

UNIVERSITY OF KASHMIR, **HAZRATBAL, SRINAGAR**

Expression of Interest

University intends to empanel reputed business enterprises / firms to use University Logo (Trade name) on various readymade Fabrics / stationery items of daily use such as T-Shirts / Sweat-Shirts/ Uniform etc.etc. for sale in different stakeholders of University of Kashmir

Accordingly sealed quotations affixed with revenue stamp worth Rs. 6/ are invited from registered manufactures having TIN and PAN in the name of Firm, for the job for the year 2017-18 and 2018-19. Tenders should be addressed to the Registrar, University of Kashmir Hazratbal, Srinagar, as per details given in Annexure II under two bid system viz Technical bid and Financial Bid should reach to his office upto **3 p.m** of **July 17, 2017**

The documents alongwith the details of the items with their specifications are available in the Printing & Stationery Section against payment of Rs. 500/- (Rupees five Hundred Only) in the shape of University Receipt and shall also be available on the University website at www.kashmiruniversity.net. Downloaded Document should be accompanied with a receipt of Rs. 500/- as cost of Tender document and CDR of Rs. 50,000 (Fifty Thousand only) as earnest money

No.F (NIT) P&S/ Logo/KU/17-18
Dated: July 7, 2017

(Assistant Registrar)
Printing & Stationery

Chapter -1: Instructions to bidders

1. **Submission of tender:** The sealed tenders for empanelment of reputed firms/ business enterprises to use University Logo /Trade name on various standard readymade fabric / Stationery items be submitted under two bid systems. Viz. **Technical Bid** (filled in Annexure-1) duly signed and stamped, consisting all technical details, make of items along with commercial terms & conditions, EMD, relevant documents and University Receipt / DD of Rs. 500/= and **Financial Bid** (indicating item wise make & price for each item mentioned in Annexure-ii in two separate sealed envelopes and should be super scribed as technical and financial bids accordingly . Both the sealed envelopes should be kept in a third envelope which should be subscribed "Tender for Readymade Fabrics ".

2. **Quotation of Fabric / Stationery Item :** The bidder is required to furnish the information as mentioned at Annexure -II and should agree to accept as per the criteria of lowest quoted bid for each item. Unit prices are to be quoted both in figures and in words secured with transparent tape. Signature with seal should be affixed on all pages of tender documents. In case of a discrepancy, that quoted in words / least will be taken as valid.

3. **Opening of bids :** Initially the technical bids will be opened and scrutinised. The firms who meet the basic requirement as per documents furnished, may have to present the samples before opening of financial bid. The committee of the University will inspect the samples and may visit the premises of the firm to ascertain the information available. The financial bid will be opened for those firms who qualify technically and whose sample has been agreed up to the satisfaction level of the University. The decision of the University will be final in this regard.

4. **Availability and submission of tender form:** The tender documents can be obtained in person from Printing & Stationery Section on payment of Rs. 500/= through University receipt favouring "Registrar University of Kashmir, Hazratbal Srinagar" during working hours. The tender form can also be downloaded from university website (www. Kashmir University. com) and to submit along with the cost of tender form of Rs. 500/= and earnest money of Rs. 50,000/= (Rs. Fifty Thousand Only) in the shape of CDR. The downloaded tender form without cost of tender form will not be accepted . Last date to submit the tender is July -2017 by 3.00 pm. The filled in tender form can be dropped in tender box at the office of the Registrar or can be sent through post.

5. That the use of Kashmir University Logo will be on various standard items like T-Shirt, Sweat-Shirt, Caps, Cups Uniforms, Sports Shirts, Jackets, Souvenirs and Mementoes and Stationery items.

6. The firm empanelled shall be assigned the job of producing quality articles with University Logo

7. **Selection of firm:** The firm will be selected among the technically qualified firms only and the rates will be considered on lowest quoted basis item wise. Further, if the committee found that the quality of lowest quoted firm is not satisfactory, the committee may recommend and consider the next lowest quoted firm. The decision of the committee will be final in this regard.

8. **Sample:** The firm is required to attach the sample of each item along with technical bid.

9. **Alter in the bid:** The bidder will not be permitted to alter or modify their bids after receipt by the University: however, the firm can withdraw the bid before the closing date and time of the tender.

10. **Registration:** The firm should be registered with the competent authority and required to enclose self attested copies of the following documents:

- (a) Certificate of registration
- (b) Valid registration with sales tax and service tax authority
- (c) A copy of TIN/PAN
- (d) Sales tax, clearance certificate for the period ending 31-03-2017
- (e) Experience certificate if any

11. All the columns in bid are to be filled in words and figures. The variation in words and figures, if any, the lowest shall be taken into account.

