

OFFICE OF THE REGISTRAR: BODOLAND UNIVERSITY

Debargaon, P.O. Rangalikhata
Kokrajhar – 783370, BTC, Assam.



Tel./Fax No. 03661-277183 (O)
Tel No. (R) bodolanduniv@gmail.com

No. BU/PMBCL/Library/Stationary/2024/54/

Date -13/08/2024

BID NOTICE FOR STATIONARY ITEMS (2nd Call)

Sealed Bids are invited from Reputed Retailers/Suppliers for Stationery items on behalf of Central Library, Bodoland University, Kokrajhar. The Bid should be submitted in a sealed envelope superscripted as “**Bid for Stationary items Central Library**” addressed to *The Registrar, Bodoland University, Kokrajhar, Assam.*

Key events and dates

Bid No.	BU/PMBCL/Library/Stationary/2024/54/	
1.	Items Description (Estimated cost: Rs 2,58,420 lakh)	Sanitary Items like Lanyard +Hodler,RFID Inegrated PVC Card,Colour Ribbion Primacy and RFID book sticker
2.	EMD of Bid	Rs. 5000/- as EMD money (refundable) by demand draft drawn in favour of The Registrar, Bodoland University , should be submitted and the receipt should be enclosed with the technical bid of the Bid document.
3.	Bid cost + processing fee	Non - Refundable Bid Fee of Rs. 500/- (Rs. five hundred only) by demand draft drawn in favour of The Registrar, Bodoland University payable at SBI Bodoland University Branch should be submitted and the receipt should be enclosed with the technical bid of the Bid document.
4.	Place of Opening of Bids	Bodoland University, Administrative Building at Conference hall.

Detailed discount (percentage rate) and any other features along with company manuals should be submitted with their application of Bid and advised to visit the website www.buniv.edu.in for downloading the detail forms. The bidders should submit their Bid document, To the Registrar office, Bodoland University, Debargaon, Kokrajha, before 12:00 noon on 29/08/2024

The Bodoland University reserve the right to accept or reject any or all Bids without assigning any reason thereof.

Registrar,
Bodoland University

Copy for information to:

No. BU/PMBCL/Library/Stationary/2024/54/

Date - 13/08/2024

1. The P. S. to V. C. for kind appraisal to him.
2. The Finance Officer, Bodoland University,
3. Librarian (i/c), Bodoland University
4. The Asst. Engineer, Bodoland University,
5. The System Administrator, Bodoland University, up load in website & SPPP.
6. The Member Secretary, Bid Committee, Bodoland University

Registrar,
Bodoland University

OFFICE OF THE REGISTRAR :: BODOLAND UNIVERSITY ::: KOKRAJHAR

No. BU/PMBCL/Library/Stationary/2024/54/

Date –13/08/2024

TENDER SCHEDULE

Sl No	Schedule	Start Date	Start Time	End Date	End Time
1	Publishing Date	13/08/2024	04.00 AM		
2	Tender Download	14/08/2024	04.30 AM	29/08/2024	12 Noon
3	Bid Clarification date	14/08/2024	04.30 AM	14/08/2024	12 Noon

Note:

- 1. In the event of any holiday, same time on the next working day shall be taken in to account.**

“NOTICE INVITING BID FOR SUPPLY STATIONERY ITEMS ON BEHALF OF CENTRAL LIBRARY, BODOLAND UNIVERSITY, KOKRAJHAR.”

Bodoland University, Kokrajhar invites bids from reputed, experienced and financially sound shop /supplier/agent/dealer/sub-dealer for supply of Sanitary items as per the price bid form enclosed. Those who are in the similar business for the three years may send their bids both Technical and Financial in sealed envelopes.

1. The interested shop /supplier/agent/dealer/sub-dealer may send their bid complete in all respect along with bid cost + processing fee of Rs. 500/- and Earnest Money Deposit (EMD) of Rs. 5000/- by demand draft drawn in favour of **The Registrar, Bodoland University payable at SBI Bodoland University Branch**, should be submitted and the receipt should be enclosed with the technical bid of the Bid document and other requisite documents to the undersigned duly superscripted before 12.00 noon on 29/08/2024. The bids received after this deadline shall not be entertained under any circumstances whatsoever. In case of postal delay Bodoland University will not be responsible.

NOTE : The EMD and bid cost + processing payment receipt should be put in the envelope containing Technical Bid failing which the Bid shall be rejected forthwith.

2. The sealed envelopes are to be deposited in the Bid box placed in front of the office of Registrar Office or may be sent through registered/speed post addressed to The Registrar, Bodoland University, Kokrajhar -783370.

