

# **BID DOCUMENT (e - Procurement)**

**Rate Contract of Printing Papers in  
BHU Press, BHU, Varanasi**



**Issued On:**

**18/07/2019**

**BHU Press**

**BANARAS HINDU UNIVERSITY**

**VARANASI-221005, INDIA**

## SECTION I: NOTICE INVITING TENDERS (NIT)

1. Online tenders, in single-bid system, are invited for Rate Contract of following items as per mentioned specification and related terms and conditions :

Sl. No.	Type of Paper	Size	Weight	GSM	Quantity
1.	White Printing Paper	51x66cm	10.1 kg per ream	60	2500 ream
2.	Art Paper	58.5X91cm	26.6 Kg. per ream	100	30 ream
3.	Art Board	56x71cm	12.4 Kg per pkt	250	50 Packet
4.	Azurlad	43x69cm	11.9 kg per ream	80	30 ream
5.	Azurlad	51x76cm	15.5 kg per ream	80	32 ream
6.	Azurlad	58.5x91cm	21.3 kg per ream	80	40 ream
7.	Colour card sheet	56x71cm	7.4 kg per pkt	130	100 Packet
8.	Colour printing paper	45x55cm	5.2/5.4 kg per ream	44/45	50 ream
9.	White Card SHB	56x71cm	8.7 kg per ream	222	80 packet
10.	Lucky parchment	58.5x91cm	21.3 kg per ream	80	30 ream
11.	Maplitho paper	58.5x91cm	18.6 kg per ream	70	100 ream
12.	Maplitho paper	58.5x91cm	26.6 kg per ream	100	200 ream
13.	Sun Shine Super Printing Paper (HB) Balarpur	58.5x91cm	37.3 kg per ream	140	20 ream
14.	White printing paper	56x91cm	15.3 kg per ream	60	700 ream
15.	White printing paper	43x69cm	8.9 kg per ream	60	300 ream
16.	White printing paper	51x76cm	11.5 kg per ream	60	100 ream
17.	Colour copier pink	A4	-	75	200 ream

The aforesaid quantity will be ordered in staggered manner as per requirement from the date of conclusion of rate contract to 31<sup>st</sup> March 2020. Further, the University as per requirement reserves the right to increase or decrease the aforesaid quantity upto 30%.

2. The interested Bidders /Tenderers would be required to register on the Central Public Procurement Portal at [www.eprocure.gov.in](http://www.eprocure.gov.in), using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
3. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
4. Bidders /Tenderers can download the bid document from Central Public Procurement Portal website at [www.eprocure.gov.in](http://www.eprocure.gov.in) Bidders /Tenderers are required to submit the bid online by scanning and uploading all the relevant documents through [www.eprocure.gov.in](http://www.eprocure.gov.in)
5. Tender document can also be downloaded from the University website at [www.bhu.ac.in](http://www.bhu.ac.in) For further details regarding Amendment /Addendum /Extension please visit website: [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.bhu.ac.in](http://www.bhu.ac.in)
6. Bidders /Tenderers can download the bid document from Central Public Procurement Agency website at [www.eprocure.gov.in](http://www.eprocure.gov.in) . Tender document can also be downloaded from the University website at [www.bhu.ac.in](http://www.bhu.ac.in) For further details regarding Amendment /Addendum /Extension please visit website: [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.bhu.ac.in](http://www.bhu.ac.in)
7. While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
8. The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the instruments.
9. The details of the DD/any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection.
10. The Bidders/tenderers should have average turnover of not less than Rs. 2.00 Crore during the last three financial years i.e. 2015-16, 2016-17 & 2017-18
11. Earnest Money Deposit (EMD) for an amount of Rs. 1.00 Lacs (Rs. One lakh) in the form of Call deposit, Banker's Cheque, Fixed deposit or Demand draft, drawn in favour of Registrar, Banaras Hindu University, Varanasi or Bank Guarantee of any Scheduled Bank, shall be scanned and submitted online, along with the Techno-commercial bid (Un priced Bid), within the period of tender online submission date and time and the original (hard copy) should be sent to The Professor-in-charge,

BHU Press, Banaras Hindu University, Varanasi – 221 005 within the stipulated date and time. EMD of unsuccessful bidders will be returned within three months of finalisation of tender.

