

BHARATHIAR UNIVERSITY: COIMBATORE – 641 046

EXAMINATION SECTION

No.COE/PUR/EZR Forms/481/2022 – 23

Dated: 28.06.2022

TENDER NOTICE

Limited Tenders are invited by the Registrar, Bharathiar University, Coimbatore – 641 046 up to **4.00 p.m. on 14.07.2022** from the reputed firms under Two cover system (Technical Bid and Financial Bid in two separate covers) for **printing and supplying of EZR Forms to office of the Controller of Examinations, Bharathiar University.**

Tender documents with schedule can be downloaded from Bharathiar University website: www.b-u.ac.in. and Government website: www.tenders.tn.gov.in (from **30.06.2022 to 14.07.2022**). Tender (Two cover system) should be submitted along with the **tender cost of Rs.312/- and EMD amount Rs.5,000/-** by Bank challan in the **Bank of India, Bharathiar University Branch, Coimbatore – 46 (OR)** Demand Draft drawn in any one of the Nationalized Bank in favour of “**The Registrar, Bharathiar University** payable at **Coimbatore – 46**. Money order will not be accepted.

COE i/c

REGISTRAR i/c.

Copy to: 1) P.S. to the Vice-Chancellor.

2) P.A. to the Registrar i/c.

3) The Finance Officer, B.U.

4) R's Office Notice Board.

5) COE's Office Notice Board.

6) P.A. to COE i/c.

7) University Data Centre, B.U. – with request to upload the Tender

Documents in the University website and
Government website.

BHARATHIAR UNIVERSITY : : COIMBATORE - 641 046

**TENDER CONDITIONS AND INSTRUCTIONS FOR PRINTING AND SUPPLYING OF
EZR FORMS**

(To be signed by tenderer and returned along with tender)

Tender in Two cover system should be prepared and sent to **“THE REGISTRAR, BHARATHIAR UNIVERSITY, COIMBATORE – 641 046”** in a sealed cover super scribed as **“TENDER FOR PRINTING AND SUPPLYING OF EZR FORMS”** due on **14.07.2022**.

1. **The tender will be received up to 4.00 p.m. on 14.07.2022 and opened at 2.30 p.m.** on the next working day in the presence of the tenderer. The tender received after the due date will be rejected. If any changes it will be intimated. The tenderer should mention the contact number in the Master Cover.
2. If the day fixed for opening of the tender happens to be a Government holiday for any reason, the Sealed Tender shall be opened on the next working day at the appointed time.
3. Each tender will be accompanied with an **EMD for Rs.5,000/- (Rupees Five Thousand only)** - as per the tender schedule. A separate Demand Draft shall be enclosed for the cost of tender documents **Rs.312/- (Rupees Three Hundred and Twelve only)** and respective items as per tender schedule along with conditions. **The Demand Draft for EMD amount shall be drawn in any one of the Nationalized Bank in favour of “THE REGISTRAR, BHARATHIAR UNIVERSITY, payable at COIMBATORE”. Cheque/ cash and Bank Guarantees will not be accepted. The tenders without EMD shall be summarily rejected. The EMD amount will not carry any interest.**
4. The tenderer shall be a manufacturer/supplier and should be in the same field for minimum Ten years as on 31.03.2022.
5. Sealed Tender are invited under Two-Cover system by the Registrar, Bharathiar University from the reputed Firms/Supplier for the supply of the said items, as per the specifications prescribed. “Two-Cover System” means a procedure under which the tenderers are required to submit the tenders simultaneously in two separate sealed covers, “Sealed Cover – 1 – Technical Bid” containing the Earnest Money Deposit (EMD) and the details of their capability to undertake the tender which will be opened first and the “Sealed Cover – 2 – Commercial Bid” containing the price bid which will be opened only if the tenderer is found qualified to execute the work. Tender submitted without following Two-Cover system procedure as mentioned above would be summarily rejected. The above said Sealed Cover – 1 and Sealed Cover – 2 shall be put together in a Separate big size Outer Sealed Cover i.e. Master Cover.

