



# **Director of Students' Welfare**

## **Kamdhenu University**

Karmyogi Bhavan, Block-1, B-1 Wing, Sector-10 A,  
Gandhinagar-382010, Gujarat

Tender Document  
For

Purchase of Sports Equipment

**KU/DSW/e-Tender/ 01 of 2018-19**

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**Note:**

1. All documents uploaded as well as sent in physical form must BEAR PAGE NUMBERS in sequence, including sequential fresh page numbers given on each page of printed/photocopy material. Please note that only the uploaded documents will be considered for opening of Technical and Commercial bid. Kindly note that company will be liable to be rejected on technical ground if they fails in submission of required documents physically and commercial bid of the company will not be opened without assigning any reason.
2. The same page numbers are required to be mentioned in CHECK LIST provided

## Chapter no.1 Notice Inviting e-Tender (NIT)

### KU/DSW/e-Tender/TDN- 01 of 2018-19

Director of Students' Welfare, Kamdhenu University, Gandhinagar is inviting e-tender for the price of Sports Equipment's. The details of the e-tender document and requirements of purchase are as under:

1	Period for Tender document Downloading	8 <sup>th</sup> Feb. 2019 to 28 <sup>th</sup> Feb. 2019 Up to 18:00 Hrs.
2	Last date for submission of tender fee, EMD and other Physical documents by RPAD/Courier/ Speed post	5 <sup>th</sup> March 2019, Up to 18:00 Hrs.
3	Bid validity period	120 Days
4	Tender Fees	Rs. 1500/-
5	Earnest Money Deposits (EMD)	Rs. 60000/-
6	Security Deposit	5 % of the Purchase Order
7	Tender Submission / Communication address	Director of Students' Welfare, Kamdhenu University, Karmyogi Bhavan, Block-1, Fourth Floor, B-1 Wing, Sector-10 A, Gandhinagar-382010

Details are available on website [www.ku-guj.com](http://www.ku-guj.com)

Place: Gandhinagar

Date: 6.02.2019

## Chapter no.2 Details about Tender

Department Name	KAMDHENU UNIVERSITY
Circle/Division	KAMDHENU UNIVERSITY
IFB No	1 OF 2018-19
Name of Project	
Name of Work	
Estimate Contract Value (ECV)	--
Period Of Completion(in	--
Bidding Type	Open
Bid Call (Nos)	
Tender Currency Type	
Tender Currency Settings	Indian Rupee(INR)
Joint Venture	Not Applicable
Rebate	Not Applicable

### Amount Details

Bid Document Fee :	<b>Rs.1500.00</b>
Bid Document Fee Payable To :	KAMDHENU UNIVERSITY FUND A/C, GANDHINAGAR
Bid Security/EMD (INR) :	<b>Rs.60,000.00</b>
Bid Security/EMD In Favour Of	KAMDHENU UNIVERSITY, GANDHINAGAR

### Tender Dates

Bid Document Downloading	<b>8/02/2019</b>
Bid Document Downloading	<b>28/02/2019: 18:00 hrs.</b>
Pre Bid Meeting	NO MEETING
Last Date & Time for Receipt of Bids	<b>28/02/2019: 18.00 hrs.</b>
Bid Validity Period	120 Days
Remarks	Submission of EMD. Tender fee and other Documents during office hours on or before date: <b>5/03/2019 in</b> the office of Director of Students' Welfare, KAMDHENU UNIVERSITY, GANDHINAGAR BY RPAD OR SPEED POST OR COURIER. Phone : 079-23220717
Technical Bid Opening Date	<b>6/03/2019: 11:00 hrs.</b>
Price bid Opening Date	Price bid opening schedule will be intimated to qualified bidders after opening of Technical bid.

### Other Details

Officer Inviting Bids :	DIRECTOR OF STUDENTS WELFARE, KAMDHENU UNIVERSITY, GANDHINAGAR
Bid Opening Authority :	DIRECTOR OF STUDENTS WELFARE, KAMDHENU UNIVERSITY, GANDHINAGAR
Address :	DIRECTOR OF STUDENTS WELFARE, KAMDHENU UNIVERSITY, GANDHINAGAR
Contact Details :	079-23220717

### Chapter.3. Instructions to bidders for Online Tender Participation

1. All tender documents can be downloaded from the website <http://acd.nprocure.com> or <http://www.nprocure.com>
2. All bids should be submitted online on the website <http://acd.nprocure.com> or <http://www.nprocure.com>
3. The user can get a copy of instructions to online participation from the website <http://www.nprocure.com>
4. For all queries regarding tender (except item specification) should be addressed to personnel in tendering office address provided below.

