

Tenderer's Address and Phone No. _____
Tender No. _____

From: _____

To,
U.P. Pt. Deen Dayal Upadhyay Pashu-Chikitsa
Vigyan Vishwavidyalaya
Evam Go-Anusandhan Sansthan, Mathura-281001

Sir,

I / we hereby offer to supply the stores detailed in the schedule hereto or such portions thereof as you may specify in the acceptance of the tender at the price given in the said schedule and agree to hold this offer open till _____.

I / we have understood the instruction to tenderers and conditions of the contract included in the general and specific conditions for the contract. I / we have thoroughly examined the specifications of the stores required and my / our offer is to supply stores strictly in accordance with the requirements.

The following pages have been added to and form part of this tender.

Encl.: A/A

Yours faithfully

(Signature of tenderer)

Name :

Address :

Date:

Sig. of witness:

Address:

TENDER FOR THE SUPPLY OF

.....

(Name of item)

PLEASE CAREFULLY GO THROUGH THE DOCUMENT AND ENSURE COMPLIANCE. NON-COMPLIANCE OF ANY ONE OF THE CONDITION MAY MAKE YOUR OFFER INVALID

PART (A): Technical Bid

Please furnish the following information in this part so as to enable the panel to decide about qualification & the Technical tender. Necessary documents/certificates from the appropriate authority must be attached in support of statement at serial '4' to '16' below.

For qualification criteria the tenderers are required to have supplied a specified quality or for specified amount of supplies made during the last three financial years and the tenderers have to furnish from their clients a certificate in support of satisfactory performance.

Applicant's reference No. _____

Date

- 1 Application for the supply of
- 2 Name of the tenderer
Address
- 3 Contact
(A) Telephone (C) Fax
(B) Mobile (D) E-mail
- 4 Earnest money (Rs. 50,000.00 Must be attached with technical tender)
(a) FDR/TDR no. & date
- 5 Processing Money non refundable (Rs. 2000/- in the form of FDR No..... dated
- 6 Status of tenderer
whether manufacturer/authorized Indian stockiest/Subsidiary of foreign manufacturer as per tender notice (certificate must be attached)
- 7 Manufacturing license No. & date
- 8 Trade/Vat registration No. & date

- 9 Income Tax PAN No
- 10 ISO/ISI award letter No. (if any)
- 11 Turnover
 - (a) 2010-11
 - (b) 2009-10
 - (c) 2008-09
- 12 Please indicate if you are on Rate Contract with DI/DGS&D, if so provide reference of the same.
- 13 Please indicate if you are an authorized Indian agent for any product (if yes, please furnish details)
- 14
 - (a) Country of origin of equipments, if imported
 - (b) Indigenous
- 15 Please certify that you are not blacklisted by any department of Central/State Govt. or any renowned Intuition of State/Country. An affidavit on Non-judicial stamp paper is to be attached duly notarized.
- 16 Details of clients {to be enclosed)
- 17 Details of single largest order completed during last year
 - (a) Name of client & full address
 - (b) Amount
- 18 Quantum of supplies to the DUVASU, Mathura during the last year
- 19 Indicate the after sale service available (Especially in UP)
 - (a) No. of Engineers and other technical staff
 - (b) No. of Vendors
 - (c) No. of service stations and their locations
- 20 Nearest dealer's name & address
Contact No.
- 21 Please enclose separately the technical specification of the product for which tender rates are submitted

PLEASE ATTACH THE FOLLOWING DOCUMENTS

- 1 Earnest Money (FDR/TDR only)
- 2 Processing money of non refundable Rs. 2000/- (FDR only)
- 3 Manufacturing license from appropriate authority
- 4 Authority letter from the manufacturer in case of dealer/distributor
- 5 Instructions to the tenderers must be attached duly signed and stamping the seal by the tenderers
- 6 Sale tax/VAT registration No.
- 7 Central sale tax/VAT registration certificate, if any
- 8 Latest sale tax return (2010-11)
- 9 DGS & D rate contract copy, if any
- 10 Year-wise turn over for the last three years supported by the pertinent portion of balance sheet duly authenticated by CA/competent Authority
- 11 Terms and conditions duly signed by tenderer
- 12 Any other literature or information the tenderer desires to furnish
- 13 Notarized affidavit regarding non-blacklisting.
- 14 Users list of last three years and also copy of orders
- 15 Please indicate provision of after sale service
- 16 Kindly Bring the originals at the time of opening of tenders and when ever required.

