

College of Veterinary and Animal Science

[under Rajasthan University of Veterinary and Animal Sciences (RAJUVAS)]

Navania, Vallabh Nagar-313601, Udaipur

No. F. ()/CVAS/Purch/Tender/2024-25/ 155

Date: 22nd January 2025

College of Veterinary and Animal Science, Udaipur
Navania, Vallabh Nagar-313601, Udaipur (Rajasthan)
(Rajasthan University of Veterinary and Animal Sciences)

No. F. ()/CVAS/Purch/2024-25/ 155

Dated: 22nd January 2025

Open Tender Notice OGT- 04 (2024-25)

Sealed Tenders are invited from eligible original manufacturers / distributors for open general tender in **Two Bid system** (separate Technical Bid and Price Bid) for the supply and services of "Books, Journals and Service Record Binding etc.". Tender application will be open for submission from 24.01.2025 to 01.02.2025 (12.00 PM) and after this bids will be opened by tender opening committee at CVAS on (01.02.2025) at 02.30 PM onwards.

Detailed Terms & Conditions for the tender are available on State Procurement Portal website <http://www.sppp.raj.nic.in> and University website www.rajuvas.org. The Dean, CVAS, holds right to reject one or more tender. The Bids / Tenders not fulfilling prescribed terms & conditions or submitted after due date shall be rejected

For this E-tender UBN-YAU24255SRC00123

DEAN

Copy to:-

1. The Comptroller, RAJUVAS, Bikaner, for information please.
2. Nodal Officer (Website), RAJUVAS, Bikaner for uploading the Tender Notice 'OGT-4' with Tender Documents on RAJUVAS website.
3. The Managing Director, Rajasthan Sanwad, DIPR, Govt of Rajasthan
4. The State Procurement Portal (SPPP) Website for uploading the Open Tender Notice-OGT-01 with Tender Documents.
5. College Notice Board.
6. Guard File.

DEAN

College of Veterinary and Animal Science,

***Navania, Vallabh Nagar-313601, Udaipur
(Rajasthan)***

OPEN TENDER APPLICATION FORM

OPEN GENERAL TENDER for “Books, Journals and Service Record Binding etc.”

OPEN TENDER NOTICE No: OGT-4

(Financial Year 2024-25)

PART-A *(for Office Use only)*

1. Open Tender Notice No. OGT-2 ; dated 22th January 2025
2. Name of Firm (to whom sold).....
3. Date of Start of Tender Application 24st January 2025
4. Last Date to Purchase Tender Application Form:- 1st February 2025 by 11:00 am
5. Last Date for Tender Submission: 1st February 2025 by 12:00 pm noon
6. Place to submit Bids: Dean Office, CVAS, NAVANIA, UDAIPUR
7. Date of Opening Bids: 1st February 2025 at 2:30 pm

AAO, CVAS, Navania

Cost of Tender Document: **Rs. 200 (Rupees One Hundred Only)**

Earnest Money Deposit (2% of estimated value): Rs. 10000/- (Rupees Ten Thousand Only)

Performance Security – **Applicable @ 5% of approved cost**

Bank Demand Draft in favour of “DEAN, CVAS, NAVANIA” payable at VALLABHNAGAR

PART-B *(to be filled by the Bidder Firm only)*

1. Name of Firm:
2. Name of Contact Person (Authorized Bid Signatory):
3. Address with Pin code:
4. Mobile No and Telephone (with STD Code)
5. E-Mail ID
6. Website (if any):

Date:

Signature

for M/s.....

For any Information / Clarification, please Contact:

The DEAN,
College of Veterinary and Animal Science,
Navania, Vallabh Nagar-313601, Udaipur (Rajasthan)
Tel: +91-9950854959; Email: deancvasvbn@gmail.com

OPEN TENDER NOTICE No: OGT-4

(Financial Year 2024-25)

OPEN TENDER ENQUIRY for “Books, Journals and Service Record Binding etc.”

