

BHARATHIAR UNIVERSITY: COIMBATORE - 641 046

No. BU/R-D2/English/Equip./ 4463/2022-23

Dated: 12.05.2022

TENDER NOTICE

Sealed Tenders are invited by the Registrar, Bharathiar University, Coimbatore 641 046 **upto 3.00 p.m. on 30.05.2022** for the supply of **1 No. Xerox Machine** to the Dept. of English and Foreign Languages, Bharathiar University.

Tender Documents can be downloaded from **our website: www.b-u.ac.in**. **From 11.05.2022 to 30.05.2022**. The cost of the tender documents **Rs.300 + 18% GST and EMD Rs.3,750/- (Three thousand Seven Fifty only)** has to be enclosed in the form of DD or by bank challan in the Bank of India, Bharathiar University drawn in favour of **“The Registrar, Bharathiar University, Coimbatore”** while submitting the tender.

REGISTRAR i/c

Copy to:

1. PS to Vice-Chancellor
2. PA to Registrar i/c.
3. The Finance Officer, B.U.
4. The Associate Professor and Head i/c, Dept. of English and Foreign Languages, BU.
5. The Co-ordinator, University Data Centre, BU. - with a request to upload the Tender Documents in the University Website
6. Notice Board.

BHARATHIAR UNIVERSITY COIMBATORE: 641 046
TENDER CONDITIONS AND INSTRUCTIONS FOR THE SUPPLY OF

1 No. Xerox Machine

1. Sealed Tenders will be received by the Registrar up to 3.00 p.m. on **30.05.2022** for the purchase of “**1 No. Xerox Machine**” to the Dept. of English and Foreign Languages, Bharathiar University, Coimbatore as given in the schedule.
2. **The tender shall be submitted in a sealed cover superscribed as “Tender for the purchase of “1 No. Xerox Machine” to the Dept. of English and Foreign Languages, Bharathiar University, due on 30.05.2022 at 3.00 p.m.**
3. **The tenders will be opened by the Registrar in the Registrar’s Chamber at 4.00 p.m. on 30.05.2022 in the presence of tenderers who are present.**
4. Each tender shall be accompanied with an **EMD of Rs.3,750/- (Three thousand Seven Fifty only)** in the form Bank of India Challan or DD drawn in one of the **Nationalized Banks** in the name of “Registrar, Bharathiar University” payable at Coimbatore. Cheques and Bank Guarantees will not be accepted. Tenders without EMD shall be summarily rejected. EMD will not carry any interest.
5. Tenders received late will be returned to the tenderer unopened.
6. The entries in the tender schedule shall be as far as possible without scoring, corrections and over writings and shall be legible. The unavoidable correction or scoring shall be attested by full signature of the tenderer. The tenderer should sign on each page of the tender document.
7. In the tender schedule the tenderer should quote his rates for each item separately in figures and words in the corresponding column.
8. If the rates quoted in the schedule differ in words and figures, the lowest quoted rate will be taken. The unit rates quoted in the schedule is those governing payment.
9. Taxes or any other charges if any shall be clearly mentioned specifying the percentage. If this is not specifically mentioned it will be taken that the rates quoted are nett.
10. **If the tenderers quotes the price with GST, should mention the valid GST registration Number along with the copy of the registration Certificate.**
11. The rate quoted shall be for delivery at University Campus.
12. No revision of rates at any cost will be accepted.
13. Tender documents are not transferable.
14. The tender shall be submitted only in this official form and the tenderers should sign on each page of the all tender documents and enclosed without any omission.
15. **The tender shall be valid for a minimum of 180 days from the date of opening.** Tenderer should not withdraw his tender after the tenders are opened. In case the tender is withdrawn after it opened, the EMD remitted will be forfeited.
16. The EMD of the unsuccessful tenders will be refunded immediately after the tenders are disposed of by the competent authority.
17. Successful tenderer shall remit a **security deposit of 5%** of the accepted tender order value and execute an agreement on Tamilnadu stamp paper to the value of Rs.100.00. Failure to execute the

agreement within the stipulated time will entail in forfeiture of the EMD. Security Deposit will be refunded after audit/warranty period is over.

