



DEAN COLLEGE OF AGRICULTURE

Race Course Road, Gwalior (M.P.)

ITEM RATE

TENDER – DOCUMENTS

FOR ANNUAL RATE CONTRACT OF

LIBRARY- BOOKS JOURNALS ADVANCES
ENCYCLOPÆDIA & OTHER ESSENTIAL
ARTICLES

FOR THE YEAR – 2010-2011

Demand draft no

Dated.....

Tender Cost Rs. 500/- (Five hundred) Only

Sold to Shri/M/s.....

For Rs..... (Rupees)..... Vide M.R.

No./ D.D. No.....Date.....

TERMS & CONDITIONS

1. Sealed tenders are invited for supply of library Journals, advances, encyclopedia & other essential articles (as per list enclosed), which are required for the Dean college of agriculture Gwalior during the financial year 2010-11, on the following TERMS & CONDITIONS:-

The tenders are being invited for preparation of an approved list, which will be valid up to 31st March 2011. As and when any article/item will be required by any of the Section's Library/faculties/Store/Department's/Unit of the Vishwa Vidyalaya the same will be ordered as per approved rate(s) and the approved tender dealer/supplier will have to supply the same in time as per same terms & conditions, rates, quality quoted by him/them, and approved by the Vishwa Vidyalaya. The terms & conditions along with agreement bond are shown separately.

2. The tender(s) must be submitted in a sealed cover address not in personal name, but be submitted by designation to the "**DEAN COLLEGE OF AGRICULTURE Gwalior**" by Courier/Regd. Post/A.D. The cover shall bear the address of tenderer and shall be super scribed with the words, "TENDER FOR SUPPLY OF OFFICE STATIONERY AND OTHER ESSENTIAL ARTICLES".
3. The tender will be received on or before **24/01/2011 upto 1.00 PM** and will be opened on **24/01/2011 at 3.00 PM** in the Office of the **DEAN COLLEGE OF AGRICULTURE Gwalior** by an approved Committee constituted/notified for the purpose in presence of tenderers if so desire or their representatives who choose to be present. The above committee does not undertake to make known the tendered rates of one tenderer to other tenderer(s) present or otherwise at the time of opening the tenders.
4. The tenders should be submitted with the Tender Agreement forms duly signed as a document along with the details of quotations etc. The detailed list of requirements along with agreement bond can be obtained from this office on payment of Rs. 500/- (Rs. Five hundred) only through Nationalisid Bank/D.D payable to the, DEAN college of agriculture Gwalior up to 15/01/2011 at 1.00 PM. Tender documents can also be downloaded from www.rvskvv.nic.in, however, they have to deposit tender fee of Rs. 500/- in the form of D.D in favor of "DEAN college of agriculture Gwalior at the time of tender submission.

5. Tenderers, in their own interest, would avoid over writings, erasures, ambiguous figures without proper attestation. It would be advisable for those tenderers who want to maintain an exact copy of their tenders to purchase two copied of the tender form at a total cost of Rs. 500/- (Rs. Five hundred) only.
6. The tenders which are having much overwriting and errors, will not be considered & be rejected at the time of opening.
7. Those suppliers whose supplies, services, material are not found satisfactory during the past years and have not supplied the material as per order, the name of such firm will not be considered & their tender will be rejected at the time of opening.
8. The sealed tenders must be accompanied by an Earnest Money of Rs. 3% of the total cost of items in the form of D/D payable to “DEAN college of agriculture, Gwalior” drawn on any of the Nationalized Banks. The amount of Earnest Money shall be refunded in full as and when the decision is arrived or the tender of the firm is totally rejected, otherwise the same shall be adjusted against the Security Deposit and will be refunded expiry of the contract, as the case may be.
9. Sealed tenders must be accompanied by an Income Tax Clearance Certificate/Return copy & Sales Tax clearance certificate for the year 2009-2010 without which the tender shall be rejected and no correspondence will be entertained in this respect.
10. All correspondence, in this connection shall be made by designation of the Dean College of Agriculture Gwalior (M.P.) and not by name of any individual.

