

BHASKARACHARYA COLLEGE OF APPLIED SCIENCES

(University of Delhi)

Sector – 2, Phase – 1, Dwarka, New Delhi – 110075, Phone- 011-25087597

Website: <http://www.bcas.du.ac.in>, Email: bhaskaracharya.college@gmail.com

M/S

Our Enquiry Ref No :

BCAS/Quot./20 / / Dated 08/07/2014Last date for Submission 29/07/2014

By the time 4:00 p.m.

Date and Time of Opening in 30/07/2014
the College premises at 11:30 a.m.**Subject: Invitation of sealed 2 fold bids for the Annual Rate Contract for binding of Books/ Journals and Question Papers by the College Library .**

Dear Vendor,

Only the sealed bids are invited for the aforesaid as per the details attached as Enclosure-I of the items.

S.No.	Name of Items	Quantity Required	Minimum Specifications
1.	Binding of Books and Journal (upto A3 size with 2500 pages)	2000	Split/ Double Board with double edge paper stitching-half leather in Cherry Red color with Golden Color Printing
2.	Binding of Question Papers	20	Normal Cloth Binding with Printing

It is required that the following instructions should be carefully followed including detailed terms and conditions attached overleaf as Annexure 'A', while submitting your offer; otherwise your offer may not be considered.

- All the communication with the college should be addressed only to "The Principal, Bhaskaracharya College of Applied Sciences, Sector 2, Phase I, Dwarka, New Delhi- 110 075." (hereinafter called the Principal)
- Sealed Quotations will be two fold (a) one technical bid consisting of all technical details along with terms and conditions (b) another financial bid containing items wise price for the items mentioned in the technical bid. Bidders will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- The technical bid and the financial bid should be sealed by the bidder in separate covers(A and B respectively) duly super scribed and both these sealed covers are to be put in a bigger cover (C) which should also be sealed and super scribed. All the three envelopes should be superscribed with format of the label shown in Annexure 'B'.
- While quoting for different items simultaneously, it may please be noted that the firm must submit single technical bid of all items whereas financial bids of each item have to be quoted separately and the same should be sealed item-wise in separate envelopes.
- Financial bids of only those bidders will be opened and considered who qualify in their technical bid.
- The firm must be reputed and must be registered with Sales Tax/ Income Tax Authority. The bidder should clearly mention valid TIN/ TAN/ Service Tax No, as per the Govt. norms.
- The bidder should submit complete specifications with make and model, manufacturer's name and address, proprietary certificate, if applicable, technical compliance chart, technical literature or product catalogue, support and service centre details, warranty certificate, complete details of the customers for the last 3 years, self attested audited copy of balance sheet with trading, profit & loss account for the last three financial years, a copy of the cancelled cheque and/or any other document in support of the quoted item only with the technical bid of their respective offer.
- Incomplete bids or the ones submitted after due date would be summarily rejected. Moreover, the College will not be responsible for any postal or delay because of whatsoever reason.
- Any alteration/cutting/overwriting/white fluid etc. should also be avoided in the offer submitted. If they exist, they should be duly signed. Failing this the bids are liable to be rejected.
- The quoted price (only in the Financial Bid) should be F.O.R. BCAS/ C.I.F. New Delhi (for imported items) and will be taken as inclusive of all taxes including VAT and installation, packing, forwarding, freight, AMC, Insurance, discount and other charges until and unless rates are mentioned specifically and clearly. *Taxes as applicable*, if quoted, will not be considered and no further communication/ clarification may be required by the college in this regard. The agency commission, if any for imported items, payable only in Indian rupees should be mentioned separately. Vendors may use the format in the Annexure B for their Financial bid.

Yours Sincerely,


Principal
Bhaskaracharya College of Applied Sciences
(University of Delhi)
Sector-2, Phase-I, Dwarka, New Delhi-75

Request for Quotation (RFQ)/Limited Tender for Bhaskaracharya College of Applied Sciences, Dwarka

ANNEXURE 'A'