18. The material should be supplied within the stipulated period mentioned in the supply order. If the supply is not made within the period the supply order will be cancelled and EMD will be forfeited.
19. The materials quoted shall confirm **ISI standard**. The make of the materials shall be mentioned in the tender.
20. The tender is submitted subject to and agreeing to the above conditions. Original tender documents should be enclosed otherwise it will be liable for rejection.
21. Downloaded tender documents should be accompanied with tender cost and EMD in the form of DD drawn in favour of the Registrar, BU.
22. If the price in INR with GST taxes, should mention the valid local Sales Tax Registration/VAT Registration/CST Registration Numbers along with the copy of the registration Certificate.
23. EMD and Tender cost shall be exempted if the firm registered with MSME and NSIC. The Registration Certificate along with the terms and condition issued by the MSME and NSIC should be enclosed and highlighted to consider the exemption.
24. Net rate including excise duty, surcharge, sales tax, freight, insurance, delivery, installation and commissioning of the above work and such other levies that may be applicable. The bidder should clearly mentioned the details of their tax, customs and other charges, etc.
25. The rate should be quoted with specification, make and model if applicable and should be indicated clearly both in words and figures. Any scoring or overwriting should be attested by the tenderers with full signature. The rate quoted should be firm and should not be subjected to any variation clauses.
26. If the equipment is imported, Customs Duty, Clearance, delivery, transportation, Insurance charges should be mentioned clearly. The firm has to arrange the authorised customs clearing agent on behalf of University for customs clearance.
27. In case the tender is withdrawn after it opened, the EMD will be forfeited
28. Additional Documents: Please also attach with the quote the following documents:
 - ISO Certificate / Equivalent Certified company
 - Number of service centres of the supplier in Tamilnadu/India.
 - Number of years standing in the business.
 - Average turnover in the last three years.
 - Backup facility for the warranty period.
 - Copy of Manufacturer License, PAN, TIN and GST Number.
 - Certificates attained by the manufacturer.
 - Company Profile.
 - Manufacturer Authorization Form (MAF) from OEM (Original Equipment Manufacturer)
 - Any other relevant details in support of the items specified.
29. Any dispute arising out of this contract shall be settled only at the court having jurisdiction of Coimbatore.

30. The authority competent to accept the tender reserves the right to reject or accept any tender without assigning any reasons thereof.
31. Regarding the acceptance of supply with reference to the specification and quality of materials supplied. The decision of University Registrar shall be final.
32. The University's general rules for the supply of the materials and works will apply on this purchase also.
33. The tender is governed by the Tamilnadu Tender Transparency Act 1998 and 2000 as amended from time to time.
34. Other Enclosures:
- i. Attested copies of the Registration Certificate of the company
 - ii. Audited Annual Financial Statements and Annual Report and Certified statement from the current Statutory Auditors of the bidder
 - iii. Signed and stamped copy of the original tender document downloaded from the website along with its annexures/ corrigendum/ documents, etc.
 - iv. The copy of the GST registration certificate and copy of PAN.
 - v. The annual turnover of the bidder for the last three financial years.
 - vi. Any other document

Cost of Tender document (to be filled by the tenderer)			
DD/Challan No	Date	Amount	Bank

Details of EMD Amount (to be filled by the tenderer):			
DD/Challan No	Date	Amount	Bank

SIGNATURE OF THE TENDERER
MOBILE NO:

NOTE:

1. Please quote the price with make of the items, without make the tender will not be considered.
2. The University is registered with DSIR and eligible for exemption towards customs duty as per the Government Notification No.43/2017-Customs dated 30.06.2017, Notification No.47/2017-Integrated Tax (Rate) dated 14.11.2017, 10/2018-Integrated Tax (Rate) dated 25.01.2018 and 45/2017-Central Tax (Rate) dated 14.11.2017. Hence the item price may be quoted separately (i.e.) Unit. Price & Taxes etc. only. Government Notification No: 51/ 96 Customs Dt.23.7.1996.and Central excise duty as per Government Notification No.10/97 Central Excise Dt: 1.3.1997. The University will give necessary exemption certificates
3. The firm may be quoted the rate as per the tender specification, the rate quoted by the firm will be considered if it is only as per the tender specifications. If there is any deviation of specification from the tender specification, the tender will not be considered.
4. The Original tender form should be submitted to this office along with the tender schedule.