NOTE:

Before sending /submitting the application, the tenderer should read carefully, the attached forms & conditions, instructions to the tenderer and fill all the columns of technical and financial tenders

Signature of the tenderer with seal

**UP PANDIT DEEN DAYAL UPADHAYAY PASHU CHIKITSA VIGYAN
VISHWAVIDYALAYA**

**EVAM GAU-ANUSANDHAN SANSTHAN,
MATHURA-281 001, (UP)**

General terms & Conditions

1. Sealed tenders are invited by the Store Purchase Officer, U.P. Pandit Deen Dayal Upadhayay Pashu Chikitsa Vigyan Vishwavidyalaya Evam Gau-Anusandhan Sansthan Mathura for the supply of _____

2. (For a two tenders) Technical tenders & Financial Tender will be received in two separate envelopes. Both the envelopes will then be put into one big envelope & sealed properly super scribing "Technical & Financial Tenders" for the supply of _____
_____ due on dated _____.
3. (a) The envelope containing technical tender should be superscribed "Technical Tenders" for the supply of {Name of stores}

(b) The envelope containing financial tender should be superscribed "Financial Tenders" for the supply of {Name of stores}

4. Rates quoted should be F.O.R. destination. The rates must include packing and transit insurance charges. The same should be insured against theft, loss or breakage during transit by the tenderer before dispatch is made. The responsibility in this respect will be of the supplying firm and not of the University.
5. Supply of goods is acceptable on the bill basis only. R.R./documents through bank are not acceptable.
6. Payment shall be made within 30 days from the due date of receipt of goods in proper/satisfactory/working condition.

7. The applicants should clearly indicate if they agree for rupee term payment or payment by sight draft. Special conditions & codal formalities for import of stores shall be applicable.
8. Tender documents must be submitted consisting of notice inviting tender, tender form, technical and/or financial) general terms & conditions of supply, instructions to the tenderers, special conditions if any, schedule of quantities duly filled, completed & signed by tenderers.
9. Tenders should be addressed to the Store Purchase Officer, Pandit Deen Dayal Upadhyay Pashu Chikitsa Vigyan Vishwavidyalaya Evam Gau-Anusandhan Sansthan Mathura (UP), duly sealed properly.
10. Tender will be received by the undersigned upto 30-11-2011 and technical bid will be opened on the same day at 3:00 PM as per schedule.
11. The tender should be submitted along with a F.D.R. of nationalized bank of 2% of quoted value in nearest thousand of rupees as Earnest Money pledged in favour of Finance Officer, U.P Pandit Deen Dayal Upadhyay Pashu Chikitsa Vigyan Vishwavidyalaya Evam Gau-Anusandhan Sansthan Mathura (UP) as the case may be. Tender without proper Earnest Money shall be rejected. Cheques will not be accepted. Earnest money deposited earlier, if any, shall not be considered. The F.D.R. should be drawn from the account of proposing firm otherwise the same shall be rejected. FDR/TDR issued in personal name shall not be accepted.
12. In terms of note 2 (3) to rule 273 of GFR, tender security will be liable to be forfeited, if tenderers withdraws or amends/impairs or derogates from the tender in any respect within period of validity of this tender.
13. The tenderer may be required to furnish 2% value of purchase order as performance security in the name of Finance Officer, Pandit Deen Dayal Upadhyay Pashu Chikitsa Vigyan Vishwavidyalaya Evam Gau-Anusandhan Sansthan Mathura (UP), for the performance of the equipments/stores during the whole period of warrantee/guarantee. In absence of the performance security, the EMD so deposited with tender, will be treated as performance security upto the whole period of warrantee/guarantee.
14. The purchase has the right to forfeit performance security in case of any breach of contract committed by tenderer.