Director of Students' Welfare

Kamdhenu University,

Karmayogi Bhavan, Block-1, 4<sup>th</sup> Floor, Wing-B1, Sector-10A,

Gandhinagar-382010

E-mail: [dsw@ku-guj.com](mailto:dsw@ku-guj.com)

Phone No.: 079-23220717

From:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

**The Director of Student's Welfare,**  
Kamdhenu University, Karmayogi Bhavan,  
Block-1, Wing-B1, 4th Floor, Sector-10A, Gandhinagar-382010, Gujarat

**Subject:** Submission of tender for the purchase of Sports Equipments [KU/DSW/e-Tender/01 of 2018-19]

Sir,

I/We hereby submit the offer (duly filled) in response to the advertisement/tender notice **KU/DR/e-Tender/TDN 01 of 2018-19** for **Sports Equipments** in accordance with the terms and conditions of such supply and declare as under:

I/We hereby offer to supply to Kamdhenu University, Gandhinagar in accordance with the terms and conditions, here to annexed and at the prices given by me/us in commercial section of online tendering.

I/We enclose herewith Tender Fee in favour of "**Kamdhenu University Fund Account**" and EMD in the form of FDR in favour of "**Kamdhenu University, Gandhinagar**" drawn on schedules or nationalized bank having branch at Gandhinagar with following details.

Fee	Amount (Rs.)	Amount in Words	DD / FDR No. and Date
Tender Fee			
EMD			

I/We carefully read and understood and agree to abide by the said terms and conditions set in the tender document here to annexed and the description/specifications of the items.

I/We agree to hold this **offer open till 120 days** from the date of due date of opening of the tender.

I/We agree that in case of dispute, if any, the decision of the Director of Student's welfare, Kamdhenu University, Gandhinagar-382010 shall be final and binding upon me/us.

Signature of bidder

(With Stamp, Name and Designation)

## Chapter.4. Terms and Conditions of the Tender:

- 1 The Price quoted should include transportation on FOR destination Shedubhar, Amreli, Rajpur(nava), Himmatnagar and Gandhinagar and % taxes shall be paid separately as per the prevailing taxes on the date of work order and which will valid up to 120 Days from the opening of price bid.
- 2 Bidder has to submit non-refundable Tender Fee Rs.1500/- (Rupees One Thousand Five Hundred Only) in the form of Demand Draft in favor of “**Kamdhenu University Fund Account**”, payable at Gandhinagar from nationalized bank & Govt. approved bank like ICICI, IDBI, HDFC etc.
- 3 The bidder shall furnish an Earnest Money of Rs.60000/- (Rupees Sixty Thousand Only) in the form of Demand Draft in favor of “**Kamdhenu University**” payable at Gandhinagar.

**Earnest Money:** Tender shall be accompanied by an earnest money, without which tenders will not be considered.

**Refund of earnest money:** The earnest money of unsuccessful Bidder will be refunded.

**Forfeiture of earnest money:** The earnest money will be forfeited in the following cases:

When Bidder withdraws or modifies the offer after opening of Price bids.

When the Bidder does not deposit the security money after the work order is given.

- 4 After opening the tender the successful bidder shall deposit 5% of purchase order as Security deposit to the office putting order in form of fixed deposit receipt (FDR).

**Refund of Security Deposit:** The security deposit will be refunded after 1 Year or guarantee period of equipment which one is longer.

**Forfeiture of Security Deposit:** The security deposit will be forfeited in the following cases:

When supply order / services are not successfully executed as per the requirement mentioned in the tender document.

When successful bidder terminate the service in between the contract period.

When goods supplied will not be of required quality.

- 5 Good should be delivered FOR at Kamdhenu University, Gandhinagar, College of Dairy Science, Amreli, Polytechnic in Animal Husbandry, Rajpur (Nava), Himmatnagar, PGIFER, Rajpur (Nava), Himmatnagar and PGIVER, Rajpur (Nava), Himmatnagar
- 6 No advance payment will be entertained.
- 7 The Director of Students' Welfare, Kamdhenu University, Gandhinagar have the right to increase/reduce required Quantity per item/per brand as per requirement.
- 8 The right to accept or partially accept or to reject the offer is reserved with the and cannot be challenged. The University decision will be final and abide to all bidders.
- 9 Any dispute arising will be dealt with in Gandhinagar jurisdictions.
- 10 **Prequalification Criteria :**
  - Annual turnover of bidder/ Agency should be minimum Rs.10 lakh for any one of the last two year. (2016-17, 2017-18). CA certificate must be submitted.
  - Bidder has to submit Undertaking of the not Blacklisted in any Govt. organization, Semi Government organization on Rs.100 Stamp paper with notary.
- 11 **Technical Bid** form duly signed along with all relevant requisitioned documents shall be submitted in **Envelope**.
- 12 Payment will be released after satisfactory supply and receipt of goods, supplied as per supply order. The duly filled authorization letter for release of payment through core banking / RTGS must be submitted along with the bid as per chapter 6.
- 13 In case of doubt in material the expenditure on testing of material will be borne by the tenderer.
- 14 The EMD of unsuccessful bidder will be returned within 30 days after the finalization of the tender.
- 15 The Director of Students' Welfare, Kamdhenu University, Gandhinagar



will have the right to reject any or all the bids without assigning any reason.

