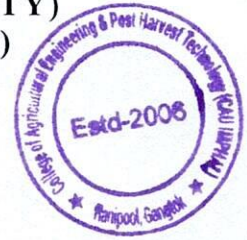


**COLLEGE OF AGRICULTURAL ENGINEERING AND POST HARVEST TECHNOLOGY
(CENTRAL AGRICULTURAL UNIVERSITY)
RANIPOOL, GANGTOK – 737 135 (SIKKIM)
TENDER DOCUMENTS**



**(TERMS AND CONDITIONS)
FOR
*Annual Rate Contract for Printing***

College of Agricultural Engineering & Post Harvest Technology (CAE&PHT). Ranipool, Sikkim invites tender for annual rate contract with agencies for printing of materials (Booklets, Leaflets etc) as and when required on demand basis.

INTRODUCTIONS:

1. The purchaser is the "Dean, CAEPHT" hereinafter called "**The Purchaser**".
2. The technical specifications, terms and conditions and other details mentioned in this document shall hereinafter be referred as the "**Tender Document**".
3. The firm or the manufacturer or the dealer who is a prospective participant to this Tender shall hereinafter be referred to as the "**Bidder**".
4. Unless, otherwise stipulated the word "Tender" and "Bid" shall have the same meaning.
5. Unless, otherwise stipulated the word "Tenderer" and "Bidder" shall have the same meaning.

BID VALIDITY:

6. The Tender submitted by the bidder shall be valid for a period of at least 1 (one) year from the last date of submission which can be extended on mutual consent and no claim/demand for price escalation during the period shall be entertained under any plea or excuse. Bids not conforming to this provision may be treated as non-responsive and rejected.

7. DELIVERY PERIOD:

Delivery of goods shall have to be completed strictly within 30(thirty) days from the date of receipt of the notification of award of supplier.

The successful BIDDER should deliver the material as per tender document/purchase order.

8. PLACE OF DELIVERY AND INSTALLATION:

The printing materials shall be delivered to the consignee at **College of Agricultural Engineering and Post-Harvest Technology, Ranipool, East Sikkim.**

9. BIDDING PROCEDURE

The Bidder has to submit two bids i.e. Technical Bid and Commercial Bid for each items.



TECHNICAL BID

- The technical bid will be opened first and will be evaluated. If the technical bid is up to the satisfaction of the purchaser the only the commercial bid of the firm would be opened. Commercial bids of only those firms who qualify in technical bidding will be considered.
- The technical bid should contain detailed technical literature.
- The firm must have at least three years' experience of printing materials to the Government Departments / Institutions of repute and have satisfactory performance report.
- On failure to supply the work there will be a penalty of ₹ 300/- (Rupees Three Hundred) per day.
- All pages of this tender with signatures and stamp is to be submitted as acceptance to tender terms & conditions.

COMMERCIAL BID

- To facilitate prompt evaluation, the bidder shall quote the price strictly as per the format enclosed. There should not be any overwriting.
- Prices should be quoted inclusive of all charges like packing, forwarding, freight and transportation etc.
- Copy of GST registration Certificate and PAN card should be enclosed. In the Tax Invoice IGST should be mentioned and the code of Sikkim is 11.
- Copy of Registration certificate of the organization i.e. proprietorship, partnership, company, etc self-attested is to be enclosed.
- Rates should be quoted only in Indian Rupees clearly both in words and figures separately for each item, without which the quotations shall stand rejected.
- Rates should be quoted F.O.R **College of Agricultural Engineering and Post Harvest Technology, Ranipool, Gangtok.**
- The rates quoted shall be fixed and firm and not subjected to adjustment / variation.
- Up to date income tax and sales tax clearance certificate duly attested must be enclosed with commercial bid.

BID OPENING AND EVALUATION.

10. **Critical dates in regard to publishing, bid submission date, bid closing date to be observed scrupulously as indicated in the tender document which may be seen at our College Web Site i.e. caeptcau.nic.in.**
11. The basis for evaluation shall be for the full quantity of all the items mentioned at Annexure – 1. The bidders shall quote for all full quantity of an individual item, failing which, such bids may be treated as non-responsive at the discretion of the purchaser.

AWARD OF CONTRACT

12. The purchaser will award the contract, prior to expiration of the bid validity period, to the bidder whose quotation bid has been determined to be substantially responsive and who has offered to evaluated quotation price which is reasonable.
13. The purchaser is not bound to accept the lowest rates quoted only, considering the technical bids.

PAYMENT

14. All payment shall be made in Indian Rupees only.
15. Payment by A/c payee cheque on State Bank of India shall be made after receipt of the materials as per the supply order. Quotations having any other conditions for payment viz. advance payment shall not be entertained.
16. Wherever the laws and regulations require deduction of taxes at the source of payment, the purchaser shall effect such deduction from the payment, due to the supplier, the remittance of amounts so deducted and issuance certificate for such deductions shall be made by the purchaser as per the laws and regulations in force.
17. Central Agricultural University is exempted from payment of Customs duty / Excise duty as per the certificate issued by the Department of Scientific & Industrial Research (DSIR), New Delhi in terms of Government Notification No. 10/97-Central Excise dt. 01/03/1997.

OTHERS

18. Supplier can quote for item wise separately.
19. Quantity of maximum discount if any should be indicated prominently.
20. **One Agent cannot represent two suppliers or quote on their behalf in tender.**
21. If the supplied material is not as per specifications, the same shall be rejected straightaway and in such cases material will have to be lifted by the supplier / contractor at their own cost.
22. Every page of the original bidding document purchased from this office is to be signed by the bidder indicating their acceptance of terms and conditions and returned with their quotation.
23. The purchaser reserves the right to accept or reject any quotation and to cancel the instant bidding process and reject all quotations at any time, prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidders of the grounds for the purchaser's action.
24. Successful bidder is required to sign the rate contract on judicial stamp paper (₹ 100/-) of Sikkim which is to be provided by the bidder.
25. In case of any dispute, the legal jurisdiction will be Gangtok, Sikkim.

