

# BID DOCUMENT

## (e - Procurement)

Procurement of Various Liveries Items



Issued On:

15-03-2018

CENTRAL PURCHASE ORGANIZATION  
BANARAS HINDU UNIVERSITY  
VARANASI-221005, INDIA



काशी हिन्दू विश्वविद्यालय  
वाराणसी

Ref. No.: BHU/CPO/Liveries/2017-18/13

Dated: 15.03.2018

निविदा सूचना

काशी हिन्दू विश्वविद्यालय द्वारा निम्नलिखित नियम और शर्तों के अनुसार विश्वविद्यालय के ग्रुप सी० एवं डी० कर्मचारियों को वर्दी उपलब्ध कराने हेतु दोहरी-निविदा प्रणाली के अर्न्तगत ऑनलाईन निविदाएँ आमंत्रित की जा रही है। इच्छुक निविदादाताओं को सलाह दी जाती है कि वे टेण्डर प्रपत्र एवं अन्य विवरण [www.eprocurement.gov.in](http://www.eprocurement.gov.in) अथवा विश्वविद्यालय की वेबसाईट ([www.bhu.ac.in](http://www.bhu.ac.in)) पर देखें।

संयुक्त कुलसचिव  
केन्द्रीय कय संगठन, का०हि०वि०

## SECTION I: NOTICE INVITING TENDERS (NIT)

Online tenders, in two-bid system, are invited for supply of liveries items as per Annexure-4 and related terms and conditions.

1. 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.
2. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Centre (NIC) in India.
3. 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)
4. 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)
5. Bidders/ Tenderers need to submit the required documents like GST registration, PAN Number/Card, valid document regarding the existence and registration of the firm, Income Tax Return, Audited Balance Sheet of last three years along with the bid, as per Check List.
6. During the last three financial year bidders should have executed the order of Rs. 30 lacs of liveries items in one financial year.
7. Manufacturer's name and country of origin of materials offered must be clearly specified. Please quote whether your organisation is large scale industry or small scale industry. If you have NSIC/MSE/MSI/DGS&D Certificate, please attach it to the quotation. Mention your registration details.
8. Non – Refundable Tender Fee of Rs 5000.00 (Rupees Five thousand only) in the form of Banker's Cheque or Demand Draft, drawn in favour of Registrar, BHU, Varanasi, 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 Joint Registrar, Central Purchase Organisation, Office of the Registrar(Finance), Banaras Hindu University, Varanasi – 221 005 within the stipulated date and time.
9. Earnest Money Deposit (EMD) of Rs. 1,50,000/- (*Rupees One Lacs Fifty Thousand only*) 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 Joint Registrar, Central Purchase Organisation, Office of the Registrar (Finance), Banaras Hindu University, Varanasi – 221 005 within the stipulated date and time. The Firm who are registered with National Small Industries Corporation (NSIC) / MSME OR Small Scale Industries (SSI) are exempted to submit the Tender Fee / EMD (Copy of registration must be provide along with technical bid).

10. Complete details and BIS specification, if any, must accompany with the quotation. Make/brand of the items shall be stated wherever applicable. If you will offer any additional product as suitable to the material required by us, the same may be shown separately.
11. Samples must be submitted along with the Tender (**ANNEXURE-4**). 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 within 15 days of finalization of tender at bidder cost if insisted.
12. 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.
13. The bidders should download the BoQ.xls from Central Procurement Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ in.xls format. The Central Public Procurement Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
14. 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.
15. Tenderers should indicate whether the prices quoted are exclusive or inclusive of tax. They should indicate the rate(s) of 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.
16. 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.
17. In case any of items available on Gem, please quote the rates and other details and also submit with the quotation.
18. 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**.

19. The firm has to give self declaration as per **ANNEXURE-2** that there is no vigilance/CBI /FEMA case pending against the firm/supplier.
20. 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. The Registrar, BHU, may at his discretion, extend the date and time for submission of bids.
21. 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.
22. 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 shall be furnished along with the supply, wherever applicable.
23. If the supplies 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.***
24. Printed conditions of tender including there on to reserve or otherwise sent along with the tender, if any shall not be binding upon us.
25. 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 The Joint Registrar, Central Purchase Organisation, R.O. (Finance), BHU, within the stipulated date and time.
26. 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.
27. 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.
28. 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: 0542-2366865, email: [asstregfocpo@bhu.ac.in](mailto:asstregfocpo@bhu.ac.in) 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 \_\_\_\_\_  
Department of \_\_\_\_\_  
Faculty of \_\_\_\_\_  
Banaras Hindu University  
Varanasi – 221 005

Sir,

Re.: Tender Enquiry No.: .... Dated \_\_\_\_\_ for 'Supply of liveries \_\_\_\_\_'. 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 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 \_\_\_\_\_  
Department of \_\_\_\_\_  
Faculty of \_\_\_\_\_  
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 \_\_\_\_\_  
Department of \_\_\_\_\_  
Faculty of \_\_\_\_\_  
Banaras Hindu University  
Varanasi – 221 005

Sir,

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

I/we are enclosing following documents:

