere and then duly painted with Grey finish.
22.A	Steel Almirah (Locker)	Steel Almirah 1980X910X480 mm. having 8 lockers, each locker fitted with individual door and locking arrangement with haps
22.B	Steel Almirah (Locker)	Steel Almirah same as above but having 12 lockers
23	Secretariat Table (half)	Steel Half Secretary Office table 1200x760mm. having 3 drawers on side, 18mm. thick pre-laminated top.
24	Office Table (Small Size)	Steel Office table 900x600x760mm. having a drawers and a cabinet on one side, 18mm. thick pre-laminated top.

25	Chair (Multiseater)	Perforated multi seater with arm having moulded ply seat and back in tubular frame
26.A	Library Stack	Library stack double faced main unit size 2250x900x550 mm. depth having 7 shelves on each face, total 14 shelves.
26.B	Library Stack	Library stack additional unit double faced main unit size 2250x900x550 mm. depth having 7 shelves on each face, total 14 shelves.
28	Steel Rack	Steel side rack 760x910x375 mm. 3 shelves open type
29	Writing Pad Chair	Cushioned tubular writing pad chair with storage wire mesh bucket below seat, writing pad 18mm. thick pre-laminated board folding type.
30	Visitor Chair(Tubular)	Tubular visitor chair fitted with single pcs. Moulded ply shell.

Note: Kindly mention separately special price for bulk purchase with slabs.

Important Instructions:

- (i) Deflection of Shelves: Passes 80kg. Load test as per Storage Equipment and Manufacturers Association 1986(SEMA).
- (ii) Durability of pivoted door: assess 80,000 cycles of opening and closing.
- (iii) Strength of pivoted door to withstand against appropriate load condition of the usual office equipment.
- (iv) Slamming of pivoted door should be proper.
- (v) No MS Sheet thickness less than 22gauge will be entertained.
- (vi) All Dimensions may vary within $\pm 5\%$.
- (vii) Price should be quoted against respective columns only.
- (viii) Detailed terms & conditions should also be specifically mentioned.

Writing Board**Ceramic steel writing cum Projection Board-white surface:**

The writing top surface shall be made of CRC steel sheet of thickness 0.3 to 0.4 mm and shall have vitreous enamel coating of 0.11 mm min. thickness on top and 0.03 mm min. on the back. The top shall be free from waviness and shall show no scratches when HB to 3H pencils are used for writing.

Ceramic steel chalk:

The writing top surface shall be made of CRC steel sheet of thickness 0.3 to 0.4 mm. It shall have vitreous enamel coating of 0.095 mm min. thickness on top and 0.03 mm min. on the back. The top shall be free from waviness and shall show excellent eras ability.

Resin White:

The writing top surface shall be made of CRC steel sheet of thickness 0.3 to 0.4 mm and shall have regular modified Polyester (RMP) coating of 0.02 mm min. thickness on top and 0.005 mm min. in the back. The top shall be free from waviness and shall show no scratches when HB to 3H pencils are used for writing.

Resin Chalk:

The writing top surface shall be made of steel sheet of thickness 0.3 to 0.4 mm and shall have Polyester Resin coating of 0.02 mm min. thickness on top and 0.005 mm min. on the back. The top shall be free from waviness and shall show excellent eras ability.

Dustless wax free (white) – 10 pic stick

Dustless wax free (Colored) – 10 pic stick

Tripod Stand

Single Stand (movable)

General Specifications applicable to all above items:

The core material shall be min 9 mm thick MDF board having Bulk Density of 7.5 Kg per cubic meter and Grade-1 as per IS: 12406-2003. Amendment No. 1 & 2. The backing material sheet shall be min 0.25 mm thick electro galvanized steel sheet conforming to IS : 277-2003 (Reaffirmed 2007) Both the top and the backing sheet shall be properly fixed with the MDF board using suitable adhesive to avoid any moisture absorption. The writing board shall be provided with suitable wall mounting device.

FIRE EXTINGUISHERS

Dry Powder Type:

ISI marked powder and gas cartridge of 120 gms or more.

Water CO₂ Type:

ISI marked gas cartridge

Mechanical Foam Type:

ISI marked AFFF and gas cartridge

CO₂ Type:

ISI marked with bend/hose horn

ABC Stored Pressure Type:

ISI marked with nozzle and delivery hose.

EPR Type stored pressure:

ISI marked chrome plated brass valve , visibility in darkness

NOTE: BIS certified, capacity: 2.5 Kg.,5.0Kg.

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 quotation shall also be accepted by hand by manufacturer/local dealer.** The following documents should also be submitted along with the offer : -

- i. Fifteen printed copies of the **Catalogue/Price List** (a Soft Copy may also be provided) of the products. (for Chemical & Glassware category) In case of imported chemical, original catalogue may also be enclosed.
- ii. **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. Drug Manufacturing License if needed for manufacturing (for Chemical & Glassware category.)
 - E. Copy of Income Tax return for the last 3 year of manufacturer/Authorized dealer
 - F. Copy of Sales Tax Assessment for the last 3 year of manufacturer/Authorized dealer
 - G. Registration in S.S.I. / D.I. in case of manufacturer.
 - H. Undertaking for Quality Control System
- iii. List of organizations, Research Laboratories & 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.
- iv. 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..
- v. Please do submit the photocopies of rate contract you had during the last five years.
- vi. 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 R / C

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. 2009- 10 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 Rate Contract Session i.e. 2009 – 10.**
 - (ii) **Diversion of order will not be allowed during the Rate Contract session i.e. 2009- – 10 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 2009 – 10

Sl. No.	Name & Address with Phone No.	C.S.T. No.	U.P.T.T. / V.A.T. No.	TIN No.	PAN No	Drug License No. if otherwise required (in case of Chemical Dealer).
1.						
2.						