3. Bids will be opened on 29/08/2024 at 12.30 hrs. in the presence of bidders or their authorized representatives who wish to participate in the bidding process. If the opening date happens to be a closed day/holiday, the Bid will be opened on the next working day.

4. Any future clarification(s) and / or corrigendum(s) shall be communicated by the Registrar through the website www.buniv.edu.in

5. Bodoland University, Kokrajhar reserves the right to amend or withdraw any of the terms and conditions contained in the Bid Document or to reject any or all Bids without assigning any reason. The decision of the Authority, Bodoland University, Kokrajhar in this regard shall be the final.

Registrar

GENERAL INSTRUCTIONS TO THE BIDDER

1. The Bid is “Two Bid” document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Bid cost + processing fee & Earnest Money Deposit (EMD). The financial bid should contain only commercial document. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
2. The Technical bid must accompany with the Bid + Processing fee of Rs. 500/- by demand draft drawn in favour of **The Registrar, Bodoland University payable at**. The Bid document fee is non-refundable, non-adjustable and non-transferable.
3. The Bids should be type written or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder’s authorized person should appear on each page of the application. All pages of the Bid document shall be numbered and submitted as a package along with forwarding letter on agency’s letter head.
4. The Contracts concluded as a result of this Bid inquiry shall be governed by the ‘Terms & Conditions’ and other relevant instructions as contained in this Bid Document.
5. The prices/rates quoted should be indicated in figures. In case of any discrepancy, lower amount/rates shall be considered as valid.
6. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
7. Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional Bid shall be rejected summarily.
8. Bidders are requested to enclose a copy of their valid certificate of PAN No., GST No. or any other documents with their Bid.
9. Bids received without Demand Draft receipt of Bid + processing fee and EMD , Bodoland University, Kokrajhar will not be considered at all and shall be summarily rejected.
10. Refund of Earnest Money Deposit: The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, within 20 to 90 days after conclusion of the contract with successful bidder. The EMD submitted by successful bidders shall be returned to them after the successful completion of contract period.
11. Bidders may note that if the date of Bid opening given in this Bid Document is declared to be a gazette holiday, the Bid shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of Bids in Bodoland University will stand automatically extended up to 24.00 hours of the next working day.
12. Late/delayed Bids received in Bodoland University due to any reason whatsoever will not be accepted under any circumstances.
13. At any time prior to date of submission of Bid, Bid Inviting Authority may, for any reason, or decision, modify the terms & conditions of the Bid document by a corrigendum displayed on the website of Bodoland University, Kokrajhar (www.buniv.edu.in). In order to provide reasonable time to take the amendment into account in preparing their bid, Bid Inviting Authority may or may not, at his discretion, extend the date and time for submission of Bids.
14. Bidding firms are at liberty to be present or authorize a representative to be present at the opening of the Bid at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the Bid on behalf of a Bidding firm should be indicated in the Bid.

The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of Bid. Only one representative per firm shall be permitted to attend the opening of the Bid. The name and address of permanent representative of the firm, if any, should also be indicated in the Bid.

DOCUMENTS COMPRISING THE BID:

The bids prepared by the bidder shall comprise of (1) The Technical Bid and (2) Financial Bid:

TECHNICAL BID: - To qualify in the Technical bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria –

- (a) Duly filled format of Technical Bid.
- (b) Copy of constitution or legal status of the sole proprietorship/ firm/agency etc.
- (c) Financial status: - The average annual turnover in similar jobs, of the firm /Shop/Dealer should not be less than 1 Lakh in the last three years. Copies of profit & loss account and balance sheets duly authenticated by a Chartered Accountant for the last three years should be enclosed.
- (d) Experience of 03 years or more registered running shop/supplier/agent/dealer/sub-dealer.
- (e) The technical bid should be accompanied by online payment receipt of Rs. 500/- (non-refundable) against Bid + processing fee and online payment receipt of Rs. 5168/- (refundable) for EMD.
- (f) Copy of Income Tax Return Filed acknowledgements for last Three years.
- (g) Copy of PAN Card.
- (h) Copy of GST registration certificate.
- (i) Details of clients where similar services are presently provided by the agency separately for govt. and private clients if any.
- (j) The bidder must have a running shop/supplier/agent/dealer/sub-dealer for three years or in similar business of supply in Govt. institutions/PSU's/Autonomous Body. Necessary supporting documents like registration of shop etc must be submitted along with the bid.
- (k) Authorization letter/certificate (if required) from original manufacturer of the product.
- (l) Broachers, original technical catalogue with detailed specification and picture of the product offered.
- (m) The bidder must submit an affidavit duly certified by the notary at the location of the Agencies/Head quarters or at Kokrajhar that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.