Dear Sir / Madam,

The CVAS, Navania, Udaipur, invites sealed bids from eligible manufacturers/ authorized supplier/agencies/ distributors for Open Tender in Two Bid System (separate Technical Bid and Price Bid) for the work of “**Books, Journals and Service Record Binding etc**” from your ready stock, under a sealed cover to the undersigned latest by **1st February 2024 (12:00 pm)** **that should be below Rs. 10 Lakh** (inclusive of taxes). The bids shall be opened by Tender Opening Committee at CVAS, NAVANIA,UDAIPUR on the same day at **2:30 pm** onwards.

The detail of items/work required is presented below:-

S. No.	Scope of Work	Specifications	Page Quantity per book/journal etc	Total Quantity (Approx)
1	Book, Journal and Service Record Binding or other stationery etc.	A4	1-200 page 200-300 page 300-500 page	5000
		A5	1-200 page 200-300 page 300-500 page	
		Legal	1-200 page 200-300 page 300-500 page	
2	Exam Copy with front page Print	12 Page each copy	1-200 page	100

TERMS & CONDITIONS of the OPEN TENDER

1. Material Used in Binding card board as per the sample provided by Central Library.
2. Rexine past in on card board with fevicol.
3. Rexine color used in binding must be black and blue.
4. Use inner cover in binding 180 GSM Paper.
5. Book Name print on sticker and pasting on books etc. and cover by white tape.
6. Space for binding etc will be provided by college for above related work of Binding etc.
7. The Tenderer must adhere to all the clauses of tender and committee.
8. The work should be completed in stipulated time given in work order.
9. If the firm is participating in the Tender, it will be assumed that all terms & conditions of the Institute are acceptable to the firm.
10. **Tender Application Form & Application Fee:** The tender document will only be purchased from Cashier, CVAS,NAVANIA,UDAIPUR, however the rules and scope of work can be seen after downloading from University Website www.rajuvas.org and Rajasthan state portal <https://sppp.rajasthan.gov.in/> Tender form will not be sent by post. The prescribed Tender Application Fee of **Rs 200/-** should either be submitted in the form of Cash to the Cashier, CVAS, Navania, Udaipur (against Receipt) or through a Bank Demand Draft in favour of "Dean, CVAS, Navania, Udaipur " and payable at "Vallabh Nagar,Udaipur". Only those who quote for all the items shall be considered eligible.
11. **BID Submission:**
 - a) Interested Bidders are requested to **submit their bids in TWO PARTS** duly sealed in separate envelopes.
 - b) The Bids should **COMPULSORY** be submitted in two bids system containing two parts, Part – I Technical Bid in one sealed envelope and labeled as “**for Technical Bid**” (as per Annexure -II) and Part – II Price Bid in another sealed envelope labelled “**for Price Bid**” (as per Annexure – IV). Both the sealed envelopes should then be put in another OUTER Envelope and labeled as “**Open Tender for “Books, Journals and Service Record Binding etc.” at CVAS Navania**”.

- c) Bidder shall ensure that their bids, complete in all respects, are submitted to **The DEAN, College of Veterinary and Animal Science, Navania, Vallabh Nagar-313601, Udaipur (Rajasthan)**, so as to reach the College **latest by 01.02.2025 upto 12:00 p.m.**, failing which the bids will be treated as late and Rejected.
- d) The Part- II (Financial Bid) shall be opened only for those tenderers who qualify for Technical Bid i.e. Part – I.
- e) The bid submitted by Telex/Telegram/Fax/E-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- f) The bid not submitted, in Separate Envelopes / for all the listed items / not in prescribed formats / incomplete in details is liable for rejection. Bid received without separate Sealed Envelopes as mentioned above will not be accepted.

ENVELOPE Part- I (Technical Offer): The Technical offer should be complete in all respects and contain all information asked for, except prices. The Technical offer should include all components asked for that are as follows:

- **Annexure I** - Covering / Acceptance Letter
- Cash Receipt / Demand Draft of **Rs. 200/- for Tender Application Fee.**
- Separate Demand Draft/Receipt of Rs. **10000/- for EMD Amount.**
- **Annexure II** - Technical Offer with Specifications that should not contain any price information.
- **Annexure III** – Bank Details for Third Party Online Payment
- **GST Tax Registration No./ PAN No.** (Copy to be enclosed)

The Technical Bid must be submitted typed or clearly written in ball pen ink. Each Page of the document shall bear seal and signature of the authorized signatory. Documents submitted must have the relevance with the technical qualification.