12. **Cost:** The rates quoted should be inclusive of all taxes, and FOR University of Kashmir Campus / other campuses of University

13. **Supply:** This is a tender cum rate contract and registration of firms shall be initially for a period of one year from the date of issue of Rate contract or till the fresh tenders are floated and approved by the University whichever is earlier.

14. The firm / firms empanelled has to sign a MOU for the purpose before work is allotted.

Chapter – II Terms and Conditions

1. In case the firm fails to supply the desired Fabric / Stationery items as per terms and conditions, the University reserves the right to place the order to the next higher bidder or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial order and this will be binding on the bidder.

2. The University does not pledge himself to accept the lowest quoted or any tender and reserve the right to accept the whole or any part of the tender.

3. **Rejection of tender:** The conditional tender, incomplete in any form, unfilled / unsigned and bid without required documents, EMD and cost of tender form shall not be accepted and on such bids any query / intimation will not be entertained. The tender documents are not transferable.

4. **Experience:** Bidder should be original manufacturer/ authorized dealer/ reputed firm and should have minimum one year of experience in production of similar items. A certified copy of the same should be attached with the technical bid.

5. **Rights of the University:** The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice in part or full without assigning any reason thereof.

6. **Acceptance of terms and conditions:** The bidder shall fill up the information in the Annexures enclosed at the end of this document in clear and legible terms. The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid.

7. The University reserves the right to further negotiate on the approved rates with the bidders.

8.Termination of contract: if supply is not found satisfactory, the purchase order will be cancelled by the University at any stage.

9. **Penalty clause;** in case the approved Fabric distributor causes unnecessary delay in making the supply or fails to deliver the Fabric items as per requirement a penalty depending on merits of each case shall be imposed on the dealer which may include forfeiture of Earnest Money or cancellation of the supply order and the University shall be at liberty to take any other action as warranted under rules and no payment will be made if not found as per the requirement.

10. **Settlement of dispute:** In case of any dispute, the decision of the Vice- chancellor University of Kashmir shall be final and binding on the parties.

11. The right to appeal will be within the jurisdiction of Srinagar courts only.

Sd/

Assistant Registrar
Printing & Stationery

Declaration:

I declare that I have read all the instructions as well as terms & conditions reproduced above and I confirm that these are acceptable to me.

Bidder/Firm
Name
Address
Stamp

Annexure-1

University of Kashmir
Technical Bid for General Readymade Fabrics /
Stationery item with University Logo

(To be filled by the firm / bidder)

S.No	Particulars	Details	Appendix No. (attached in bid)
1	Name of the Firm / Agency:		
2	Status of the Firm / Agency(Proprietorship/ Partnership / joint Stock Co. Etc)		
3	Name of the Proprietor / Partner / Director		
4	Registration No.		
5	Address: a) Head office b) Office at Sgr		
6	a)Landline No. (Office / Residence) b) Cell No., c) E-mail address d) website details		
7	Residential Address		
8	Infrastructure available a) Type of Press b) Details of Machines installed c) Location of Firm	Please give detailed information on a separate page.	
9	Documentary Proofs of: a) Self attested copy of valid registration with competent authority, certificate b) Self attested copy of valid TIN / PAN No. c) Sales Tax, clearance certificate for the period ending 31-03-2017 d) Proof of average annual turnover e) Proof of experience supported by documents from concerned organization	Yes /No Yes /No Yes /No Yes /No	
10	Details of University Receipt No. for Rs. 500/=		
11	Earnest Money deposit details: a) Amount b) Name of the drawer and issuing bank c) No. and date of CDR		

Declaration:

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the University in future.

Signature with date & seal of the agency :

Name of the Applicant :

Designation :

Annexure-II

University of Kashmir

Financial Bid for General Readymade Fabrics

Tenders may clearly mention Quality of the product for which the rate is quoted. In addition to the quality of items mentioned hereunder, renderers can also quote rates of other standard brand/s alongwith the one mentioned in the tender document.

S.No	Name of the Article	Make/ Brand/ Specification	Make/ Brand/ Specification (Offered)	Rate inclusive of all taxes
1	T-Shirts			
2.	Sweat-Shirts			
3.	Caps			
4	Cups			
5.	Uniforms			
6.	Sport Shirts			
7.	Jackets			
8.	Souvenirs			
9.	Mementoes			
10.	Stationery item	Please mention the items that can be provided by your firm		
11.	Other item	Please mention the items that can be provided by your firm		

Name of the authorized Signatory

Seal & signature of the supplier