- 16 The Director of Students' Welfare, Kamdhenu University, Gandhinagar have the right of awarding the work to one supplier or different suppliers for the supply of Sports Equipment.
- 17 The Director of Students' Welfare, Kamdhenu University, Gandhinagar have the right to issue work order of one or more brand per Sports Equipment.
- 18 **Bids received without Earnest Money & tender fee is liable to be rejected.**
- 19 The supplies received, if not found as per the specification/samples of tendered items are liable to be rejected.
- 20 In case of bidder failing to make the supply in a given time and place, Directorate of Students' Welfare, Kamdhenu University, Gandhinagar shall have the right to purchase the same from the other source at the risk and cost of Supplier.
- 21 The Director of Students' Welfare, Kamdhenu University, Gandhinagar will be legally competent to cancel the contract of supply and also to take any other action against the supplier including imposing of any penalty on the supplier during pendency and till the final execution of the contract of the supply, in case the supplier is ever found to have committed any fraud against Kamdhenu University, Gandhinagar in supplying the material or indulge in any other malpractice's thereof causing any financial losses during contract period.
- 22 Kamdhenu University, Gandhinagar taking into account past performance of party reserves the right to reject any tender. In case any dispute arises in regard to the tender, the decision of the Kamdhenu University, Gandhinagar will be final and binding upon all parties.
- 23 **The technical bid of the bidders will be opened first and the financial bid will be opened only of the bidders whose technical bid will be accepted by the competent authority.**
- 24 It must be noted that this is just an enquiry and does not amount to any

commitment on the part of Kamdhenu University, Gandhinagar to order any of all products offered. The decision of Kamdhenu University, Gandhinagar in this regards would be final and be entirely, at it discretion.

- 25 These are only proposed draft terms and conditions and can be modified, changed or added to at the time of finally concluding and signing the agreement.
- 26 The tenderer should sign each page of the Tender Enquiry as token of accepting the terms and condition mentioned herein.
- 27 Documents related to tender should be sent in sealed envelope specifying “**Sports Tender**” and should be sent through Post/Courier on following address.

**Tender Fee, EMD, Security Deposit and Document Submission Address:**

**Director of Students’ Welfare,**  
Kamdhenu University  
Karmyogi Bhavan, Block-1,  
Fourth Floor, B-1 Wing,  
Sector-10 A, Gandhinagar-382010 (Gujarat)

I have read and understood all the terms & conditions of the Tender Enquiry and hereby undertake to abide by the same.

SIGNATURE OF THE BIDDER  
With Address & Seal

## Chapter.5. TECHNICAL BID FORM

The following details / documents / certificates issued by the concerned Authorities in respect of the bidder are required to be submitted for qualifying in Technical Bid:

1	Name of the Firm/Agency :	
2	Name of the Proprietor / Partner /Director :	
3	Address of the Firm / Company :	
4	Registration Number of the Firm / Memorandum & Articles of Association of the Company :	
5	Telephone /Fax No./ Email Id :	
6	PAN & TIN number (attach a Photo copy) :	
7	GST (attach a Photo copy) :	
8	Attach copies of ITR for the last Three year :	
9	Annual Turnover during last 03 preceding years: Duly certified by CA (attach copy of Balance Sheet) – 2015-16, 2016-17, 2017-18 :	
10	Documentary proof regarding Manufacturer/Authorized Distributor /Agent :	
11	Experience in the line (mention number of) :	
12	EMD DETAILS: Demand Draft No. & date Bank Name Amount	

SIGNATURE OF THE BIDDER  
With Address & Seal

## Chapter.6. AUTHORIZATION LETTER FOR RELEASE OF PAYMENT

<b>Payee Particulars</b>	Name of Payee as in Bank Account	
	Address:	
	Telephone/Fax No. with STD code	
<b>Bank Details</b>	Name of the Bank	
	Bank Branch Address (full Address & telephone no.)	
	Mode of electronic transfer available RTGS, NEFT any other	
	IFSC code	
	MICR code	

Signature: \_\_\_\_\_  
(Owner of the firm / individual)  
Name: \_\_\_\_\_

1. The information given in the technical bid by the undersigned is correct.
2. I have read the terms and conditions mentioned in the tender document and undertake to Abide the same during the contractual period.
3. I undertake to supply the sports equipment for a period of one year from the date of Acceptance of bid on quoted rates which could be extendable on the same quoted rates.

