

Office of the store purchase officer
UP Pt. Deen Dayal Upadhyaya Pashu Chikitsa Vigyan
Vishwavidyalaya Evam Go-Anusandhan Sansthan, (DUVASU),
Mathura-281001

Tender NO. 01 /SPO (AMC)/2017-18

Dated:- 07 -04-2017

TENDER NOTICE

Applications are invited for Annual Maintenance of **Computer systems, Network, Peripherals etc.** for financial Year 2017-18. The tender document, terms and conditions can be obtained from 08.04.2017 on cash payment of Rs. 1000/- from this office or can be downloaded from the University website www.upvetuniv.edu.in Downloaded tender form must be attached with Rs. 1000/- tender document fee Bids complete in all respect shall be received in the tender box kept in store purchase section by 01:00 pm on dated 27-04-2017 and will be opened on the same day at 3.00 pm in the Vice-Chancellor Committee room.

Store Purchase Officer

Attention Please

1. Application fee Rs, 1000/- in cash/DD Processing fee Rs. 2000/- (DD) and Earnest money Separately DD Must be in favour of Finance Officer, DUVASU Mathura, must be attached with tender form failing to which tender is liable to be rejected.
2. Last date of receipt of tenders- 27/04/2017 up to 1.00 PM Sharp.
3. Opening of tenders- 27/04/2017 at 3.00 PM in the Vice-Chancellor committee room.

Instruction to the Tenderer:

1. Service contract work is to be executed at UP Pt Deen Dayal Upadhaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go – Anusandhan Sansthan, (DUVASU), Mathura campus which includes old campus, new campus and ILFC campus.
2. The tender should be submitted as a two-bid system, in accordance with the procedure detailed herein: the specific documents required for the tender should be submitted in a sealed envelope of appropriate size.
3. Conditional tender will not be accepted.
4. In case of misinformation or concealment of information or any misleading and false representation in the form of status or documentary proof the tender shall be liable for cancellation.
5. No tender shall be accepted after the stipulated date & time.
6. Any effort by the Tenderer to influence University personnel or false presentation of facts related to the tender may result in rejection of his tender bid.
7. University reserves the right to accept the tender as technical bid found as per norms then financial bid will be open.
8. No cutting/overwriting should be done on and inside envelope of tender.
9. Authorized signature and date with stamp should be done on tender form.
10. Beside earnest money of Rs **10000.00 (Rs Ten Thousand only)**, successful bidder have to furnish a security deposit with Finance Officer, Pt. Deen Dayal Uapadhaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go–Anusandhan Sansthan, (DUVASU),_Mathura. Earnest money of the successful bidder will be adjusted in security deposit with the University.
11. The tender documents should be submitted in **two envelopes separately**.
 - A. Technical Bid
 - B. Financial Bid

1. List of documents to be submitted:

The details of documents to be submitted with each envelope are given below:

A) ENVELOPE MARKED- 01 (Technical Bid)

2. Dully filled up Technical Bid documents open in the presence of tenderers/representative.
3. Earnest money in the shape of Bank Draft/FDR/CDR of any scheduled bank of Rs. **10000.00 (Rs Ten thousand only)** duly pledged in favor of Finance Officer, Pt. Deen Dayal Uapadhaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go – Anusandhan Sansthan, (DUVASU),_Mathura -281001 payable at Indian Over Seas Bank, Veterinary College Mathura with 12 month validity.
4. Audited balance sheets showing the turnover of last consecutive three years are to be submitted to ensure the total turnover of three years.
5. Attested copy for service tax issued by Central Excise Department, Govt. of India.
6. Valid Registration Certificate of the firm under Labour Enforcement Act/ Companies Act, 1956

7. Attested copies of valid PAN No/TAN No.
8. In case of partnership deed/proprietorship declaration, authority letter of person, signing the tender form, with full name, address & telephone number shall not be older than one year.

ENVELOPE MARKED- 2 (Financial Bid)

1. Original financial bid form completed in all respect in his own hand writing.
1. Rates filled by the tenderers must be figures as well as in letters.

