

PANJAB UNIVERSITY, CHANDIGARH

TENDER

for

Various Types of Printing and Binding Machinery

Place of Tenders' Submission/Opening

In the office of Registrar,
Panjab University,
Sector-14, Chandigarh-160014

Schedule of Tenders' Submission/Opening

Time/Date of Submission of Tender

22-03-2012...3.00 PM

Opening of Technical Bid

22-03-2012 at 3-30 PM Syndicate Room

Opening of Commercial Bid

22-03-2012 at 3-30 PM)

Enclosed: Conditions & Performas (Technical & Commercial Bid)

PANJAB UNIVERSITY , CHANDIGARH

TERMS AND CONDITIONS

for Various Types of Printing/Binding Machinery

1. Sealed Tenders conspicuously marked 'Tender for Machinery' and duly addressed to the Registrar, Panjab University, Chandigarh (by designation and not by name), are invited in Two-Bid system so as to reach in the office of the undersigned up to 03.00 pm on 22-03-2012 in a strong cover and securely fastened with a distinctive device.
2. The sealed outer cover of the Tender must contain two separately sealed envelopes within. The first envelope should be marked 'Technical Bid for Machinery etc.' and the second envelope should be superscripted as 'Financial Bid for Machinery etc.' Furthermore, the envelope of Financial Bid must contain separate sealed envelop(s) for each item quoted by the Firm.
3. The Technical Bids of the Tenders received in time only, will be opened at 03:30 pm. On 22-03-2012. The Technical Details submitted by the Firm shall be subject to verification, which can be done before the allotment of the work. The Commercial Bids will be opened on a date/time to be specified/intimated later on to only such Firms which will fulfill technical requirements as mentioned in the Tender Document. The Tenders/Bids etc. shall be opened on scheduled date/time in the presences of those Tenderers who may wish to be present. In case tender opening date falls on a holiday subsequently declared by the Govt., the Tenders/Bids shall be opened on next working day of already fixed/conveyed date at the scheduled time.
4. TECHNICAL BID must contain following documents. Any Technical Bid not accompanied by these requirements is liable to be rejected:-
 - (i) Earnest Money i.e. Rs. 25000/- in either of form as per para 12 hereto after;
 - (ii) Central sales tax / sales tax number;
 - (iii) An attested copy of Income Tax Clearance Certificate of preceding year;
 - (iv) Certified Balance Sheet showing Turn-over of the Firm in preceding 3 years;
 - (v) Original manufacturership / authorized dealership' certificate showing existence of Firm and indigenously manufacturing of the machine & equipment for last 3 years;
 - (vi) Authorization Letter from manufacturer, if Tenderer is authorized dealer agent;
 - (vii) List of establishments (local/surrounding) wherein offered machines/equipments are installed;
 - (viii) List of service centers existing in Punjab, Chandigarh, Haryana & Delhi;
 - (xi) Supported by literature, give Technical detail of offered machines/equipments as per below:

<u>Item quoted</u>	<u>Detailed specifications</u>	<u>Name of Manufacturer</u>	<u>Place of Manufacturing</u>
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Note:- Upon direction, the demonstration of quoted Machinery & Equipment shall be arranged by the Tenderer at his cost and responsibility.

5. First of all only Technical Bids shall be opened on date & time as specified in para 3 above. In any case, the Technical Bid must not contain rates else such Tender of the Firm shall be rejected out-rightly.
6. FINANCIAL BID of only those firms shall be considered whose specifications/features offered in their Technical Bids and the demonstration of their machines/equipments is found to meet minimum technical requirement of Schedule 'A'.
7. Financial Bids must bear the rates quoted by the Firm and other conditions/offers related to the rates aspects. The rates should be F.O.R. destination/premises of Panjab University Press, Chandigarh and inclusive of all incidental charges viz. packing, forwarding, freight, loading and unloading, transit insurance, installation of machine/equipment at related Panjab University Press, training of operatives and servicing/handling charges during the entire guarantee period. The rates must be inclusive of all taxes, sales tax / VAT etc .if any. The rate of sales tax / central sales tax/ VAT or any other applicable tax/levy should be mentioned specifically else nothing shall be paid on such counts later on.
8. In case the machine/equipment is dispatched by Road, the delivery shall be F.O.R. premises of the Panjab University Press and in that case risk to the point of delivery shall be of the supplier Firm. The toll tax and octroi if any has to be paid by the firm.
9. Rates should be quoted both in figures as well as in words the attached form Schedule 'A'. All columns of the Tender must be properly and exhaustively filled in Words 'not quoted' must be put across against item for which Firm is not interested.
10. Tendor must initial any erasing/alteration that may have been made in the Tender.
11. If you are a partnership Firm (i.e. if you have a partner or partners), each of you must sign and mark the Tender. If any partner be absent, his duly appointed nominee will sign these documents. In case of company, the Tender must be executed in the manner laid down in the said company/articles of association. The signature(s) on the Tender would be deemed to be authorized signature(s).
12. Technical Bids of the Tender should be accompanied by Earnest Money i.e. Rs. 25000/- (Technical Bid Performa) of each machine/item. Without requisite Earnest Money the Tender will not be considered. Earnest Money should be in any of the prescribed manners – Deposit-at-call receipt/pledged FDR in favour of 'Registrar Panjab University , Chandigarh' (by designation only and not by name). Cheques, currency notes/cash will not be accepted and such Tenders shall be rejected. No Security Deposit that may have been furnished by the Tenderer in connection with any previous contract (or any other account) would be accepted as Earnest Money in any case.
13. If your rates are approved, you will be informed in writing whether 'Acceptance' of your Tender is in whole or in part. Till then, you have no right to assume that your rates have been accepted and in case of disregard, no claim for compensation shall be entertained.