SUBMISSION OF BIDS

1 SEALING AND MARKING OF BIDS: The bidder shall wax seal the EMD, the Technical Bid and the Financial Bid in separate envelopes and keep them in a bigger wax sealed envelope. The envelope containing the Technical Bid shall bear the name “TECHNICAL BID for Bid No”. The envelope containing the Financial Bid shall bear the name “FINANCIAL BID for Bid No” on the envelope for avoiding any mismatch.

2 The bigger envelope containing EMD, technical bid and financial bid in separate envelopes shall be:

(a) Addressed at the following address:

The Registrar,
Bodoland University,
Deborgaon,
Kokrajhar -783370

(b) All the envelopes shall bear the Bid name, the Bid number.

(c) The envelopes shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is declared 'late' or rejected.

(d) Bids shall be delivered in person and shall be dropped in the Bid box placed in the office of the Registrar, Bodoland University or shall be sent by Registered/Speed Post. The Purchaser shall not be responsible if the bids are delivered elsewhere.

(e) Venue of Bid Opening: Bid will be opened in the Conference hall of Administrative Building, BU at 12.30 hrs. on the due date. If due to administrative reason, the venue/ time of bid opening is changed, it will be displayed prominently on the notice board of the office of the Registrar, Bodoland University.

BID PRICES:

1. The bidder shall give the total composite price inclusive of all levies and taxes (inclusive of taxes) as per price schedule given. The offer shall be firm and in Indian Rupees only. No foreign exchange will be made available by the university.

2. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

3. Hard copy of the Price list/Catalogue of the products (with soft copies in pen drive must be submitted along with the financial bid)

TECHNICAL EVALUATION:

1. Detailed technical evaluation shall be carried out by Technical Evaluation Committee pursuant to conditions in the Bid document to determine the substantial responsiveness of each bid. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the Bid without any material deviation. The University determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.

2. The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion/presentation.

3. Financial bids of only those bidders who qualify the technical criteria will be opened, provided all other requirements are fulfilled.

4. A bid determined as substantially non-responsive will be rejected by the University and shall not subsequent to the bid opening be made responsive by the bidder by correction of the nonconformity.

5. The Bodoland University shall have right to accept or reject any or all Bids without assigning any reasons thereof.

6. Demonstration of Samples: Samples of product offered must be submitted at the time of opening of technical bid before the technical bid evaluation committee. Financial bids of only those products will be opened samples/specifications of which are found fit for use by the technical bid evaluation committee. However, the committee may call for the samples at any point of time.

FINANCIAL EVALUATION:

1. The financial bid shall be opened of only those bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The University shall inform the date, place and time for opening of financial bid.
2. The Financial Bids of unsuccessful bidders would not be opened and would be returned the bidder.
3. The rates must be quoted in Rupees. Agency shall include in its price all taxes and other costs while quoting for the Bid. Income Tax will be deducted at source from the bills as applicable. The Agency needs to furnish its PAN number.
5. The evaluation and comparison of responsive bids shall be done on the price offered inclusive of Levies & all Taxes as indicated in the Price Schedule of the Bid Document.
6. The Bodoland University does not bind himself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The Bodoland University, Kokrajhar reserves the right to reject any or all offers received in response to Bid or cancel or withdraw the Bid notice without assigning any reason, whatsoever.
7. The firm indicate the maximum rebate/discount on price list as well as quote as per item wise list in financial bid.

AWARD OF CONTRACT: PLACEMENT OF ORDER

The Bodoland University shall consider placement of orders for jobs on those bidders whose offers have been found technically, commercially and financially acceptable. The Bodoland University reserves the right to counter offer price(s) against price(s) quoted by any bidder.

TERMS & CONDITIONS OF CONTRACT

1. The bidders are expected to read carefully all the terms and conditions of the Bid documents and their submission will be taken as consent to abide.
2. If the bidder gives deliberately wrong information to create conditions for acceptance of the Bid, the Authority, Bodoland University, Kokrajhar reserves the right to reject such Bids without assigning any reason. Not more than one Bid will be submitted by one bidder for the same work. Legal action will be taken for furnishing wrong information.
3. **Manner of Submission of Bid:** The bidding should be done on two bid method viz 1) Technical Bid & 2) Commercial / Price Bid. The bidders should ensure that the Technical bid complete in all respect and containing the required enclosures (attested Photocopy) is sealed in a separate envelop and the commercial bid sealed in a separate envelop & both the sealed envelopes are kept and sealed in a suitable size of envelop. All envelop will be address to The Registrar, BU, Kokrajhar. The Sealed Technical bid Envelop of all bidders will be opened first. Only the Commercial bids of those who have furnished all the valid documents will be opened.
4. **Language:** The language of the Bid shall be in English.
5. **Documents to Accompany Bid:** The Bidder shall submit the Documents mentioned in the clause 16 of General Instructions to the Bid.
6. The firm / agency must have requisite trade and other licenses to do the business for which the bid is being made.