15. The tenderer will have to attach a certificate to the effect that the material to be supplied will be of specification conforming to standard of the item specified in the attached schedule.
16. Supply of the ordered material should be required to be completed within stipulated date/time from the date of issue of order failing which the University reserves the right to forfeit the earnest money and cancel the order. Part supply shall not be accepted normally however on genuine cases, permission may be granted.
17. The tenderer should quote clearly in figure and words the rate and amount proposed by him. The amount of each item should be worked out & requisite totals given including all charges F.O.R. Destination.
18. Trade/Sales tax/VAT or any other tax or charges on the material, which has not been mentioned while quoting the rates shall not be paid by the University under any circumstances
19. The terms & conditions given by the tenderer will not be binding on the University. Conditional tenders shall be rejected at the sole discretion of the competent authority of the University.
20. The manufacturer should mention the address of the manufacturing unit so that the site may be inspected, if required.
21. In case supply order being placed on you:
“As time is essence of this order, the date of delivery should be strictly adhered to otherwise University reserves the right not to accept the delivery in part or full form and claim the liquidated charges 1% per week subject to maximum of 10% of total value of the supply order.
22. The tenderer shall not submit more than one tenders for same set of goods.
23. The tenderer shall all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of goods or any part thereof, with respect to the goods quoted by the tenderer in its order.
24. The Tender so submitted shall be governed by the laws of India and be interpreted in accordance with such laws.
25. Any dispute arising in the process of the tender, the matter shall be referred to the sole arbitrator who in such cases shall be the Vice-Chancellor, U.P Pandit Deen Dayal Upadhyay Pashu Chikitsa Vigyan

- Vishwavidyalaya Evam Gau-Anusandhan Sansthan Mathura (UP), and whose verdict shall be binding on both the parties.
26. The tenderers may be called for technical discussions by the Technical Committee duly constituted or nominated by the competent authority of the University.
 27. The tenderer must supply a three dimensional drawing of the instrument which they propose to supply along with relevant literature.
 28. The acceptance of a tender will rest with the University who does not bind itself to accept the lowest tender and reserves itself the authority to reject or partially accept, any or all the tenders received without assigning any reason.
 29. The University reserves the right to place order for the scheduled quantity and/or part thereof.
 30. Tenders are likely to be rejected in case the same are not conforming to the laid down terms & conditions
 31. The tenders may be dropped in the Tender Box kept in the office of Store purchase office by due date & time. The tender may also be sent /submitted through post/courier. The Tenders received after due date & time are liable for rejections. The University shall not be responsible for receipt of tenders after due date, due to postal delays or any other reason, whatsoever.
 32. The validity of rates shall be at least 120 days from the date of opening of technical bid/offer.
 33. The tenderer should invariably incorporate guarantee/warranty clauses in his offer whatever applicable. While incorporating guarantee/warranty clause, nature & duration should be specifically mentioned.
 34. If during the currency of contract, the price of the contracted store falls, the tenderer shall have a binding to charge the prevailing lower rates against the higher contract price. However the purchaser is not liable to compensate the tenderer any hike in the contract price during the contact period.
 35. Free replacement will be made against defective/damaged supplies by the firm/tenderer at their own cost & risk.
 36. Supplies will be strictly as per brand/specifications as specified in the purchase order. Container and the product must bear brand name, Lot No.,

batch No., date of manufacturing and date of expiry etc., as the case may be. Sub-standard supplies shall be rejected out rightly and the tenderer shall be held responsible to make good the loss so incurred and that the University shall take necessary action against the firm/tenderer as deemed fit.

37. The consignment shall always be booked in favour of consignee only and as per instructions mentioned in purchase order.

38. Bulky Tenders which cannot be dropped in the tender box will be accepted by the head of the office or his authorized representative and receipt issued.

39. For all items the Financial Bid shall be opened only for those firms whose technical bids are recommended by the indenter/technical committee and found to be as per specifications, terms & conditions of the tender asked for (in case of two bid system only)

40. The rules of Government for units registered under NSIC's/Govt. Organizations shall be observed. However they shall furnish adequate proof/documents in support of their claim.

41. In case the due date declared holiday, the tender shall be opened on next working day at same time.

42. The tenderers must ensure that all the entries are made by one person, using same ink and without any cutting and over writing. If there is any cutting, it should be counter signed.