12. However, the firms registered under MSME/SME/NSIC are exempted from payment of Earnest Money Deposit, subject to furnishing of relevant valid certificate for claiming exemption within the monetary limits so prescribed, as also for the category of registration.
13. Bidders/ Tenderers need to submit the required documents like GST registration, PAN Number/Card, EMD details or MSME/SME/NSIC certificate, valid document regarding turn-over of the firm and the existence and registration of the firm along with the bid, as per Check List.
14. Manufacturer's name of materials offered must be clearly specified.
15. Complete details and BIS/ISI specification, if any, must accompany the quotation. Make/brand of the items shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately.
16. **Samples must be submitted where specified along with the quotations. Samples must be carefully packed, sealed and labelled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted.**
17. The bids will be opened by a committee of members duly constituted for the purpose at the time and date as specified in the tender document. In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
18. The bidders should submit the **Price Bid** and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or replace it with any other copy of same **Price Bid format**. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the quotation is likely to be rejected. Prices quoted for free delivery at destination will be given preference. If there is no indication regarding the F.O.R., in the quotation, then it will be considered as F.O.R. destinations. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
19. The Financial bid (price bid) of only technically qualified bidders will be opened by a committee and the result will be displayed on the [www.eprocure.gov.in](http://www.eprocure.gov.in) which can be seen by all bidders who participated in the tender.
20. Tenderers should indicate whether the prices quoted are exclusive or inclusive of tax. They should indicate the rate(s) of applicable tax. Payment of GST is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding GST is recorded in the quotation, the GST will be considered as included. In case, the firm is exempted from payment of tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished. The tenderers/ bidders are advised to note that in case bidders indicate higher Tax Rates in their offer compared to what is actually payable, necessary administrative actions such as deregistration, suspension of business dealing and/or banning of business dealing, in addition to recovery against the firm may be taken.

21. Cartel Formation and Quoting Prices in Pool-Tenderers may note that Offers of such firms who resort to unethical practice of cartel formation and quote prices in a pool shall be rejected and their offers shall also not be considered for award of any contract for the next two years.
22. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/= that the firm is not providing its services at lower rates quoted in this tender to any Government/Private organization or any other institution during past one year, as per "FALL CLAUSE" adhered by DGS & D/GeM and other Government agencies. Further, If at any time during the currency of contract period, the firm reduces the price or offers such services to any person (s) /organization (s) / body etc including the purchaser or any Department of Central Government or any Department of State Government or any statutory undertaking of the Central or a State Government as the case may be, at a price lower than the price chargeable under the contract, it shall forthwith inform such reduction to the Joint Registrar – Purchase and the price payable under the contract for services rendered after the date of coming into force of such reduction shall stand correspondingly reduced. However, if it is discovered later on that the firm failed to inform the University about the reduction in the service price and continues to charge higher rates, **is liable to be deducted from E.M.D. Furthermore, such firm is liable to be debarred from doing any business with the University in future.** The firm has to give self declaration as per ANNEXURE-1.
23. The firm has to give self declaration as per ANNEXURE-2 that there is no vigilance/CBI /FEMA case pending against the firm/supplier.
24. At any time prior to the date of submission of bid, Registrar, BHU, may, for any reason, whether at his own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders/ tenderer who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid. Registrar, BHU, may at his discretion, extends the date and time for submission of bids.
25. The tendered rates and the validity of bids shall be for a minimum period of Six months from the date of finalisation of the contract.
26. Payments shall be made within 30 working days after satisfactory delivery of the material / execution of the order on bill basis.  
  
All supplies are subject to inspection and approval before acceptance. Manufacturer / supplier warranty certificates and manufacturer / Government approved lab test certificate, wherever applicable shall be furnished along with the supply.
27. If the supply received do not conform to the description, the University will be entitled to reject the contract. On such rejection penalty will be imposed to the firm.  
  
*If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the offer will summarily be rejected without any information.*  
  
***In case of sub-standard services/ non-execution of services within the stipulated time, the University reserves the right to impose penalty on the concerned firm.***
28. Printed conditions of tender including there on to reserve or otherwise sent alongwith the tender, if any, shall not be binding upon us.

29. The Tenderers are advised to submit the **ANNEXURE-3** alongwith other desired enclosures necessarily to ensure the eligibility criteria. Hard copies of all enclosures should reach to \_\_\_\_\_ within the stipulated date and time.
30. The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e-Tender system. The bidders should follow such time during bid submission.
31. Delivery period : Within 15 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order. Terms of Delivery: Door delivery at BHU, Varanasi. The University will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.
32. As time is the essence of contract, the materials should be supplied strictly as per supply schedule as stipulated in Purchase order failing which order to be treated as cancelled & contract performance Bank Guarantee will be invoked.
33. The total amount of penalty for delay under the contract will be @1% per week subject to a maximum of ten percent (10%) of the contract price.
34. The Purchaser may, without prejudice to any method of recovery, deduct the amount for such damages from any amount due or which may become due to the seller or from the Performance Bank Guarantee or file a claim against the seller.
35. BHU reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.
36. The Vice Chancellor, B.H.U. or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.
37. Dispute clause: Any dispute related to the enquiry shall be subject to the jurisdiction of the court at VARANASI only.

For any clarification and further details contact Telephone No: 9415813395 Email [prajapati.hl@gmail.com](mailto:prajapati.hl@gmail.com) or contact in person during office hours.