TERMS AND CONDITIONS FOR AMC:

1. **Vendor can survey the IT infrastructure and their locations as given in the list before applying.**
2. Unsatisfactory report of maintenance from Department/ Office will make the contract liable for cancellation with immediate effect.
3. In case of backing out in the midterm without any explicit consent of this University will make liable for recovery of whole amount paid.
4. The replacement of any part of the computer/peripherals, whenever required, must be carried *out* by the vendor with the genuine part of same specification and warranty.
5. **Registered for service tax in Central Board of Excise & Custom is mandatory.**
6. Vendor will maintain the equipment as per manufacturer's guidelines and shall use standard OEM components for replacement.
7. **Vendor shall provide two qualified and experienced service engineers on all the working days form 9.00 AM. to 5.30 P.M for attending and redressal of complaints and at least one engineer should be available from 12.00 PM to 8.30 P.M. on all working days.**
8. **The engineer shall also be available on holidays and in night hours as per requirement of the University (such as for link down issue/ refreshing server/ restoring connectivity), if needed. Both engineers shall be equipped with mobile phones and motorcycle to ensure their availability at different locations of campus.**
9. An amount of Rs.400/- per day will be deducted if any Service Engineer remains absent/leave without providing substitute. The service engineers will be responsible for uninterrupted internet connectivity to different offices/ departments of University and maintain regular communication with the ISP for the same.
10. The initial period of contract will be for one year from the date of award of contract. The rates quoted will remain in force for the full period of contract.
11. **No demand for revision of rate on any account shall be entertained during the contract period. The AMC can be extended upto four more years on year to year basis subject to satisfactory services and mutual consent. However, all rights related to extension in services shall rest with competent authority of the University.**
12. The company will prepare log books for each of the machines to be taken under the AMC and Preventive maintenance with virus scanning and virus removal and special cleaning of the Monitor, printer, key Board, Mouse etc. from outside with liquid cleaner and inside will be carried out on quarterly basis.
13. A preventive Maintenance Report from the user would be submitted to University failing which an amount of Rs.200 / - as a penalty would be imposed.
14. The engineers will be responsible for taking backup of data programmes and application available on the computer whenever necessary before attending the fault and will be also responsible for restoring the data, programmes and applications after removing the fault to the satisfaction of the user.
15. The engineer must also ensure restoring of all backups to the user under its acknowledgement.
16. The service engineers would take up any reported fault within one hour. As far as possible, the repairs would be carried out on-site itself. However, in case the equipment is taken to the workshop, the firm would provide a stand-by for the same.
17. The contractor shall be responsible for any loss or damage caused to any of the machines owing to negligence on his part. The contract will be on comprehensive basis inclusive repairs and replacement of spare parts without extra payment.
18. The firm should regularly monitor LAN, Switch, Wireless Access Points, Fiber Optic cables etc and prevent any damage and replace the damaged component.
19. The website should be maintained in secured and hackproof manner. If any security breach or attempt of hacking noticed it should be immediately reported and fixed.

Tentative List of Computers & Peripherals for AMC 2017-18

S.No	Departments	Description	Qty.
Computers			
1.	V.C. Office	Acer All in one PC	01
2.		HP Cor-2-duo desktop with 17" TFT	01
3.		Acer P-4 desktop with 19" TFT	01
4.		HP Cor-i3 desktop with 18.5" TFT	01
5.		HP Cor-2-duo desktop with 17" TFT	01
6.		HP I-5 desktop with 18.5" TFT	01
7.	V.C. Camp off.	HP Cor-i3 desktop with 17" TFT	01
8.		HP I-5 desktop with 18.5" TFT	01
9.	Registrar off.	HP Cor-2-duo desktop with 18.5" TFT	01
10.		HP Cor-i3 desktop with 18.5" TFT	01
11.		Lenovo Cor-i3 desktop with 18.5" TFT	01
12.	Finance off.	HP Server with 17" TFT	01
13.		HP Computer with 17" TFT	01
14.		Compaq Dual core with 17" TFT	01
15.		Compaq Dual core with 17" TFT	01
16.	CPO	Compaq Dual core with TFT	01
17.	EO	HP Cor-2-duo with 17" TFT	01
18.	Legal cell	Compaq Dual core with 17" TFT	01
19.	C.O.E off.	Compaq Dual core with 17" TFT	01
20.		HCL P-D desktop with 17" CRT	01
21.		HP I-5 desktop with 18.5" TFT	01
22.	Dean office	HP Cor-2-duo desktop with 18.5" TFT	01
23.		HP Cor-2-duo desktop with 18.5" TFT	01
24.	P.G. Dean	Lenovo Dual core with 15" TFT	01
25.	DSW office	HP cor-i3 desktop with 18.5" TFT	01
26.	Anatomy Hall	HP Cor-2-duo desktop with 17" CRT	01
27.	Hi-tech Lab	Acer P-4 desktop with 17" CRT	01
28.	Publication	HP Dual core with 17" TFT	01
29.	Recruitment Cell	Acer P-4 desktop with 17" CRT	01
30.	DDD Farm	HCL Cor-2-duo desktop with 18.5" TFT	01
31.	LPT	HP Cor-2-duo with 17" TFT	01
32.		HP Cor-2-duo with 17" TFT	01
33.	Poultry Sc.	HP Dual core with 17" TFT	01
34.		HP I-5 desktop with 18.5" TFT	01
35.	LPM	HP Cor-2-duo desktop with 18.5" TFT	01
36.		HP Cor-2-duo desktop with 18.5" TFT	01
37.	AGB	Compaq Dual core with 17" TFT	01
38.		Compaq Dual core with 17" TFT	01
39.		Compaq Dual core with 19" TFT	01
40.		Compaq Dual core with 17" TFT	01
41.		Compaq Dual core with 17" TFT	01
42.		Compaq Dual core with 17" TFT	01
43.	Gynecology	HP Cor-i3 desktop with 18.5" TFT	01
44.		Zenith Cor-2-duo desktop with 17" TFT	01
45.	Medicine	HP Dual core with 17" TFT	01
46.		HP Dual core with 17" TFT	01
47.	Extension	HP Cor-2-duo with 17" TFT	01
48.	Pharmacology	Acer Dual core with 17" TFT	01
49.		HCL P-D desktop with 17" CRT	01