Processing fee (non-refundable) **Rs.2000.00 (Two thousand only)** shall be charged from the firm whose financial Tenders shall be finally accepted by the University

43. The above amount will be deposited through demand draft in favour of the Finance Officer, U.P Pandit Deen Dayal Upadhyay Pashu Chikitsa Vigyan Vishwavidyalaya Evam Gau-Anusandhan Sansthan Mathura (UP) payable at IOB, Veterinary College Branch, Mathura before placing the letter of intent/purchase order

I have read the above terms & conditions and the instructions attached herewith and understood them carefully and agree to abide by the same.

Signature of tenderer with seal

44. (in case tender documents are downloaded from University website by the firm, then following certificates should also be signed by the tenderer)

Certified that we have downloaded the tender documents from the University website and for any difference in contents from original document we shall be fully responsible and understand that rate contract awarded/ purchase order placed, if any, may be terminated by the University on this account. The tender fee of Rs. _____ is enclosed in shape of Bank Draft No _____ dated _____ drawn in favour of Finance Officer, U.P Pandit Deen Dayal Upadhyay Pashu Chikitsa Vigyan Vishwavidyalaya Evam Gau-Anusandhan Sansthan Mathura (UP) payable at IOB, Veterinary College Branch, Mathura

Signature of applicant with seal

**OFFICE OF THE SPO
UP PANDIT DEEN DAYAL UPADHAYAY PASHU CHIKITSA VIGYAN
VISHWAVIDYALAYA
EVAM GAU-ANUSANDHAN SANSTHAN MATHURA- 281 001 (UP)**

**SPECIAL CONDITIONS FOR IMPORT OF EQUIPMENTS
(JURISDICTION- Mathura)**

THE TENDERER ARE REQUIRED TO GO THOROUGH CAREFULLY, THE FOLLOWING SPEICAL CONDIONS OF SUPPLY ON IMPORT OF EQUIPMENT BEFORE SUBMITTING THEIR OFFER.

1. The Indian agent of foreign manufacturer muast be registered with DGS & D or concerned Department of Government of India
2. The University is exempted from payment of custom/excise duty. However, concessional custom duty levied by GOI shall be paid on import of equipments.
3. The validity of performa invoice shall be atleast 120 days from the date of opening of tenders.
4. *The foreign tenderers shall indicate the Agency commission separately in the Performa Invoice Form 237 of DGS&D having details of discloser of Agency commission should invariably be attached with the Performa Invoice.*
5. The payment of agency commission to Indian Agent if foreign manufacture is payable in Indian currency as per standing instructions of Ministry of Finance G,O.No.F-23(I)-E II(A)/89 dt.31.01.89
6. The import of equipment is acceptable on FOB/CIF value.
7. The import may be allowed on CIF value in exceptional conditions at the discretion of University. In that case the charges on Freight and insurance should be shown separately.
8. The Freight & Insurance charges should not exceed 5% of the FOB value in any case.
9. If the supply is made on CIF value the insurance shall be from Ex-works to destination at SVBPUA&T, Mathura, U.P.,

10. Shipment should be made strictly through University's authorized Freight forwarder as mentioned in the purchase order/Letter of Credit.
11. The University does not allow Trans shipment or/and Part shipment.
12. In case of replacement/ short supplies, all the charges like Freight Insurance, Custom Duty and Clearance shall be borne by tenderer themselves.
13. No other charges beyond the value of Performa Invoice shall be paid by the University in any case.
14. Prices must be quoted strictly in Foreign Currency on CIF & FOB basis. Prices quoted in Indian Currency for foreign products to be rejected.

Mode of Payment

- 15 In case of import of goods, payment shall be preferred through Sight Draft. A photo copy of D/D shall be dispatched along with Purchase order.

I/We agree to abide by the terms and conditions.