TENDERS: Containing terms & conditions of the supplier
Not fulfilling all the conditions.

OR

Containing counter proposals deviating from
Conditions stipulated in our notice.

It would be impossible for the V.V. to compare the prices of the various firms if they offer their own terms & conditions. It is, therefore, particularly, insisted that the submission of the tender shall mean complete acceptance laid down in the instructions to tenders. Once the Agreement Bond is signed, it is clear that firm(s) has offered rates as per terms & conditions of this tender notice irrespective of any other terms that may have been mentioned by them in the body of their letter or statement of quotations in the sealed envelopes.

Tenders shall hold good for orders placed during the financial year 2010-11.

Conditions such as Prices are subject to change without notice shall not be considered. Rates of articles once approved for the specified period cannot be increased for supplies made during the period of contract.

Suppliers shall be responsible for the shortage in their supplies. The breakage or shortage of any order will have to be made good "FREE OF ALL COST" by the suppliers before payment of the consignment. The broken, defective or otherwise rejected articles shall be replaced on specific request, within 15 days of intimation to the suppliers own cost and risk.

Please note:-

1. Rates quoted should be for destination inclusive of all taxes, Excise Duty & Local Taxes etc.
2. Supplies will be made within one month or the date as mentioned in the supply order, from the date of receipt of order of the Vishwa Vidyalaya.

3. Publishers /Stockiest etc. may prefer proforma bill on receipt of order of the Vishwa Vidyalaya to avoid delay in payment of the bill.
4. In case of any dispute in regard to supply of goods, decision of the Dean, College of Agriculture, Gwalior will be final.
5. The Dean reserves the right to follow the Store purchase rules.
6. This tender document contains page Nos. 1 to 8 only.

Tenders are liable for rejection if:-

1. Tender not received on due date and time.
2. Earnest Money of Rs. 3% of the total cost of items in the form of demand Draft is not enclosed.
3. Income Tax Clearance Certificate not attached with tender.
4. The rates quoted are not F.O.R. Destination.
5. Central and state sales tax shown separately.
6. The tender not submitted in the format supplied by the V.V. will not be considered and rejected at the time of opening.
7. Certificate of Registration for the type of Business is not enclosed with the tender.

CONDITIONS FOR PURCHASE OF BOOKS

1. No hardbound editions should be supplied where paperback editions are available.
2. Books supplied must be of latest edition. If it is found that later edition is available in the market, neither the payment of the book will not be made nor the book will be returned.
3. Supplier must give a certificate that the prices charged are as per scheduled list of the publisher.
4. Eastern Economy editions should be preferred.
5. Supplier should quote commission for text books and reference books separately.
6. In case of purchase of foreign books, the exchange rates approved by Good Offices Committee on the date of purchase order will be applied.
7. Not less than 20% commission be accepted.
8. As far as possible, the offers should be taken from various reputed book sellers in the city and in Delhi, Mumbai etc.

It is very important to keep the above points in mind while submitting the tender with a view to minimize the avoidable correspondence.

DEAN

AGREEMENT BOND

I/We hereby tender for the supply of office stationary, cartridges & other essential articles to the Dean, Gwalior, at the rate and in the quantity mentioned in accordance with the terms & conditions stipulated in the annexure to this memorandum.

If this tender be accepted I/We hereby agree to abide and fulfil all the terms & conditions, provisions of contract annexure here – to so far as applicable or in default thereof to forfeit and pay to the DEAN college of agriculture, Gwalior, the sum of money mentioned in the said conditions. A sum of Rs. 3% of the total cost of items is herewith forwarded in the form of demand draft of any of the Nationalized Banks as Earnest money, the full value of which is to be absolutely forfeited to the said Dean college of agriculture Gwalior or his successor in office without prejudice to any other right or remedies in case I/We fail to undertake the supply of commodities specified in the annexure, or fail to abide with the said terms & conditions of the contract.

Dated :.....the day of.....

Witness:.....Signature of Contractor

Address:.....

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Occupation:.....

The above tender is hereby accepted by me on behalf of the Dean College of Agriculture, Gwalior.

DEAN