ENVELOPE Part - II (Price Bid): The Price Bid should give all relevant price information as per *Annexure IV*. The Bid Form must be filled in completely, without any errors, erasures or alterations. The Commercial offer must not contradict the technical offer in any way.

The prices must be quoted **F.O.R. CVAS, Navania, Udaipur** and must be given in **Indian Rupees (INR) only**. Bids in Foreign Currency shall be Rejected. Rate quoted for the items should be inclusive of all taxes and statutory levies, if any. The Form of **Annexure-IV** must be filled in completely, without any errors, erasures or alterations.

12. Alternate Proposal / Modifications in Same Bid (Not Allowed):

- a) The quotations submitted should be for a fully functional accessory/item/ instrument along with all required parts/accessories for its functional use. Any counter proposals or Modifications by the Tenderer will NOT be acceptable.
- b) Only one proposal must be submitted for each item / instrument in a single Tender. In case of offering multiple options for single item/instruments, tender of firm for that particular item/instrument shall be technically rejected.
- c) Alternative specification also will NOT be acceptable.

13. Earnest Money (EMD): An Earnest Money Deposit of **Rs. 10000/- (Rupees Ten Thousand Only)** must be enclosed with the TECHNICAL OFFER through a Demand Draft issued by a reputed Bank drawn in favour of **“DEAN, CVAS, Navania”**, payable at Vallabh Nagar, Udaipur. It should be valid for at least 90 days. Bid received without Earnest Money Deposit will not be considered. The EMD of unsuccessful bidders shall be returned without any interest after the process of bid is over.

In case of successful bidder withdraws his offer within the validity of bid OR does not honour his commitment within the validity of bid and back out after placing the order with him, the EMD will be forfeited.

14. Performance Bid Security: Is Applicable on successful bidder at the **rate of 5% of the** approved price. Will have to submit within 7 days from the issue of supply order.

15. Period of Validity of Offer/Bids:- The rates quoted for participation in tender must be **valid / binding for a period of atleast 60 days** after the last date of submission of Bids/quotations. Quotations valid for shorter periods may be rejected by the purchaser as non-responsive. Once the Tender has been accepted, the rates shall remain valid for the period of atleast 6 months ending on **01.07.2025** and this period can be extended by mutual agreement.

16. Warranty:- On the required **ITEM**, any damage during supply transit, installation and in-built damages covering all parts involved in functioning will be covered under transit warranty and for equipment/apparatus/mechanical item, a period of minimum 1 year warranty from the date of satisfactory supply / installation and commissioning / acceptance of the items by CVAS, NAVANIA, UDAIPUR covering **material and manufacturing defects etc.** The following warranty

clause shall be applicable and binding for the warranty period (1 year) even if the tendered does not specify it in the quotations. All stainless steel items must be durable and rust free.

- 17. Correctness and Completeness of the Item :-** The items shall be correct and complete in every aspect with all its necessary parts/accessories for its routine functioning and installation requisites which are normally supplied even though not specifically detailed to the specifications.

18. Delivery & Installation Period :-

The CVAS, NAVANIA, UDAIPUR, Jaipur would like to have the following time schedule for completion of the activities from the date of placement of orders.

- a. Delivery: **30 Days from** Receipt of Supply/Work Order, extendable only on prior permission from Dean.
- b. Installation and Operationalization: immediately on the Delivery.
- c. The bidder shall be responsible for proper packing so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the checking / inspection of the material by the consignee. No extra cost on such account shall be admissible.
- d. Part delivery will not be allowed. The DEAN, CVAS, NAVANIA, UDAIPUR will have the discretion to invoke the payment from the Bank or forfeit the EMD for any breach of contract.

19. Liquidated Damages:

Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from bills. Amount may also be withheld to the extent of short supply, breakage, rejected articles and in case of failure in satisfactory replacement by the supplier along with amount of liquidated damages shall be recovered from his dues and Performance security available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.