1. Non – refundable Tender Fee of Rs. 5,000/-  
YES / NO
2. Earnest Money Deposit (EMD) for an amount of Rs. 1.50 Lacs  
YES / NO
3. MSME / SSI / NSIC Certificate, if available  
YES / NO
4. GST registration certificate  
YES / NO
5. Documents regarding the existence and registration of the firm  
YES / NO
6. PAN Card  
YES / NO
7. Copy of Income Tax Return of last three financial year ( 2014-15, 2015-16 & 2016-17)  
YES / NO
8. Audited Balance Sheet of firm / company of last three financial year (2014-15,2015-16 & 2016-17)  
YES / NO
9. Purchase Order received for supply of liveries items  
YES / NO
10. Original Affidavit on a non – judicial stamp paper (Annexure – 1)  
YES / NO
11. Declaration regarding Clean Track Record (Annexure – 2)  
YES / NO
12. BOQ. However, the same will be opened online only.  
YES / NO

Yours faithfully

(Signature of the Bidder)  
Printed Name  
Designation  
Seal



<b>S.No.</b>	<b>Name of the items</b>	<b>Specifications</b>	
<b>1</b>	<b>White Pant</b>	Composition	:70% Polyester + 30% Viscose
		Scale	: 1.20 Meters
		Width	: 28-29 inch
		Color Code	: White
<b>2</b>	<b>White Shirt</b>	Composition	:67% Polyester + 33% Cotton
		Scale (Per Pant)	: 2.25 Meters
		Width	: 35-36 inch
		Color Code	: White
<b>3</b>	<b>Navy Blue Pant</b>	Composition	:70% Polyester + 30% Viscose
		Scale	: 1.20 Meters
		Width	: 28-29 inch
		Color Code	: Navy Blue
<b>4</b>	<b>Sky Shirt</b>	Composition	:67% Polyester + 33% Cotton
		Scale (Per Pant)	: 2.25 Meters
		Width	: 35-36 inch
		Color Code	: Sky
<b>5</b>	<b>Jersey</b>		: Woolen (Blue)
<b>6</b>	<b>White Saree with Blue Border</b>	Composition	:67% Polyester + 33% Memsab
		Scale (Per Pant)	: 5-1/2 Meters
		Width	: 117 centimeter
		Color Code	: White
<b>7</b>	<b>Blouse</b>	Composition	:2 by 2 Rubia
		Scale (Per Pant)	: 1 Meters
		Width	: 34-35 inch
		Color Code	: White
<b>8</b>	<b>Petticoat</b>	Composition	:100% Cotton
		Scale (Per Pant)	: 2.5 Meters
		Width	: 42-44 inch
		Color Code	: White
<b>9</b>	<b>Ladies Suit</b>	Composition	: 67% Polyester + 33% Cotton
		Scale (Per Pant)	: 4 Meters
		Width	: 42-44 inch
		Color Code	: White
<b>10</b>	<b>Dupatta</b>	Composition	: Georgette/Chiffon
		Scale (Per Pant)	: 2.25 Meters
		Width	: 40-42 inch
		Color Code	: White
<b>11</b>	<b>Cardigan</b>		: Blue, Button up Cardigan

The University reserves the right to enhance or reduce the quantity in the Purchase Order up to a maximum of 25% without assigning any reason. The bidder should comply such modifications unconditionally provided these are made before completion of the deliveries under the Purchase Order. Any such changes in quantity shall have no impact on the rates mention in the Purchase Order for any such item.

**INVITATION FOR BIDS**  
**Notice Inviting Tender (NIT)**

**CENTRAL PURCHASE ORGANIZATION**  
**BANARAS HINDU UNIVERSITY**  
VARANASI-221005

**e-Procurement Notice**

**Ref: BHU/CPO/Liveries/2017-18/13**

**Dated: 15-03-2018**

Online tenders are hereby invited in **two cover system** from reputed **manufacturer/ authorized representative of a manufacture/whole sale dealer/importer** for  
**Procurement of Various Liveries Items**

Bidders can download complete set of bidding documents from e- procurement Platform <http://eprocure.gov.in/eprocure/app> from 16-03-2018 onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <http://eprocure.gov.in/eprocure/app>.

**Last Date/ Time for receipt of bids through e-procurement is: 08-04-2018 upto 04:00PM.** (Server time). Late bids shall not be accepted.

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

**CRITICAL DATE SHEET**

<b>Published Date</b>	<b>16-03-2018 (05:00 PM)</b>
<b>Bid Document Download Start Date</b>	<b>16-03-2018 (05:00 PM)</b>
<b>Clarification Start Date</b>	<b>16-03-2018 (05:00 PM)</b>
<b>Clarification End Date</b>	<b>19-03-2018 (02:00 PM)</b>
<b>Pre bid meeting</b>	<b>NA</b>
<b>Bid Submission Start Date</b>	<b>20-03-2018 (02:00 PM)</b>
<b>Bid Document Download End Date</b>	<b>08-04-2018 (04:00 PM)</b>
<b>Bid Submission End Date</b>	<b>09-04-2018 (03:00 PM)</b>
<b>Bid Opening Date</b>	<b>10-04-2018 (03:00 PM)</b>

sd/-

Registrar