7. Earnest Money Deposit: Each Bid must be accompanied with slip of online transfer “Earnest Money Deposit”, as mentioned in the Notice Inviting Bid.

8. Forfeiture of Earnest Money:-

a. If the Bidders withdraw their Bids after opening of the same or the successful bidders withdraw their Bids after approval of their rates.

b. If the successful bidders fails supply or refused either partial or total offer (Acceptance) made by The Registrar, BU, Kokrajhar.

9. Return of Earnest Money :-

a. After finalization of the Bid, the deposited Earnest Money will be returned back to the unsuccessful bidders.

b. After completion of contract period, the deposited Earnest Money will be returned back to the successful Bidders.

10. Submission of Documents:-

a. Each Bid must accompany attested photocopy of Pan Card, Trade License and GST Registration Certificate.

b. The bidder must submit attested photocopy of Income Tax for last three years.

c. In case of SSI unit, current SSI certificate must be deposited by the bidder along with his Bid which is issued in favour of the bidder for this type of jobs.

11. It must be mentioned clearly whether bidder is manufacturer/sole manufacturer/ Authorized agents/shop owner/supplier for the items for which he is quoting.

12. Submission of the Bid:-

a. Bidder at their own cost shall have to submit Bid at the office of Registrar, BU Kokrajhar within the schedule date and time as mentioned in the Bid Notification.

b. The said sealed documental bids will be opened by the Bid Committee in presence of the Bidders or representative of the Bidders who may be present in the opening date & time.

13. Rates :-

a. Rates should be clearly quoted in figures in respect of each item. Rate should be quoted inclusive of GST. All corrections must be initialed.

b. Rate should be quoted for items in details as described in the Bid schedule otherwise Bid will be rejected.

14. In the event of the Bid being submitted by a firm, it must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his behalf by a person holding “Power of Attorney” authorizing him to do so. Such “Power of Attorney” is to be produced with the Bid and in the case of the firm, carried on by one member of Joint Family, it must be disclosed that the firm is duly registered under the ‘Indian Partnership Act’.

15. Necessary proof as to the financial status of the individual and firm Biding is to be attested and submitted.

16. Bid Form with all relevant papers in details shall be essential part of the bid.

17. Before submission of the Bid, Bidder shall sign each page of his Bid and all of its relevant papers with date. The additional alternative and or subtractive clause (if any) shall also to be signed by the Bidder.

18. The supply of an order marked as URGENT will be started immediately and will be completed in fully within 7 days from the date of issue of the order.

19. Payment: 100% Payment will be made by accounts department after delivery of goods against each order on submission of invoices in triplicate along with inspection report, original copy of work order/supply order and receipt voucher of central stores.

20. **Warranty:** - The goods supplied by result of this contract/supply order shall be of the same as quoted for and workmanship and new in all respects and shall be strictly in accordance with the specifications and particulars contained /mentioned against each item in the Bid document/supply order. In case supplier supply damage items then supplier should be resupply the damage items.

21. **Option Clause:** - During the currency of the contract, the buyer (BU, Kokrajhar) can exercise an option to procure an additional 50% of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within currency of contract. The Bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the Buyer to exercise this option or not.

22. **Repeat Order Clause:** - The buyer (Bodoland University, Kokrajhar) can order up to 50% quantity of the items under the present contract within six months from the date of supply/successful completion of the work, the cost, terms & conditions remaining the same. The bidder is to confirm acceptance of this clause. It would be entirely the discretion of the buyer to place the repeat order or not.

23. **Disputes:-** In the event of any dispute or disagreement arising between the contractors and any other department of BU, Kokrajhar with regards to the interpretation of “Terms & Conditions” stipulated herein or in the contract done, the same shall be referred to the Registrar, BU Kokrajhar whose decision will be final and binding upon the contractor.

24. Acceptance of lowest Bid is not obligatory.

25. The Bodoland University, Kokrajhar reserves all rights to accept or reject any Bid without showing any reason.

26. Regarding Supply of materials, Abnormal Low Rate or Abnormal High Rates (in comparison to the market Rate) will not be considered.