Signature of Tenderer with Seal

**UP PANDIT DEEN DAYAL UPADHAYAY PASHU CHIKITSA VIGYAN
VISHWAVIDYALAYA
EVAM GAU-ANUSANDHAN SANSTHAN
MATHURA- 281 001 (UP)**

INSTRUCTIONS TO THE TENDERERS

1. Tender should be addressed to the Store Purchase Officer,U.P Pandit Deen Dayal Upadhayay Pashu Chikitsa Vigyan Vishwavidyalaya Evam Gau-Anusandhan Sansthan Mathura (UP) and be sent in a properly sealed cover. The tender should be sent in an envelope super scribed as "Tender for the Supply of Scientific Equipments (.....) consisting of Technical bid & Financial Tenders both in two separate envelopes due on 30-11-2011 at 2:00 PM.
2. The stores offered should be strictly according to the specifications as mentioned in the tender documents.
3. Earnest Money as per conditions stipulated shall be deposited along with the tender / technical tender in the shape of an FDR/TDR only duly pledged in favour of the Finance Officer, Pandit Deen Dayal Upadhayay Pashu Chikitsa Vigyan Vishwavidyalaya Evam Gau-Anusandhan Sansthan Mathura (UP). Tender without Earnest Money will not be accepted. In case tender is not accepted, the Earnest Money shall be refunded after its finalization. The FDR should be drawn from the account of the proposing firm. FDR/TDR issued in personal name shall not be accepted.
4. Tenders shall be received in the office of the Store Purchase office , Pandit Deen Dayal Upadhayay Pashu Chikitsa Vigyan Vishwavidyalaya Evam Gau-Anusandhan Sansthan Mathura (UP).& opened as per schedule given in the notice in presence of the tenderers or their only one representative who may like to be present at the time of opening of the same.
5. The tenders may be dropped in the tender box kept in the office of the undersigned and the same may also be sent by post/courier but the

- University will not be responsible for any postal delay or otherwise. Tenders received after the stipulated date & time are liable to be rejected.
6. Tender for each Equipment/Items of material as specified in the notice inciting tender /press notification is required to be submitted separately.
 7. Firms black-listed by of the department of Central/State Govt. or Pantnagar University need not to submit tender.
 8. Interim enquiries or subsequent offers if any will not be entertained.
 9. The University is exempted from the Excise Duty and Custom Duty (concessional) for certain stores, the prices so mentioned in the tender, Excise/Custom Duty component should be indicated clearly.
 10. Tender, which do not fulfill all or any of the above conditions or found incomplete in all respect are liable to be rejected.
 11. The Earnest Money shall be released only after satisfactory installation of Equipment/Items in all respect and as per the terms & conditions of the tender.
 12. The acceptance of tenders rests with the Vice-Chancellor of the University who does not bind himself to accept the lowest tender & reserves the right to reject or partially accept any all or the tenders without assigning any reason whatsoever thereof.
 13. The maximum rate of discount on the manufacture's price list offered by the tenderers & the rates proposed may be indicated clearly in figures and words.
 14. No overwriting or cutting on the prices is allowed; if so, certificate of the manufacturer to this effect may be attached with the tender.

I have read all instructions carefully and promise to abide by them during the period of supply of equipment.

Signature of tenderer with seal

**UP PANDIT DEEN DAYAL UPADHAYAY PASHU CHIKITSA VIGYAN
VISHWAVIDYALAYA
EVAM GAU-ANUSANDHAN SANSTHAN
MATHURA- 281 001 (UP)**

TENDER FOR THE SUPPLY OF
.....

*PLEASE CAREFULLY GO THROUHH THE DOCUMENT AND ENSURE COMPLIANCE. NON-
COMPLIANCE OF ANY ONE OF THE CONDITION MAY MAKE YOUR OFFER INVALID*

PART (B): Financial Bid

Applicant's reference No.

Date

1 Application for the supply of

2 Name of the tenderer

Address

3 Contact

(E) Telephone

(G) Fax

(F) Mobile

(H) E-mail

4 Status of tenderer

(whether manufacturer/authorized Indian
stockiest/Subsidiary of foreign manufacturer as per
tender notice (certificate must be attached))

5 Telephone No., Fax No., e-mail of foreign principlas

(A) Telephone

(C) Fax

(B) Mobile

(D) E-mail

6 Registration No. with DGS&D (in
case the authorized Indian agent of
foreign manufacturers)

7 Country of origin of the equipment

Indigenous

8 Cost of

equipment/chemical/glassware etc

(i) In Indian Rupee

(ii) In foreign currency

a. FOB value with currency

- b. Insurance & freight charges
 - c. CIF value with currency
- 9 Mode of supply
Direct/through dealer (Please give full name & address of the dealer (if any))
- 10 Validity of rates (period)
(Preferably at least 6 months)
- 11 Specify Trade tax:
 - A. Full Trade tax
 - B. Concessional Trade tax
(if any against Concessional certificate as per Govt. rules)