- I. The bids should be valid for a period upto 31 March 2015 from the date of its opening.
- II. If the total quoted price is more than ` One Lac only, a refundable Bid Security/ Earnest Money Deposit of a fixed amount RS. 10000/-__ should be deposited in the form of a bank guarantee/ single demand draft from any nationalized bank in favour of "*The Principal, Bhaskaracharya College of Applied Sciences*" along with the bid enclosed in the outermost envelope (C). Name, address and telephone number of the bidder should be clearly written on the backside of the Demand Draft. The bid security of the successful vendor will be treated as the performance security for the contract or the warranty period. GFR 2005 will be applicable in regard of bid and the performance security deposited.
- III. The final offered rate(only in the financial bid) shall be quoted by the vendor, for every item, in words and also in figures and shall match with the amount figure. If rates in words do not tally with rates in figure then the rates which correspond to the amount shall be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figure or in words then the rate quoted by the vendor in words shall be taken as correct.
- IV. The firm/company should have experience of supplying & installation for similar Equipments/Instruments to institutes of National repute.
- V. The bidder shall bear all the costs associated with the preparation and submission of its quotation including samples, literatures etc, regardless of the conduct or outcome of the bidding process.
- VI. Only the sealed bids submitted personally/ post will be considered and the bids sent by Fax/Email will not be considered. Only the specific clarification, if any, sought by the college may be replied electronically.
- VII. Authorised representative of the bidders is permitted to attend the bid opening schedule stated above. The representative should bring with them a letter of authority from the corresponding bidder, without which, they are not permitted to attend the bid opening.
- VIII. The period of warranty of the item purchased would start only after successful installation and satisfactory functioning, training (if required) of the same.
- IX. The college reserves the right to change the number of items to be procured as also their quantity.
- X. The Principal reserves its rights to reject or accept wholly or partly the offer without assigning any reason(s). The Principal also reserves the right to cancel all Quotations without assigning any reason thereof.
- XI. The Principal also reserves its right to terminate the maintenance contract at any time without assigning any reason. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for maintenance services already performed in terms of the contract, the same would be paid to it as per the contract terms.
- XII. The decision for the placement of Order is at the sole discretion of the Principal. Once an order is placed, it will be non-transferable/ sublet/ or outsource by the successful bidder to any other firm or vendor.
- XIII. Any dispute or disagreement will be interpreted and addressed under Indian Laws in the Hon'ble Courts of Delhi Jurisdiction only.
- XIV. Each bidder shall submit only one bid either by himself or as a partner in a joint venture. A bidder who submits or participates in more than one bid will be disqualified.
- XV. Canvassing whether directly or indirectly, in connection with bids is strictly prohibited and the bids submitted by the bidders who resort to canvassing will be liable to rejection.
- XVI. The college may ask the vendors for sample reviewing and demonstration free of charge and no obligation basis and reserves the right to reject before opening of the financial bids.
- XVII. The successful vendors will have to provide their complete bank details in the prescribed proforma, in case the college desires to make the payment through ECS/RTGS.
- XVIII. In case of any deviation from the tender specification or any misconduct, the firm will be held responsible and may lose the Earnest Money Deposit with additional penalty imposed.
- XIX. No advance payment will be made. TDS applicable for professional services will be deducted.
- XX. In the event of non-execution of the order within the specified period, the Principal may impose a penalty of 0.5% per week and a maximum deduction of 10% of the total cost on the suppliers.
- XXI. Indian agents quoting directly or representing foreign principals (suppliers/manufacturer) should be registered with DGS & D for the items appearing in the restricted list of current EXIM policy of GOI.
- XXII. For imported equipment/s, payment can be made against the letter of Credit/Sight draft. The firm opting for Letter of Credit (LC) opening should clearly mention the address of foreign bank in the financial bid.
- XXIII. Tender conditions, other than those stated above, sent along with your offer shall not be binding on the college.
- XXIV. While sending bids, the firm/company/s shall ensure that the terms/conditions mentioned in this document against which the bids are being given are acceptable to them. The vendor submitting an offer in the response of this enquiry is assumed to accept our terms and conditions stated above.


ANNEXURE 'B'

- Vendors should use the below mentioned formatted label on their respective sealed envelopes to avoid any confusion.

Envelope C: Quotation for the <items description>		
Department of <>	Your Reference No:<> /Reply to Quotation on your website	Dated: <>
Envelope A/ B	The Principal Bhaskaracharya College of Applied Sciences University of Delhi Sector-2, Phase I, Dwarka New Delhi- 110075 Kind Attn: <Designation of the Procuring officer Concerned>	Last Date and Time of Receiving the Quotation: <>
A:<Technical Bid> OR B:<Financial Bid>		
From: <Vendor Details>		

Technical Bid for the <Binding> FY 2014-15	
Name of the Vendor	
Address	
Mobile No	
Email Address	
Authorize Dealing Person Details	
PAN No.	
Compliance with the terms and conditions mentioned in the bank tender document	YES/ NO

Financial Bid for the <Binding> FY 2014-15		
Name of the Vendor		Unit Rate (Inclusive All) (Rate per book) Rs.
Books (upto A3 size with 2500 pages)	Split/ Double Board with double edge paper stitching-half leather in Cherry Red color with Golden Color Printing	
Journals (upto A3 size with 2500 pages)	Split/ Double Board with double edge paper stitching-half leather in Cherry Red color with Golden Color Printing	
Question Papers	Normal Cloth Binding with Printing	


 Officiating Principal
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