

PRESIDENCY UNIVERSITY  
86/1, COLLEGE STREET  
KOLKATA-700 073

Tender Notice

Tender Notice No.:05/DO/PU/DM/17-18

Date 12.06.2017

Tender for Supply of Stainless Steel Swing Dustbin (14" x 28") at Presidency University/Kolkata

Presidency University invites sealed tenders on single bid basis for supply of Stainless Steel Swing Dustbin as per technical specification in Annexure "D". The General terms and Conditions are given in Annexure "A(I) & A(II)". Interested parties are requested to submit their sealed offer in the manner as prescribed in the General Terms and Conditions.

1. Tender Notice No. : 05/DO/PU/DM/17-18 Dt. 12.06.2017
2. Material description : Stainless Steel Swing Dustbin
3. Quantity : 30 (thirty) nos.
4. Technical specification : Annexure " D"
5. Place of submission of tender bids : In the tender box at Accounts Section, 1st Floor, Main Building, Presidency University
6. Last Date of submission of tender bid : 19.06.2017 upto 2.30 pm
7. Date of opening of tender bid : 19.06.2017 at 3.00 pm
8. Earnest Money Deposit (EMD) : Rs 1000/-
9. Tender Fees : Rs 500/-

Sd-

Development Officer  
Presidency University/Kolkata

## General Terms and Conditions

1. (a) **Submission of offer:** Interested bidders should submit the financial bid in Annexure-“C” (attached with the tender document) along with EMD and tender Fees in a sealed envelope. One copy of our terms and conditions, tender notice, filled vendor data sheet (Annexure “B”), technical data sheet(Annexure-“D”) duly signed and stamped on each page shall also be attached and submitted with the financial bid in the same envelope. **The Envelope should be superscribed with the word “Financial Bid & EMD.”**  
(b) The tender fee should be submitted in a separate envelope superscribed with the word “Tender Fee.”  
(c) “Financial bid & EMD , “Tender Fee” should be put together in another sealed envelope marked:  
Tender for:  
Tender Notice no. : -----  
Last Date of Tender submission: 19.06.2017 up to 2.30 pm  
Date of opening of tender bid: 19.06.2017 at 3.00 pm
2. (a) **Tender fees:** Tender fees of Rs 500/- only should be submitted in form of Demand Draft/Pay Order drawn in favour of “Presidency University” payable at Kolkata.  
(b) **EMD:**EMD of Rs 1000/- only should be submitted in form of Demand Draft/Pay Order drawn in favour of “ Presidency University” payable at Kolkata.  
Tenders received without Tender Fee and Earnest Money Deposit (EMD) shall be summarily rejected.  
Earnest Money Deposit (EMD) will not bear any interest.
3. **Receipt & Opening of Tenders:** The envelope containing the tender bid shall be addressed to the Development Officer, Presidency University, 86/1, College Street. Kolkata -700 073.  
Tenders will be received upto 2.30pm till 19.06.2017 and the same shall be opened at 3.00pm on 19.06.2017 in the Planning and Development Office, Presidency University in presence of the tenderers who may choose to be present.
4. **Late Bid:** Any bid received late after the deadline of submission of the bid shall be rejected and returned un-opened to the bidder.
5. **Validity of the offer** -The tender shall remain open for acceptance till the validity period of 90 days from the date of opening of tender. No revision/modification in the tendered rate will be allowed during the validity of tender.  
In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
6. **Price schedule:** - The price should be quoted for a single unit and also for the total quantity required by the University on door delivery terms. The price should inclusive of delivery, transit insurance, taxes and duties.

Quoting merely the lowest price does not confer any right to any bidder for award of work order.

The prices quoted shall remain firm and there shall be no variation of the same during the period of contract.

7. **Delivery period:** Time of delivery shall be the essence of the contract and no variation shall be permitted in this regard. The materials should be delivered securely packed and in good order and condition at Presidency University /Kolkata within 30 days from the date of placement of purchase order. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.
8. **Specification:** The bidder must confirm in writing that the goods supplied by them shall be as per specification of the goods mentioned in Annexure "D" and in case of any variation the order shall be liable to be cancelled immediately.
9. **Warranty:** The supplier must provide 12 months comprehensive on-site warranty (including spare parts, accessories) from the date of supply and satisfactory installation.
10. **Payment terms:** 100% payment including taxes and duties shall be released within 20 days from the date of supply at Presidency University/Kolkata. Bill in triplicate is to be submitted addressed to Convenor-PDC, Presidency.
11. Complete technical specifications and literature to be included with the quotation.
12. The University reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).
13. The University reserves the right to postpone/withdraw/cancel the tender without assigning any reason thereof.
14. In case of any dispute relating to the above work the decision of the Competent Authority of Presidency University shall be final and binding on the bidders. In case of any litigation, the jurisdiction shall be Kolkata only.
15. Bidders submitting their offer should also fill-up the enclosed vendor data sheet with relevant details, and should submit along with the tender bid.
16. Tenderer shall quote total price as per Annexure "C" of this Tender
17. The Earnest Money Deposit of the unsuccessful tenderers will be retained by the University till finalization of the tender. On finalization of the tender the Earnest money deposit will be refunded to the unsuccessful tenderers against their application to the Finance Officer, Presidency University.
18. The successful bidder shall have to make a separate application addressing to the Finance Officer, Presidency University, Kolkata for refund of EMD after completion of supply,

Sd/-

Development Officer/Presidency University

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VENDOR DATA SHEET

1. Name of the Tenderer :
2. Name of the Contact person:
3. Full postal address :
4. Email ID :
5. Telephone no. : Office :  
Residence :  
Mobile :
6. Vendor/Distributor PAN No.(enclose copy of PAN card) :
7. VAT,CST TIN No. (enclose copy of VAT /CST registrn certificate) :
8. Service Tax Registration no. (enclose copy of S.T registrn certificate):
9. Turnover (last 3 years) :
10. Experience in same business :  
during last three years
  - a) Name of the organization with whom contract has been entered into (including Govt/Public sectors/Govt or Govt.aided Educational Institute) :
  - b) Year of execution :
  - c) Value of the contract:
11. Any other information :
12. EMD details :
  - (a) DD/PO No. ----- Dt-----
  - (b) Amount .-----
  - (c) Name of the drawee Bank -----
13. Tender Fees details:
  - (a) DD/PO No. ----- Dt-----
  - (b) Amount .-----
  - (c) Name of the drawee Bank -----

[ Copy of valid trade license to be furnished and enclosed with the Vendor data sheet]

(Signature of Tenderer with Company's seal )

## Annexure "C"

Tender Notice No. : 05/DO/PU/DM/17-18

Date 12.06.2017

## Financial Bid

Tender for Supply of Stainless Steel Swing Dustbin (14" X 28")

(To be submitted on the letterhead of the company / firm)

Name	Unit	Quantity	Rate(Rs/unit)	VAT/CST (%)	Total value (Rs)
Stainless Steel Swing Dustbin (14" X 28")	No.	30			
Total amount in figure( inclusive of taxes )					

N.B: The price should be quoted on FOR-Presidency University/Kolkata basis . No other charges will be paid extra by the University.

(Signature of the tenderer with Company's seal)

Annexure-“D”

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**Technical specification of Stainless Steel Swing Dustbin ( 14” x 28”)**

Product Description	;	Stainless Steel Swing Dustbin
Diameter	:	14 inches
Height	:	28 inches
Material	:	SS-304