NOTE

- i. Over-writing in tender will not be accepted. Cutting if any should be properly signed by the tenderers.
- ii. University is not bound to make any part payment if full supplies are not made at a time and make purchase on lowest quoted rates.
- iii. The tenderers should enclose required certificates in the same order as mentioned above and serialize them accordingly, and fill up all columns of the tender documents carefully.
- iv. Before sending /submitting the application/ tender, the tenderer should read carefully, the attached terms & conditions and instructions sheet.

tenderer

Signature of

Name and seal of the firm

Office of the Store Purchase Officer
Pt. Deen Dayal Upadhyay Pashu-Chikitsa Vigyan Vishwavidyalaya Evam Go-
Anusandhan Sansthan, Mathura-281001
SHORT TERM TENDER NOTICE

No. /

Date:02/12/11

Supply of following items/item groups is needed for the different units of this University

S.No.	Name of item/Description	Nos.	Earnest Money
1.	Micro digestion System for digestion of biological samples (animal samples, plant material & soil) for atomic absorption spectrophotometer	1	30000
2.	Portable Veterinary ultra Sound	1	15000
3.	Fluorescent microscope	1	15000
4.	Tissue homogenizer	1	9000
5.	Blood Biochemical semi-autoanalyzer	1	15000
6.	Essential spare parts for egg setter of 15000 eggs and hatcher of 5000 eggs	One set	1800
7.	Set of egg setting trays	168	1300
8.	Set of hatching trays	56	900
9.	Adult feeder	75	1600
10.	Silent generator (Auto) 10 KV and 5 KV	1+1	10,000
11.	Galvanized litter trays	1000	4000
12.	Galvanized feeder	500	3000
13.	Galvanized waterer/drinker	170	900
14.	Refrigerated micro-centrifuge machine with two rotor head and Servo stabilizer	1	6000
15.	Fully automatic serum biochemistry and electrolyte analyzer	1	21000
16.	Server	1	9000
17.	Stereo Microscope with camera	1	5000
18.	Electronic/ultrasonic milk analyzer	2	3000
19.	Laser printed ear tags for large animals with 25 applicator	10,000	5000

1. Sealed tenders of technical and financial bids separately, are invited for the supply of the items/item groups separately mentioned in the above list. Those who have applied earlier in response to tender notice no. 57/SPO/11 dated 23-10-11 need not to apply, same will be considered.
2. Tender document(s) can be obtained from the store purchase officer's office of this university on cash payment of Rs. 1000/- (One thousand only) from 15-12-2011 and latest by 30-12-2011 during office hours from 10:00 am to 2:00 pm. Terms & Conditions and item specifications are available in the tender document. Alternatively tender documents can be downloaded from our university website www.upvetuniv.edu.in, but alongwith the bid, required tender document fee of Rs. 1000/- as mentioned above will have to be deposited as DD or cash.
3. Tenderer should deposit the tender along with bank draft of earnest money (as mentioned above) and processing fee Rs.2000/- separately for each item pledged in favour of Finance Office, U.P. Pt. Deen Dayal Upadhyay Pashu-Chikitsa Vigyan Vishwavidyalaya evam Go-Anusandhan Sansthan, Mathura.
4. Tenders should be doubly sealed. The outer covering should be blank and it should include two sealed envelopes one containing the technical bid and other the financial bid marked conspicuously "Technical bid for" and other financial bid for....." should be put in the tender box latest by 2:00 p.m. on 30-12-2011. Tenders will be opened on the same date at 4:00 p.m. before the purchase committee in the presence of tenderer or their authorized representative.
5. Tenders received after the due date and time shall be not be accepted.
6. This office does not pledge itself to accept the lowest or any tender and reserves the right of acceptance.
7. Competent authority reserves the right to cancel whole or any part of this tender at any time without assigning any reasons thereof.

SPO