14. The Security Deposit furnished must be in any of the prescribed manner i.e. deposite-at-call receipt/pledged FDR/Bank Guarantee etc. but excluding cheques/ currency note or cash which shall not be accepted. In case of bank guarantee, it should remain open till the completion of contract period, final payment and guarantee period of the machine & equipment, as the case may be. If you are a successful Tenderer your Earnest Money will be released as soon as the Security Deposit has been furnished, unless it is used as part of the security Deposit on written request by the approved Firm. Earnest Money of unsuccessful Tenderers unless forfeited under clause 16 below will be returned immediately after rejection of their Tenders. Security Deposit shall be returned after the expiry of guarantee period and after submission of No Demand Certificate on Judicial paper by the Firm in the prescribed proforma.
15. The rates quoted in the Tender shall hold good upto One month or so shall extend this period if request is made by the Department before 31-03-2012 and shall not be subject to change in rates due to fluctuation in prices. If the Tender is withdrawn before this period, or if you do not deposit the Security Deposit in accordance with clause 14 above, without prejudice to any other right which the Panjab University may have, your Earnest Money will be forfeited. The accepted rate of successful Tender(s) shall remain in force by that time as specified in the supply order.
16. The approval or rejection of Tender rests with the Registrar Panjab University, Chandigarh without assigning any reason. The lowest Tender will not necessarily be accepted.
17. No claim will be entertained in case these are over drawn/under drawn or even un-drawn.
18. Tenderers must not quote their own terms/mode of payment. Bank charges will be borne by the Tenderers.
19. Any further information required can be had by submitting written request on any working day between 10 a.m. to 4 p.m. from the office of the Registrar Panjab University, Chandigarh.
20. Each and every page of the Technical Bid, Financial Bid and these Terms & Conditions are to be signed by the Tenderer and returned with the Tender, Any omission in filling the columns or units & rates shall altogether debar the Tender of Firm from being considered.
21. Conditional Tender, late Tenders, submitted otherwise as above shall be rejected.
22. In case of any dispute, the jurisdiction shall be at Chandigarh only.

Registrar
Panjab University
Chandigarh.

Specifications

TECHNICAL BID

Name	Qty
Perfact Binding Machine	One Machine

Requirement :

Machine should be fully automatic and having spine length for binding upto 3”to12”inc.Machine should be single clamp with easy adjustable and having the capacity for spine thickness upto 2.36”.

Machine should have trouble free running and less vibration.It should have efficient roller setting for nipping pressure.

Offer of Tenderer

Machine/Maker’s Name.....

Model Name

Other Features.....

(signature of Authorised Signatory with date)

Seal / Stamp of the Tenderer

Address of the firm

.....

Phone No.....

Fax No.....

PANJAB UNIVERSITY PRESS, CHANDIGARH

COMMERCIAL BID

Name	Qty
Perfact Binding Machine	One Machine

Requirement :

Machine should be fully automatic and having spine length for binding upto 3”to12”inc.Machine should be single clamp with easy adjustable and having the capacity for spine thickness upto 2.36”.

Machine should have trouble free running and less vibration.It should have efficient roller setting for nipping pressure.

Offer of Tenderer

Machine/Maker’s Name.....

Model Name

Other Features.....

Rates offered Rs.....(in figures)

Rupees.....(in words)

Rates are inclusive of Tax(CST/VAT/ST/.....@.....%)

Rates are exclusive of Tax(CST/VAT/ST/.....@.....%)

Note:- No any additional payment shall be made in case Tax, whatever, is not stated in the above laid lines specifically for this purpose.

(signature of Authorised Signatory with date)

Seal / Stamp of the Tenderer

Address of the firm

TECHNICAL BID

Name	Qty
Multicolour Digital copy Printer	One Machine

Requirement :

Machine should be fully automatic and having maximum paper size 13''x19''and having the capacity to run upto 300 gsm paper.

It should have 4 drum dry electrostatic transfer system,Polymerised chemical toner,having 75PPM(A4) full color and mono,1200x4800 dpi and having oil less belt fusing method.Machine should be automatic duplex unit.