**DECLARATION REGARDING THE FIRM IS NOT PROVIDING ITS SERVICES AT LOWER RATES**

(Affidavit of Rs. 10/- duly attest by the Notary Public)

Date: .....

The Prof.-in-charge  
BHU Press,  
Banaras Hindu University  
Varanasi – 221 005

Sir,

Re.: Tender Enquiry No.: .... Dated \_\_\_\_\_ for 'Supply and installation of \_\_\_\_\_'. I/we hereby declare that my company / firm is not currently selling its \_\_\_\_\_ at lower rates quoted in the tender to any government / private organisation or any other institution during past one year. Further, if at any time, our firm / company reduces the price or offers such services to any persons / organisations / bodies etc. at a price lower than the price chargeable under the contract, I / We shall inform such reduction to the university immediately. I / We hereby give our consent that if it is recovered later on that our firm failed to inform the University about the reduction at service price and continues to charge higher rates then our firm / company should be debarred from doing any business with the University in future.

Yours faithfully

(Signature of the Bidder)  
Printed Name  
Designation  
Seal

**DECLARATION REGARDING CLEAN TRACK BY BIDDER**

(on Company's / Firm's letterhead)

Date: .....

The Prof.-in-charge,  
 BHU Press,  
 Banaras Hindu University  
 Varanasi – 221 005

Sir,

Re.: Tender Enquiry No.: .... Dated \_\_\_\_\_ for \_\_\_\_\_

I/we carefully gone through the Terms & Conditions contained in the above referred Tender Document. I/we hereby declare that my company / firm is not currently debarred / blacklisted or no legal case pending by any Government / Semi Government Organizations / Institutions in India or abroad. In addition to this there is no vigilance/CBI /FEMA case pending against the firm/company. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Vigilance/CBI /FEMA case pending	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)

Printed Name

Designation

Seal



**LIST OF DOCUMENTS ENCLOSED**  
(on Company's / Firm's letterhead)

Date: .....

The Prof.-in-charge  
BHU, Press,  
Banaras Hindu University  
Varanasi – 221 005

Sir,

Re.: Tender Enquiry No.: .... Dated \_\_\_\_\_ for supply and installation of \_\_\_\_\_

I/we are enclosing following documents :

1. Earnest Money Deposit (EMD) for an amount of Rs. 1.00 Lacs  
YES / NO
2. MSME / SSI / NSIC Certificate, if available  
YES / NO
3. GST registration certificate  
YES / NO
4. Documents regarding the existence and registration of the firm  
YES / NO
5. PAN Card  
YES / NO
6. Copy of Income Tax Return of last three financial year  
YES / NO
7. Audited Balance Sheet of firm / company of last three financial year  
YES / NO
8. Original Affidavit on a non – judicial stamp paper (Annexure – 1)  
YES / NO
9. Declaration regarding Clean Track Record (Annexure – 2)  
YES / NO
10. Client List where the firm is providing its services  
YES / NO
11. Price Bid. However, the same will be opened online only.  
YES / NO

Yours faithfully

(Signature of the Bidder)  
Printed Name  
Designation  
Seal

# INVITATION FOR BIDS

## Notice Inviting Tender (NIT)

BANARAS HINDU UNIVERSITY

BHU PRESS

VARANASI-221005

### e-Procurement Notice

**Ref: BHU/up/paper/19-20/114**

**Dated: 18/07/2019**

Online tenders are hereby invited from reputed **manufacturer/ authorized dealer of a manufacture/whole sale dealer/importer** for rate contract of :-

#### • **Rate Contract of Printing Papers**

Bidders can download complete set of bidding documents from e- procurement Platform <https://eprocure.gov.in/eprocure/app> from 19.07.2019 onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>.

**Last Date/ Time for receipt of bids through e-procurement is: 16.08.2019 upto 05:00PM.** (Server time). Late bids shall not be accepted.

For further details regarding Tender Notification & Specifications please visit website: <https://eprocure.gov.in/eprocure/app> and [www.bhu.ac.in](http://www.bhu.ac.in).

### CRITICAL DATE SHEET

<b>Published Date</b>	<b>19.07.2019 at 3.00 PM</b>
<b>Bid Document Download Start Date</b>	<b>19.07.2019 at 3.00 PM</b>
<b>Clarification Start Date</b>	<b>19.07.2019 at 3.00 PM</b>
<b>Clarification End Date</b>	<b>22.07.2019 at 11.00 AM</b>
<b>Pre bid meeting</b>	<b>NA</b>
<b>Bid Submission Start Date</b>	<b>22.07.2019 02:00 PM</b>
<b>Bid Document Download End Date</b>	<b>16.08.2019 at 05.00 PM</b>
<b>Bid Submission End Date</b>	<b>16.08.2019 at 05.00 PM</b>
<b>Bid Opening Date</b>	<b>19.08.2019 at 3.00 PM</b>