50.		HP I-5 desktop with 18.5" TFT	01
51.	Surgery	Core2dou with 18.5" TFT	01
52.		Core2dou with 18.5" TFT	01
53.	Anatomy	Compaq Dual core with 17" TFT	01
54.		HCL P-D desktop with 17"CRT	01
55.		HP Cor-i5 desktop with 18.5" TFT	01
56.	Parasitology	Lenovo Dual core with 15" TFT	01
57.		HP Cor-i3 desktop with 18.5" TFT	01
58.	Nutrition	HP Dual core with 17" TFT	01
59.		HP Dual core with 17" TFT	01
60.	Estate office	Acer P-4 desktop with 15"CRT	01
61.	Biochemistry	HP Cor-2-duo desktop with 15"CRT	01
62.		HP Dual core with 17" TFT	01
63.	Physiology	HP I-5 desktop with 18.5" TFT	01
64.		HP Dual core with 17" TFT	01
65.		Compaq Dual core with 15"CRT	01
66.	Pathology	Compaq Dual core with 17" TFT	01
67.	Microbiology	HP Cor-i3 desktop with 18.5" TFT	01
68.		Lenovo with 15"TFT	01
69.	Kothari	Lenovo Dual core with 15" TFT	01
70.	Kothari class	HCL P-D desktop with 18.5"TFT	01
71.	S.P.O. Office	HP Cor-2-duo desktop with 18.5" TFT	01
72.	RTI Officer	HP Dual core with 17" TFT	01
73.	Training & Placement	HP Dual core with 17" TFT	01
74.	Director Extension	HP Cor-2-duo with 17" TFT	01
75.	Director Research	Lenovo Dual core with 15" TFT	01
76.	Biotech	HP Cor-2-duo desktop with 18.5" TFT	01
77.		HP Cor-i3 desktop with 18.5" TFT	01
78.		HP Cor-2-duo desktop with 18.5" TFT	01
79.	VPH	HCL desktop with 15"CRT	01
80.		HP i5 desktop with 18.5"TFT	01
81.	Epidemiology	HCL P-4 desktop with 15"CRT	01
82.		Compaq desktop with CRT 15"	01
83.	Library	Compaq Dual core with 17" TFT	01
84.		Compaq Dual core with 17" TFT	01
85.		Compaq Dual core with 17" TFT	01
86.		Compaq Dual core with 17" TFT	01
87.	AKMU	HCL P-D desktop with 17"CRT	01
88.		HCL P-D desktop with 17"CRT	01
89.		HCL P-D desktop with 17"CRT	01
90.		HCL P-D desktop with 17"CRT	01
91.		HCL P-D desktop with 17"CRT	01
92.		HCL P-D desktop with 17"CRT	01
93.		HCL P-D desktop with 17"CRT	01
94.		HP Cor-i3 desktop with 18.5" TFT	01
95.		HP Cor-i3 desktop with 18.5" TFT	01
96.		HP Cor-i3 desktop with 18.5" TFT	01
97.		HP Cor-i3 desktop with 18.5" TFT	01
98.	Class Room	HP Cor-i3 desktop with 18.5" TFT	01
99.		Compaq dual core with 17" TFT	01