Machine should have trouble free running and less vibration.It should have efficient roller setting and should have easy paper seperator.

Firm should be the Original Equipment Manufacturer(OEM)

Offer of Tenderer

Machine/Maker's Name.....

Model Name

Other Features.....

(signature of Authorised Signatory with date)

Seal / Stamp of the Tenderer

Address of the firm

.....

Phone No.....

Fax No.....

Note:- No any additional payment shall be made in case Tax, whatever, is not stated in the above laid lines specifically for this purpose.

(signature of Authorised Signatory with date)

PANJAB UNIVERSITY , CHANDIGARH

COMMERCIAL BID

Name	Qty
Multicolour Digital copy Printer	One Machine

Requirement :

Machine should be fully automatic and having maximum paper size 13”x19”.and having the capacity to run upto 300 gsm paper.

It should have 4 drum dry electrostatic transfer system, Polymerised chemical toner, having 75PPM(A4) full color and mono, 1200x4800 dpi and having oil less belt fusing method. Machine should be automatic duplex unit.

Machine should have trouble free running and less vibration. It should have efficient roller setting and should have easy paper separator.

Offer of Tenderer

Machine/Maker’s Name.....

Model Name

Other Features.....

Certificate of the Original Equipment Manufacturer(OEM)

Rates offered Rs.....(in figures)

Rupees.....(in words)

Rates are inclusive of Tax(CST/VAT/ST/.....@.....%)

Rates are exclusive of Tax(CST/VAT/ST/.....@.....%)

Note:- No any additional payment shall be made in case Tax, whatever, is not stated in the above laid lines specifically for this purpose.

(signature of Authorised Signatory with date)

Seal / Stamp of the Tenderer

Address of the firm

PANJAB UNIVERSITY , CHANDIGARH

COMMERCIAL BID

Name	Qty
Fully Automatic Paper Folding Machine	One Machine

Requirement :

Machine should be fully automatic and having size 36”x25”inc. Minimum paper size will be 11’x17’inc and having the capacity of two folds, three folds, parallel folds, Cross folds and having fully automatic rotary pile suction feeder.

Machine should have trouble free running and less vibration. It should have efficient roller setting and should have easy paper separator.

Offer of Tenderer

Machine/Maker’s Name.....

Model Name

Other Features.....

Rates offered Rs.....(in figures)

Rupees.....(in words)

Rates are Inclusive of Tax (CST/VAT/ST/.....@.....%)

Rates are Exclusive of Tax (CST/VAT/ST/.....@.....%)

Note : No any additional payment shall be made in case Tax, whatever, is not stated in the above laid lines specifically for this purpose.

(signature of Authorised Signatory with date)

Seal / Stamp of the Tenderer

Address of the firm

.....

Phone No.....

Fax No.....

PANJAB UNIVERSITY , CHANDIGARH

Schedule 'A'

TECHNICAL BID

Name

Qty

Fully Automatic Paper Folding Machine

One Machine

Requirement :

Machine should be fully automatic and having size 36"x25" inc. Minimum paper size will be 11'x17' inc and having the capacity of two folds, three folds, parallel folds, Cross folds and having fully automatic rotary pile suction feeder.

Machine should have trouble free running and less vibration. It should have efficient roller setting and should have easy paper separator.

Offer of Tenderer

Machine/Maker's Name.....

Model Name

Other Features.....

(signature of Authorised Signatory with date)

Seal / Stamp of the Tenderer

Address of the firm

.....

Phone No.....

TECHNICAL BID

Name	Qty
Printing Down Frame	One Machine

Requirement :

Machine should be fully automatic and having size 36"x48"inc.Machine should be PLC control and display having automatic diffusion on rack and pinion.Power pack should be with instant start Metal Halide Light source having upto 3KW.

Offer of Tenderer

Machine/Maker's Name.....

Model Name

Other Features.....

(signature of Authorised Signatory with date)

Seal / Stamp of the Tenderer

Address of the firm

.....

Phone No.....

Fax No.....

PANJAB UNIVERSITY , CHANDIGARH

COMMERCIAL BID

Name	Qty
Printing Down Frame	One Machine

Requirement :

Machine should be fully automatic and having size 36”x48” inc.Machine should be PLC control and display having automatic diffusion on rack and pinion.Power pack should be with instant start Metal Halide Light source having upto 3KW.

Offer of Tenderer

Machine/Maker’s Name.....

Model Name

Other Features.....

Rates offered Rs.....(in figures)

Rupees.....(in words)

Rates are inclusive of Tax(CST/VAT/ST/.....@.....%)

Rates are exclusive of Tax(CST/VAT/ST/.....@.....%)

Note:- No any additional payment shall be made in case Tax, whatever, is not stated in the above laid lines specifically for this purpose.

(signature of Authorised Signatory with date)

Seal / Stamp of the Tenderer

Address of the firm

.....

Phone No.....

Fax No.....