

काशी हिन्दू
विश्वविद्यालय



BANARAS HINDU
UNIVERSITY

AN INSTITUTION OF NATIONAL IMPORTANCE ESTABLISHED BY AN ACT OF PARLIAMENT

प्रेस एवं पब्लिकेशन विभाग
प्रकाशन कक्ष

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महोदय,

आपसे निम्नलिखित वस्तुओं के आपूर्ति हेतु सम्पूर्ण विवरण सहित सील बन्द लिफाफे में कोटेशन आमन्त्रित किया जाता है आपका दर प्रति यूनिट, लीटर, किग्रा इत्यादि में दिया होना चाहिए, जो इस कार्यालय में दिनांक 25.04.2019 तक डाक द्वारा प्राप्त होना चाहिए। अन्तिम तिथि के बाद प्राप्त कोटेशन पर कोई विचार नहीं किया जायेगा। लिफाफे के ऊपर 'वायोस्टार प्लेट एवं अन्य सामग्री हेतु कोटेशन' अवश्य लिखा होना चाहिए।

1. Viostar Plate – Size– 510X720X0.28 m.m.
2. Viostar Plate – Size– 530X664X0.28 m.m.
3. Viostar Plate – Size– 770X970X0.28 m.m.
4. Black Diamond Developer
5. Ruber Blanket
6. Bromolith Developer
7. Cotton (रुई)
8. Dumping Hose No. 170
9. Dumping Hose No. 160
10. Econowash K R
11. Fount
12. Finisher
13. Hypofixer
14. Master Plate (Legal Size)
15. Opeque
16. Sensitiser A+B
17. Sponge (Foam)
18. Unigum
19. Unifin Gum
20. Viostar U.D. Developer
21. Viostar Ur. Replenisher

भवदीय

आचार्य प्रभारी
आचार्य प्रभारी / PROFESSOR-INCHARGE

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TO BE RETURNED WITH

UNDERTAKING

WE HEREBY UNDERTAKE THE FOLLOWING:

1. We will not sell the product (s) to other institutions, bodies and also in the market on the rates less than those 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 and the same is payable to the Excise Authorities in respect of the stores.
4. The goods / Stores / articles offered shall be of the best quality and workmanship and their supply will be strictly in accordance with the technical specifications and particulars as detailed in the quotation.
5. The information furnished by us in the quotation is true and correct to the best of our knowledge and belief.
6. We have read and understood the rules, regulations, terms and conditions and agree to abide by them.

Authorised Signatory
(Seal)



BANARAS HINDU UNIVERSITY
VARANASI – 221 005

**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 and other taxes. : YES / NO
(b) If not, kindly specify the amount / rate :
5. If the Sales Tax 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 / Stockist :Directly / Stockist / Authorized Dealer
(b) If through a Stockist / Dealer : -
(i) Name and full address of the Party :
.....
(ii) Whether the order to be placed with the : Principal / Stockist / Dealer
(iii) Who will raise the bill : Principal / Stockist / Dealer
(iv) Cheques will be drawn in favour of : Principal / Stockist / Dealer
(v) Whether any Delivery, Packing and Forwarding YES / NO
Charges will be payable to local Stockist/Dealer : (Please specify the amount/percentage etc, if any)
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 :

(ii) 100% payment against Proforma Invoice after receipt of materials in good condition, installation and satisfactory report.

(Only under exceptional cases)

(b) If the bills 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. :%

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
Please 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 printed / authenticated price list of the Firm's Products and Catalogue etc. enclosed. : YES / NO

Signature of the Authorised Official with Seal

Checklist for Bid/Tender Submission

The following check-list must be filled in and submitted with the bid document:

Pre-qualification Bid

- | | |
|--|----------|
| 1. Was the bid document issued to you? | Yes / No |
| 2. Have you attached the techno commercial unpriced bid form duly filled in appropriately ? | Yes / No |
| 3. Have you attached a copy of the last audited balance sheet of your firm | Yes / No |
| 4. Have you attached the details of the income tax clearance certificate, proof of manufacturing unit/ dealership letter/general order suppliers and copy of Central / State sales tax registration certificate(as per clause 1.2 of ITB) | Yes / No |
| 5. Have you attached the copies of relevant work orders from Govt. Deptt / PSUs and Central Autonomous Bodies.(as per clause 1.2 of ITB) | Yes / No |
| 6. EMD: Have you submitted EMD asked for- | Yes / No |
| 7. Have you submitted samples of all items indicated in the respective schedule of requirements. | Yes / No |
| 8. Have you enclosed the schedule of requirement indicating the make offered without indicating the pricing components along with the techno commercial unpriced bid (as per clause 6 of ITB). | Yes / No |
| 9. Have you submitted the bids both techno commercial unpriced and priced bid separately for each tender? | Yes / No |
| 10. Have you enclosed the statement of deviations from financial terms and conditions, if any? | Yes / No |

Priced Bid :

- | | |
|---|----------|
| 1. Have you signed and attached the priced bid form. | Yes / No |
| 2. Have you attached the schedule of requirements duly priced | Yes / No |

FORMAT OF BANK GUARANTEE FORM

1. This guarantee should be furnished by a Nationalised Bank / scheduled Bank, authorised by RBI to issue a Bank Guarantee.
 2. This bank guarantee should be furnished on stamp paper of Rs. 100/-
 3. The stamp paper should have been purchased in the Name of the Bank executing the Guarantee.
 4. In the case of foreign bidder the B.G may be furnished by an international reputed bank acceptable to the PURCHASER countersigned by any Nationalised / Scheduled Bank in India authorised by Reserve Bank of India.
-

DATE _____

BANK GUARANTEE NO: _____

Ref :.....

To
Banaras Hindu University,
Varanasi.

Dear Sirs,

In accordance with your 'Invitation to Bid" under your Tender No:.....
M/S:.....herein after called the Contractor / supplier,
with the following Directors on their Board of Directors / partners of the firm.

1..... 2.....
3..... 4.....

agrees for the contract / supplies.

As an irrevocable Bank Guarantee for an amount of Rs..... (in words and figures) valid for days from is required to be submitted by the Contractor/Supplier which amount is liable to be forfeited by the purchaser in the event of 1) the withdrawal or revision of the offer by the Bidder as a condition within the validity period. (2) non-acceptance of the Letter of Intent / purchase order by the bidder when issued within the validity period. (3) failure to furnish the valid contract performance guarantee by the bidder within one month from the receipt of the purchase order and (4) on the happening of any contingencies mentioned in the bid documents such as

We, the Bank at..... having our
Head office at(Local address) Guarantee and undertake to pay immediately on first

demand by Banaras Hindu University the amount of
..... (in figure and words) without any reservation, protest,

demur and recourse. Any such demand made by the Purchaser shall be conclusive and binding on the Bank irrespective of any dispute or difference raised by the purchaser.

The guarantee shall be irrevocable and shall remain valid up to
..... (This date should be 6 months after execution of the order). If any further extension of this guarantee is required the same shall be extended to such required period (not exceeding one year) on receiving instruction from M/s.....on whose behalf this guarantee is issued.

In witness whereof the Bank, through its authorised officer has set its hand and stamp on this day of at
witness (Signature)

7)4 . %33

(signature).....

.....
Name in (Block letters)

.....
Designation

.....
(Staff Code No.)

(Bank's common Seal)

Official address:.....
.....
.....

Attorney as per power of Attorney No.

Date:

Format for Proprietary Certificate

PROPRIETARY ARTICLE CERTIFICATE (PAC)

(To be submitted by the indenter along with the indent)

Certified that to the best of our knowledge, the items indented are manufactured by M/s.....only.

There is no other option for the Faculty/Deptt. except to Purchase this item(s) as it is having unique feature which is essential for research and academic work and which is not available in any other similar equipment for the following reasons :

- 1)
- 2)
- 3)

I/We shall be held responsible in case the certificate is found to be incorrect.

Signature of the Purchaser

Signature of
Director / Dean /
HOD / Coordinator