100.	Pasture	HP cor-i3 desktop with 18.5” TFT	01
Printer & UPS			
101.	VC Office	HP Color Laser jet Printer	01
102.	VC Camp Office	HP Color Laser jet Printer	01
103.	ARIS Cell	Servo Stabilizer	01
104.	ARIS Cell	3 KVA Online UPS	02
Networking			
40	Fiber	Fiber optical Networks Main Building to Departments (including Switch, Fiber cable, access point etc)	See “ANNEXURE – I” for details of items used in network
41	Wireless	Wireless Network Main Building to V.C Camp Office (including POE, Media converter, Switch, Fiber cable, access point etc)	
		Wireless Network Main Building to Girls Hostel (including POE, Media converter, Switch, Fiber cable, access point etc)	
		Wireless Network Main Building to Admin building (including POE, Media converter, Switch, Fiber cable, access point etc)	
		Wireless Network Main Building to Biotech building (including POE, Media converter, Switch, Fiber cable, access point etc)	
		Wireless Network Main Building to Gautam Hostel (including POE, Media converter, Switch, Fiber cable, access point etc)	
		Wireless Network Main Building to Shastri hostel Hostel (including POE, Media converter, Switch, Fiber cable, access point etc)	
		Wireless Network Main Building to Vivekanand Hostel and their local network	
		Wireless Network Main Building to Nehru Hostel and their local network	
		Wireless Network Main Building to ILFC (DDD Farm) and their local network in Department of LPM, Pashu Gyan Chaupal, Dairy farm etc. (including POE, Media converter, Switch, Fiber cable, access point etc)	
		Wireless Network Main Building to Poultry Science (DDD Farm) and their local network in Department of Poultry Science (including POE, Media converter, Switch, Fiber cable, access point etc)	
		Wireless Network Main Building to LPT Building and Diploma Programme (including POE, Media converter, Switch, Fiber cable, access point etc)	
		Wireless Network Main Building to SN Hostel (including POE, Media converter, Switch, Fiber cable, access point etc)	
42	Website	Hosting, maintenance, updating and security of University website (www.upvetuniv.edu.in) along with web space	

The location and configuration of these Computer systems may vary after the compilation of fresh list on the basis of list received from different Offices/ Department. However, the number of system will remain same.

Some of the item mentioned in the list may be deleted from AMC or some other equipment of similar category may be added as per requirement before beginning of contract term.

Annexure - I

(Number of items at different locations, may slightly vary from below given list)

Department Name	I.O. Box/ Connection	Switch 8Port	Switch 16/24Port	Media Converter	Radio/ Antenna	Router
Aris Cell	33	01	03	06	02	03
Dean Office	03	--	--	--	--	--
Publication	01	--	--	--	--	--
C.O.E	03	02	--	--	--	--
Parasitology	03	01	--	--	--	--
Nutrition	03	01	--	--	--	--
S.P.O.	01	--	--	--	--	--
Library	07	01	03	--	--	--
Anatomy (Thro O.F.C)	06	--	01	01	--	--
Extension (Thro Cat-6 from Anatomy)	03	01	--	--	--	--
Pharmacology (Thro O.F.C)	07	01	--	--	--	--
AGB (Thro O.F.C)	19	01	01	01	--	--
Kothari (Thro Cat-6 from Gynecology)	03	01	--	--	--	--
Gynecology (Thro O.F.C)	04	01	--	--	--	--
Surgery (Thro O.F.C)	05	--	01	01	--	--
Medicine (Thro O.F.C)	03	01	--	--	--	--
Physiology (Thro O.F.C)	08	02	--	01	--	--
Microbiology (Thro O.F.C)	08	02	--	01	--	--
Pathology (Thro O.F.C)	03	01	--	--	--	--
Biochemistry (Thro O.F.C)	03	01	--	--	--	--
State/FMD (Thro O.F.C)	03	01	--	01	--	--
DSW (Thro Cat-6 from Shastri Hostel)	01	--	--	--	--	--
Biotech Building (Thro Wi-Fi)	20	--	03	--	01	--
Admin Building (Thro Wi-Fi)	25	02	03	--	01	--
Vivekanand Hostel (Thro Wi-Fi)	27	--	--	--	01	02
Nehru Hostel (Thro Wi-Fi)	33	--	--	--	01	02
SN Hostel (Thro Wi-Fi)*	20	--	--	--	02	04
Shastri Hostel (Thro Wi-Fi)	05	01	--	--	01	02
Gautam Hostel (Thro Wi-Fi)	28	--	--	--	01	02
Girls Hostel (Thro Wi-Fi)	20	01	--	--	01	02
V.C. Camp office (Thro Wi-Fi)	02	01	--	--	01	02
Poultry (Thro Wi-Fi)	02	01	--	--	01	--
Dairy Farm (Thro Wi-Fi)	07	--	01	--	01	--
LPM (Thro Cat-6 from Dairy)	04	01	--	--	--	--
LPT Building (Including Diploma)	20	-	02	-	01	-
*equipment is under warranty but operational work to be looked after						