6. The EMD of the unsuccessful tenders will be refunded after the tenders are disposed by the competent authority. Upon submitting the Security Deposit by the successful Tenderers and upon signing the Agreement, the EMD will be returned to the unsuccessful Tenderers within a reasonable time period.
7. In the schedule the tenders shall quote the rates in figures and words. Corrections or overwriting if any shall be attested by the full signature of the tenderer. Tenders shall be submitted only in this official form and the tenderers should sign on each page of the all tender documents.
8. Tenders shall be submitted only in the schedule sent herewith and the tender conditions shall be signed and enclosed failing which the tender will be rejected.
9. 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 are those governing payment.
10. No revision of rates at any cost will be accepted.
11. Rates quoted shall be for delivery at the office of the Controller of Examinations, Bharathiar University including unloading charges.
12. Duties and taxes, if any shall be clearly mentioned specifying the percentage. If this is not specifically mentioned it will be taken for granted that the rates quoted are Nett.
13. Tender shall be valid for a period of 90 days from the date of opening. Tenderer should not withdraw his tender after the tenders are opened. In case the tenderer is withdrawn after it is opened, the EMD will be forfeited.
14. Successful tenderer shall remit applicable security deposit of the accepted tender value (including EMD already remitted) and execute an agreement on stamp paper to the value of **Rs.100/-** 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.
15. Tender documents are not transferable.
16. 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 the EMD forfeited.

17. The materials quoted shall confirm to ISI standard. The make of the materials shall be mentioned in the tender.
18. Any dispute arising out of the contract shall be settled only at the court having jurisdiction of Coimbatore.
19. The authority competent to accept the tender reserves the right either to reject or accept any tender either in whole or part without assigning any reasons thereof.
20. Regarding the acceptance of supply with reference to the specification and quality of materials supplied, the decision of Controller of Examinations shall be final.
21. The University's general rules for the supply of the materials and works will apply on this purchase also.
22. The tender is submitted subject to agreeing to the above terms and conditions. Original tender documents should be enclosed otherwise it will be liable for rejection.
- 23. In case of downloading the tender conditions from the Bharathiar University website and Government website, the tenderer must enclose a demand draft towards the tender cost in addition to the EMD amount.**
24. Payment will be made only after completion of the supply.

Cost of Tender Document (to be filled in by the tenderers):

DD/Challan No. :
Date :
Bank :
Amount :

Details of EMD amount (to be filled in by the tenderers):

DD/Challan No. :
Date :
Bank :
Amount :

**SIGNATURE OF THE TENDERER.
WITH OFFICE SEAL.**

SCHEDULE

SPECIFICATION FOR PRINTING AND SUPPLYING OF EZR FORMS FOR THE CONTROLLER OF EXAMINATIONS

<i>Sl. No.</i>	<i>Item</i>	<i>Specification *</i>	<i>Quantity</i>	<i>Rate/each Rs.</i>	<i>GST/each Rs.</i>	<i>Amount Rs.</i>
1.	EZR FORM	<u>EZR FORMS</u> 10" X 12" X 1 PART – 80 GSM – 90 column white wove EZR continuous form - University name single side printing in two places with serial number.	1,00,000 Nos.			
2.		<u>EZR FORMS</u> 15" x 12" x 1 part – 80 GSM –132 column white wove EZR continuous form University name single side printing in two places with serial number printing.	50,000 Nos.			
3.		<u>EZR FORMS</u> 10" x 12" x 3 part – 80 gsm 90 column EZR continuous form white wove plain (without printing).	10,000 nos.			

*** The Specimen of the above item obtained from Purchase Section, The Controller of Examinations, Bharathiar University.**

The above said item with serial no. _____ is supplied within _____ days.

We hereby agree to supply above mentioned EZR Forms at the rate specified above.

EMD (Total) for Rs. _____ in the form of Demand Draft is/are enclosed.

We certify that we have fully gone through the tender conditions enclosed with this schedule and know that we are bound by those conditions.

DATE:

**SIGNATURE OF THE TENDERER
WITH OFFICE SEAL.**

Note:

- 1) Please quote the price with make of the items, without make the tenders will not be considered.
- 2) The University is eligible for exemption of Central Excise Duty as per the Govt. Notification No.10/97 Central Excise Dt. 01.03.1997. Hence the item price may be quoted separately (i.e.) Unit. Price & Taxes etc. only. The University will be given necessary exemption form for Central Excise. It is also eligible for customs duty exemption as per the Govt. Notification No. 51/96 customs dt. 23.07.1996.
- 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.
- 5) Tenders received in Single cover system shall not be accepted.