27. Submission of the Bid by a bidder shall be taken to signify his acceptance of the above terms and conditions. Alterations, overwriting or erasures of any terms and conditions are not permitted.

28. Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their Bids rejected out rightly.

29. **If the Supplier/Firm could not meet up the standard of the work or not up to the satisfaction of the authority, the authority would not liable to release the payment for partially or whole of the work, as desired, whose decision would be the final. The Supplier/Firm should be bound to accept the decision without any claim thereof.**

30. All legal disputes arising out of this Bid will fall under the jurisdiction of courts in Kokrajhar only.

31. As desire, the contract may terminate at any time without assigning any reason thereof by the authority and the firm would be bound to accept the decision of the authority without any claim thereof.

32. Sample copy of like Lanyard +Holder, RFID PVC Card, and RFID books receipt must enclosed with the tender.
- 33.Lanyard colour should be fixed by the University after the tender selection it should be inform to the supplier.
34. Defected items must be replaceable within a day only.
35. The vendor must have experience in card design for instant support.
36. Those firm applied in earlier tender and technically qualified that firm need not apply again.

- 33. Penalty:** If the bidders fail to deliver the goods within the period specified in the purchase order, the officer shall make following deductions (or as per latest Govt. orders) in this regard and the firm should accept the same without any claim there off.
- i. Delay up to $\frac{1}{4}$ th of the time period of the supply:- 2.5%
 - ii. Delay up to $\frac{1}{4}$ th and above but less than half of supply period : 5%
 - iii. Delay $\frac{1}{2}$ and above but less than $\frac{3}{4}$ of the supply period : 7.5%
 - iv. Delay more than $\frac{3}{4}$ of the time period of supply :10%

I/We submit this Bid after reading the Bid notice, instruction of terms and conditions contained herein and accepted by me/us.

Dated:

Address:

Mobile Number:

Signature of the Bidder (with seal

BODOLAND UNIVERSITY



TECHNICAL BID FORMAT

	Name of the firm/company/proprietary	
	Address of registered office	
	Telephone/Fax/E-mail	
	Specify your firm/company is a manufacturer/authorized dealer/distributor/agency	
	Earnest money deposit (EMD) Yes/No	
	EMD details	
	PAN No	
	GST No	
	Proof of financial status	
	Copy of income tax return last three years	
	Original Technical Catalogue of the model, if any	
	Experience last three years of having same kind of business if any.	
	Acceptance of terms and conditions attached Yes/No	
	The bidder must have a running shop for three years	
	Samples of product offered	

Signature of the bidder

BANK DETAILS REGARDING THE TRANSFER OF PAYMENT

Dated _____

To,
The Registrar,
Bodoland University,
Kokrajhar

Bid Ref. No:

Dear Sir:

We hereby inform you that the Bank Details for the transfer of payment for the supply of materials to Bodoland University, Kokrajhar are as follows:

1.	Name of the firm	
2.	Contact person	
3.	Contact No. of firm	
4.	Email ID	
5.	Name of Bank	
6.	Name of Bank Branch	
7.	Bank Address	
8.	Bank Branch Telephone No	
9.	Branch IFSC of the Bank Branch	
10.	Bank account number (please attach a cancelled cheque)	
11.	Type of Bank account	

Signature of the bidder.

BODOLAND UNIVERSITY



Financial Bid of Stationary items for Central Library.

Name of Particulars	Specification	Unit	Rate	Total amount
Lanyard + Holder	<ul style="list-style-type: none"> • Length: 465mm • With: 16mm • Color: Ribbon-Blue& text-white • Printable area: Both sides with 5-slot • Plastic clipped with transparent card case, dual mode hanging possibility. • Material: Cotton matted of good quality with thick banded ribbon. • Text to be Print <Logo>BODOLAND UNIVERSITY 	2500		
RFID PVC card	<ul style="list-style-type: none"> • Both sides are printable • Glossy finish with laminated • RFID chipped enable PVC card • Operating Procedure: 13.56 MHz • Dimension: 86 mm(W) & 54mm(H) • Data transfer: 106 kbit/s • Data integrity: 16-bit • Ticketing transaction:<106 ms • Compatible with existing RFID system • Weight: 6gm • Memory size: 1kB <li style="text-align: center;">ISO standard: ISO 14443A 	2000		
Evolis Primacy Ribbon	<ul style="list-style-type: none"> • YMCKO Ribbon • Compatible with Primacy 1 printer • Integrated security case and chip enable inside. <p style="text-align: center;">Printable roll: 300</p>	20		
RFID book sticker	4×9”			
		3000		