Form No. _____

Tender No. 01

Tenderer's Address and Phone 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:

Date:

Address :

Sig. of witness:

Address:

TENDER FOR

(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 renderers are required to have supplied a specified quality or for specified amount of supplies made during the last three financial years and the tenders 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
 - (B) Mobile
 - (C) Fax
 - (D) E-mail
- 4 Earnest money FDR/DD as per tender documents
 - (a) FDR/DD 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 Registered for service tax in Central Board of Excise & Custom
- 11 ISO/ISI award letter No. (if any)
- 12 Turnover
 - (a) 2016-17
 - (b) 2015-16
 - (c) 2014-15
- 13 Please indicate if you are on Rate Contract with DI/DGS&D, if so provide reference of the same.
- 14 Please indicate if you are an authorized Indian agent for any product (if yes, please furnish details)
 - (a) Country of origin of equipments, if imported
 - (b) Indigenous

- 16 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.
- 17 Details of clients {to be enclosed}
- 18 Details of single largest order completed during last year
 - (a) Name of client & full address
 - (b) Amount
- 19 Quantum of supplies to the DUVASU, Mathura during the last year
- 20 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
- 21 Nearest dealer's name & address
Contact No.
- 22 Please enclose separately the technical specification of the product for which tender rates are submitted

PLEASE ATTACH THE FOLLOWING DOCUMENTS

- 1 **Tender Fee: Rs. 1,000/- Must be attached with downloaded tender form.**
Earnest Money (FDR/DD only) : as per tender
- 2 **Processing money of non refundable Rs. 2,000/- (FDR/DD 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 Registered for service tax in Central Board of Excise & Custom
- 9 Latest sale tax return (2016-17)
- 10 DGS & D rate contract copy, if any
- 11 Year-wise turn over for the last three years supported by the pertinent portion of balance sheet duly authenticated by CA/competent Authority
- 12 Terms and conditions duly signed by tenderer
- 13 Any other literature or information the tenderer desires to furnish
- 14 Notarized affidavit regarding non-blacklisting.
- 15 Users list of last three years and also copy of orders
- 16 Please indicate provision of after sale service
- 17 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 Go-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 super scribed "Technical Tenders" for the supply of {Name of stores}

- (b) The envelope containing financial tender should be super scribed "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 applicts 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 Upadhayay Pashu Chikitsa Vigyan Vishwavidyalaya Evam Gau-Anusandhan Sansthan Mathura (UP), duly sealed properly.
10. **Tender will be received by the undersigned upto 27-04-2017 upto 1.00PM 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% (or as prescribed in the tender notice) of quoted value in nearest thousand of rupees as Earnest Money pledged in favour of Finance Officer, U.P Pandit Deen Dayal Upadhayay Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go-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/DD 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 form 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 Upadhayay Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go-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 tendered 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 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 Go-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 favor 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. In case the due date declared holiday, the tender shall be opened on next working day at same time.
41. 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.2,000.00 (Two thousand only)** shall be charged from the firm.
42. 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.
43. (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 Go-Anusandhan Sansthan Mathura (UP) payable at IOB, Veterinary College Branch, Mathura
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

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 must 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 at least 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/Latter 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 Tendered 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 Go-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 **27-04-2017 at 1:00 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/DD only duly pledged in favour of the Finance Officer, U.P. Pandit Deen Dayal Upadhayay Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go-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/DD issued in personal name shall not be accepted.
4. Tenders shall be received in the office of the Store Purchase office , U.P. Pandit Deen Dayal Upadhayay Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go-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 any 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 THROUGH 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
 - (F) Mobile
 - (G) Fax
 - (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 principals
 - (A) Telephone
 - (B) Mobile
 - (C) Fax
 - (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 Rate/Cost of Service Maintenance (AMC) with parts
 - (i) In Indian Rupee (Only)
- 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.

Signature of tenderer
Name and seal of the firm