SIGNATURE OF THE BIDDER  
With Address and Seal

## Chapter.7. CHECK LIST- COMPULSORILY DULY COMPLETED

<b>Sr. No.</b>	<b>Document/ Certificate</b>	<b>Attached Yes/No</b>	<b>Sequential Page Number</b>
<b>1</b>	Tender Fee: Demand draft of Rs. 1500 (Non-Refundable).		
<b>2</b>	EMD: FDR : Rs. 60000 (Refundable)		
<b>3</b>	<b>TECHNICAL BID FORM</b>		
	<b>AUTHORIZATION LETTER FOR RELEASE OF PAYMENT</b>		
<b>4</b>	Valid Registration Certificate of bidder's firm.(Shop Act Registration/ Partnership deed/ Memorandum of article / Registration of firm/ Small Scale Industry Registration etc.)		
<b>5</b>	Original affidavit from the bidder that business entity is not blacklisted (notarized on Rs.100 stamp paper)		
<b>6</b>	Certified Turnover Certificate by CA for the last 3 financial years i.e., 2015-16, 2016-17, 2017-18.		
<b>7</b>	Specification Supporting Documents with colour catalogue (whichever is applicable)		
<b>8</b>	Signed <b>Terms &amp; Conditions</b>		
<b>9</b>	GST documents		
<b>10</b>	Other if any...		
<b>11</b>			

SIGNATURE OF THE BIDDER  
With Address and Seal

## Chapter 8. AFFIDAVIT (TO BE SUBMITTED PHYSICALLY)

(To be submitted IN ORIGINAL on Non-Judicial Stamp Paper of Rs 100/- duly Notarised).

I/We, \_\_\_\_\_, age \_\_\_\_\_, years residing at \_\_\_\_\_ in \_\_\_\_\_ capacity  
\_\_\_\_\_ M/s \_\_\_\_\_ hereby solemnly affirm that

1. All General Instructions, General Terms and Conditions, as well as Special Terms & Conditions laid down on all the pages of the Tender Form, have been read carefully and understood properly by me which are completely acceptable to me and I agree to abide by the same.

2. I / We have submitted following Certificates/ Documents for T.E. as required as per General Terms & Conditions as well as Special Terms & Conditions of the tender

Sr. No.	Name of the Document
1	
2	
Onwards...	

3. All the Documents are valid and current as on date and have not been withdrawn / cancelled by the issuing authority.

4. It is clearly and distinctly understood by me that the tender is liable to be rejected if on scrutiny at any time, any of the required Documents is / are found to be invalid / wrong / incorrect / misleading / fabricated / expired or having any defect.

5. I / We further undertake to produce on demand the original Document for verification at any stage during the processing of the tender as well as at any time asked to produce.

6. I / We also understand that failure to produce the documents in "Prescribed Proforma" (wherever applicable) as well as failure to give requisite information in the prescribed proforma may result in to rejection of the tender.

7. My / Our firm **has not been banned / debarred / black listed** at least for three years (excluding the current financial year) by any Government Department / State Government / Government of India / Board / Corporation / Government Financial Institution in context to purchase through tender.

8. I / We confirm that I / We have meticulously filled in, checked and verified the enclosed documents etc. from every aspect and the same are enclosed in order (i.e. in chronology) in which they are supposed to be enclosed. Page numbers are give on each submitted document. Important information in each document is "highlighted" with the help of "marker pen" as required.

9. The above documents are enclosed separately and not on the proforma printed from tender document.

10.I / We say and submit that the Permanent Account Number (PAN) given by the Income Tax Department is, which is issued on the name of \_\_\_\_\_ [Kindly \_\_\_\_\_] mention here either name of the proprietor (in case of Proprietor firm) or name of the tendering firm, whichever is applicable.]

11. I / We understand that giving wrong information on oath amounts to forgery and perjury, and I/We am/are aware of the consequences thereof, In case any information provided by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD and cancel the award of PO. In this event, this office reserves the right to take legal action on me/us.

12. I / We have physically signed & stamped all the above documents along with copy of tender documents (page no..... to.....).

13. I / We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliment with specification mentioned in the bid document.

14. My / Our Company has not filed any Writ Petition, Court matter and there is no court matter filed by State Government and its Board Corporation, is pending against our company.

15. I / We hereby commit that we have paid all outstanding amounts of dues / taxes / cess / charges / fees with interest and penalty.

16. In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of Tender Committee for disqualification will be accepted by us.

Whatever stated above is true and correct to the best of my knowledge and belief.

Date:

Stamp & Sign of the Tenderer

Place:

(Signature and seal of the Notary)