- i. The time specified for delivery in the Bid form shall be deemed to be the essence of the contract and the successful Bidder shall arrange supplies within the stipulated period on receipt of the supply order from the Purchase Officer.
- ii. In case of extension in the delivery period with liquidated damages, the recovery shall be made on the basis of following percentage of value of Stores pending to be supplied –
 - Delay up to $\frac{1}{4}$ period of the prescribed Delivery period – 2.5%
 - Delay exceeding $\frac{1}{4}$ but not exceeding $\frac{1}{2}$ of the prescribed delivery period - 5%
 - Delay exceeding $\frac{1}{2}$ but not exceeding $\frac{3}{4}$ of the prescribed delivery period - 7.5%
 - Delay exceeding $\frac{3}{4}$ but is not exceeding the period equal to the prescribed delivery period – 10%

Note: - Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- iii. The maximum amount of liquidated damages shall be 10%. Delay in supplies exceeding the period equal to the prescribed delivery period shall render the supply order cancelled and any supplies made beyond this period shall be the sole risk of the approved supplier. Dean Post Graduate Institute of Veterinary Education and Research (CVAS,NAVANIA,UDAIPUR), Jaipur Rajasthan shall not be liable for any payments whatsoever on this account.

- 20.** The Institute is not bound to accept the lowest tender.

- 21.** Supply will be F.O.R. Central Stores, CVAS,NAVANIA,UDAIPUR, and will be subject to the approval of the College/ Concerned department in terms of quality, quantity, installation/performance qualifications etc.

- 22.** The decision of accepting authority shall be final as to the quality of stores.

- 23.** No Advance Payment will be made.

- 24.** The CVAS,NAVANIA,UDAIPUR, Jaipur reserves the right to accept or reject the quotation in part/full at any stage.

- 25.** The university / Institute (CVAS,NAVANIA,UDAIPUR, Jaipur) shall have powers to accept or reject the quotation in part/full at any stage without prior information and without any reason, to the tenderers

- 26.** Tenders must be filled with Ball pens or typed clearly. Those written using pencils or having overwriting or are unclear to understand will be rejected. No part-offers shall be accepted.

- 27.** The approved tenderer will not be allowed to sublet the awarded tender to any other person / firms.

- 28.** In case of any dispute, the area of Jurisdiction will be Jaipur.

DEAN

Annexure I

(Letter to the DEAN, CVAS,NAVANIA,UDAIPUR on the bidder's letterhead)

To,

The DEAN,
CVAS,NAVANIA,UDAIPUR, Jaipur-302031

Bid Ref. No. _____

Date:- _____

Last Date:- _____

Sub:- **Open Tender for Supply of "BOOKS, JOURNALS AND SERVICE RECORD BINDING ETC"**

Sir,

We, the undersigned, declare hereby that:

A. We have submitted all required fee as per details tabulated below:

Fee	Amount (Rs)	Mode	No. and Date	Remarks
Tender Appl. Fee	200	DD/ BC		
EMD	10000	DD/ BC		

B. I / We..... for M/s..... hereby confirm that **the offer is in conformity with the terms and conditions as mentioned in your above referred Tender Letter and Enclosures, All enquiries/clarifications have been made with CVAS,NAVANIA,UDAIPUR to our satisfaction. All terms and conditions of tender document have been understood by us and as token of agreement we place our signatures below.**

C. We have examined and have no reservations to the Bidding Document, including its all Addenda. We offer to supply Goods/Services in conformity with the Bidding Document and in accordance with the delivery schedule and the all the terms & conditions specified in Bidding Documents. Our Bid shall remain binding upon us for a period specified in the Bid Document and may be accepted at any time before the expiration of that period

D. We also understand that the CVAS,NAVANIA,UDAIPUR, Jaipur is not bound to accept the offer either in part or in full and that the CVAS,NAVANIA,UDAIPUR, Jaipur has right to reject the offer in full or in part without assigning any reasons whatsoever. Decision of Dean, CVAS,NAVANIA,UDAIPUR, Jaipur shall be final and will be acceptable to us.

E. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed

F. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive

G. Our Important particulars are as given below:

S. No.	Particulars	Details
1.	Name of Tenderer Firm with Address, Pin-code, telephone/mobile No., Fax No., and E-mail ID etc.	
2.	Whether Proprietor/ Partnership/ Company	(Enclose copy of document)
3.	PAN No.	(Enclose copy)

4.	TIN No.	(Enclose copy, if available)
5.	GST Regd. No.	(Enclose copy)
6.	Manufacturer Certificate / Authorization Certificate	(Enclose copy)
7.	Are Firm is Exempted from paying, Custom Duty/ Excise Duty/Sales Tax.? <i>if YES, give details..</i>	(Enclose copy)
8.	Any other important information related to the tender requirement.	

Yours faithfully,

Date:

Authorized Signatories
(Name & Designation, seal of the firm)

The specifications mentioned here under are as per current needs. However, bidders can propose higher specification keeping the future needs and scalability as already mentioned in the tender but it should be of a complete functional unit.

No column under technical bid should be left blank. The vendor must specify either compliance or deviations

TECHNICAL BID

Specification- **“BOOKS, JOURNALS AND SERVICE RECORD BINDING ETC.”**

Sl. No.	Name of ITEMS	Specifications:	Page Quantity	Bidder's Response Please indicate whether items/goods quoted conform to the specifications (Yes/No). Deviations, if any, must be pointed out. (To be filled by bidder)	Proof submitted at page No.
1	Book, Journal and Service Record Binding or other stationery etc.	A4	1-200 page 200-300 page 300-500 page		
		A5	1-200 page 200-300 page 300-500 page		
		Legal	1-200 page 200-300 page 300-500 page		
2	Service Books	12 Page each copy	1-200 page		

Signature for Firm with SEAL (Name & Designation)

Date:

Note:- **Technical documents** (*Product of the Brochures, Leaflets, manuals etc., if any*) **should be enclosed with the Technical Bid, wherever needed.**

THIRD PARTY DETAILS for ONLINE PAYMENTS

Name of the Firm / Company	
Address	
Name of the Bank	
Branch Address of the Bank	
IFSC Code of the Bank	
Bank Account Number	
Photocopy of Bank <u>PASSBOOK</u> and a <u>Cancelled Cheque</u>	_____ (enclosed Yes / No)
GST Regd. No.	
PAN Number	
Aadhar No. of Authorized Person	
Mobile No. of Authorized Person	+91 - _____
E-mail ID	
Above details are correct and Copy of BANK PASSBOOK or a CANCELLED CHEQUE of same Bank Account is Enclosed	
Authorized Signature (with Seal)	

OPEN TENDER FOR “BOOKS, JOURNALS AND SERVICE RECORD BINDING ETC.”

(NOTE: Rates per UNIT must be Quoted and inclusive of all Taxes/incidental charges etc.)

Name of Firm:

PAN No:

GST Tax Regd. No:

NOTE: The Rates may be quoted on UNIT RATE Basis only

1	2	3	4	5	6	6				
S. No.	Brief Description of Goods/work	Specification		Work area	Quantity/Piece of work (Nos.)	Price per UNIT (Rs.)				
						Ex - factory/ Ex - warehouse /Ex-showroom /Off - the shelf Per Unit Cost @ per square meter (a)	GST (if any) [Depict both as Value and %age] (b)	FINAL UNIT PRICE Including GST	ANY Other Cost	Total COST (at Consignee Site) F.O.R. basis (Rs.)
1.	Book, Journal and Service Record Binding or other stationery etc.	A4	1-200 page	Central Library	As required					
			200-300 page							
			300-500 page							
		A5	1-200 page	Central Library	As required					
			200-300 page							
			300-500 page							
		Legal	1-200 page	Central Library	As required					
			200-300 page							
			300-500 page							
2	Service Books	12 Page each copy	1-200 page	Central Library	As required					

Note: -

1. **Delivery Period:- 30 Days** from receipt of Supply/Work Order, Extendable on mutual basis.
2. Warranty Period:- Minimum 1 year, for material and manufacturing defects and Including during transport.
3. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.

Date:

Name_____

Business Address_____

Signature with Seal of Bidder_____

“INTENTIONALLY LEFT BLANK”