

**Cost of the Tender
Document: Rs. 500/-
(Rupees Five Hundred only)**



CENTRAL UNIVERSITY OF KASHMIR

Administrative Campus: Nowgam Bypass, Near Puhroo Crossing
Nowgam , Srinagar ó 190 015 (J&K)
Phone: 0194-2140130, 2315371, Website: www.cukashmir.ac.in

File No: CUKmr/Pur/F.No.475/16/115

Dated: 23.06.2016

1. Name of the Firm/Dealer/Vendor:.....

2. Address with telephone No. :.....

.....

3. Earnest Money Deposit (EMD)

(to be deposited along with the tender document)

- a) Bank Draft No. í í í í í .í .
- b) Date í í í í í í í í í .í í í
- c) for Rs. í í í í í í í í í .í í í .
- d) Drawn on í í í í í í í í í ..

4. Cost of Tender Document:

(to be deposited in case of downloaded tender document)

- a) Bank Draft No. í í í í í .í .
- b) Date í í í í í í í í í .í í í
- c) for Rs. í í í í í í í í í .í í í .
- d) Drawn on í í í í í í í í í ..

CENTRAL UNIVERSITY OF KASHMIR

TENDER NOTICE NO. 9 of 2016

EXPRESSION OF INTEREST FOR SUPPLY OF ACADEMIC DRESSES

LAST DATE & TIME FOR SUBMISSION
OF TENDER

12th July, 2016

by 3 p.m.

DATE, TIME & VENUE FOR OPENING OF BIDS:

14th July, 2016 at 11.30 a.m.

CENTRAL UNIVERSITY OF KASHMIR, ADMIN. CAMPUS, NEAR PUHROO CROSSING,
NOWGAM BYPASS, SRINAGAR ó 190015 (J&K)

Expression of Interest is invited from the suppliers dealing with the Sale of Academic Dresses for supply to the Central University of Kashmir, Srinagar. The suppliers must be registered with the Commercial Taxes Department having a valid TIN for the supply of Academic Dresses. The documents can be had from the Administrative Campus of the University located at Nowgam Bypass, Near Puhroo Crossing, Srinagar or can be downloaded from the University website: www.cukashmir.ac.in. The EoI should be accompanied by DD of Rs 500/ as cost of the EoI document. Interested parties can submit their offers duly superscripted **oEoI for Supply of Academic Dresseso** along with D.D of **Rs.20,000/as EMD** drawn from any nationalized bank favoring Central University of Kashmir payable at Srinagar (J&K) in sealed envelopes on or before **12.07.2016 (03:00 pm)**. The EOI will be opened on **14.07.2016 at 11:30 am** at the Admin Campus: Nowgam Bypass, Near Puhroo Crossing, Srinagar (J&K).

TERMS & CONDITIONS

EARNEST MONEY DEPOSIT

1. The Proposal should be accompanied by Earnest Money Deposit (EMD) of Rs. 20,000 in shape of Demand Draft drawn from any nationalized bank favoring Central University of Kashmir payable at Srinagar (**CDRs will not be accepted**). The offers without EMD shall be summarily rejected.
2. The EMD of the unsuccessful bidders will be returned after the selection of the successful bidder and placement of Purchase Order. The EMD in favour of the successful bidder shall be released on submission of Security Deposit as per provision of GFR, 2005.
3. The EMD may be forfeited:
 - (a) If a Bidder withdraws its bid during the period of bid validity;
 - (b) If at any stage it is proven that the information given by the bidder is incorrect;
 - (c) In case of a successful Bidder, if the Bidder fails:
 - (i) To furnish Performance Security;
 - (ii) To execute the supply within the stipulated time.

ELIGIBLE BIDDERS

4. The Bidder should have a minimum annual turnover of **Rs 10 Lakhs** from Sales of Academic Dresses during the past two consecutive financial years. The bidder should submit 02 years audited balance sheet in support of the said turnover.
5. The bidder must be registered with Commercial Tax Department, having valid TIN.
6. The bidder must submit latest Tax/VAT Clearance Certificate, if applicable.
7. The bidder must submit photocopy of the PAN card.
(Note: Failure to meet above requirements shall disqualify the bidder from participation in bidding. Claim of bidder on account of above must be substantiated by suitable documentary evidence).

SUBMISSION OF PROPOSALS

8. The proposals should be addressed to the REGISTRAR, Central University of Kashmir, Admin Campus: Nowgam Bypass, Near Puhroo Crossing, Srinagar 190015 (J&K) and delivered by hand or by post before the date and time as specified above. PLEASE NOTE THAT THE UNIVERSITY SHALL NOT BE RESPONSIBLE FOR ANY POSTAL LOSSES/DELAYS. PROPOSALS SENT BY POST AND RECEIVED AFTER **3.00 p.m. on 12/07/2016** SHALL BE SUMMARILY REJECTED AND IN CASE OF ANY DISPUTE IN THE TIMING OF RECEIPT, THE DECISION OF THE UNIVERSITY SHALL BE FINAL.
9. The technical and the financial bids are required to be submitted in separate envelopes. Envelope containing financial bid shall not include any other document related to bidding. Both technical and financial bid containing envelopes are to be enclosed in one envelope which shall be addressed to the Registrar duly superscripted **EOI for Supply of Academic Dresses**.
10. The Bidders are expected to go through all instructions, terms & condition as specified in the bidding documents. Failure to furnish complete required information or submission of a bid with incomplete information may result in rejection of the bid.
11. The University may, for any reason, whether *suo-moto* or in response to a clarification requested by a prospective bidder, modify the bidding documents by an amendment, any time prior to the last date for submission of bids.
12. The amendments, if any, in the tender document shall be published on the University Website: cukashmir.ac.in only. In their own interest, the bidders are requested to visit the University website regularly for amendments, if any.
13. Quotations received after due date, improperly sealed, or with incomplete marking or with overwriting/corrections are liable to be rejected.
14. The bid will be opened on **14/07/2016 at 11:30 am** in presence of bidders or their authorized representatives, who wish to be present. The representative should bring the authorization letter from the bidder for attending the Bid opening. However, presence of representative of bidder/s is not mandatory for opening of bids.
15. In the event of the date fixed for receipt and opening of the bid being declared as a closed holiday for University office, the bids shall be opened on next working day. The time and venue shall, however, remain unchanged.
16. The bidder should confirm that there are no hidden costs. Any items found necessary to make the equipment functional will be provided by the bidder without extra cost.
17. **Late Bids:** Any bid received by the University after the last date for submission of bids prescribed by the University, will be rejected/returned unopened to the Bidder.
18. No bid will be allowed to be modified subsequent to the last date for submission of bids.
19. No bid will be allowed to be withdrawn during the period from the last date of the receipt of bid and the date of validity of the bid as specified by the Bidder on the bid form. Withdrawal during this period may result in the forfeiture of his bid security (EMD).
12. Bids that are not opened and read out at bid opening shall not be considered further for evaluation, under any circumstances.
13. During evaluation of bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
14. **Period of Validity of Bids:** Bids shall remain valid for a minimum period of 90 days after the date of bid opening prescribed by the University. A bid valid for a shorter period shall be rejected by the University as non-responsive.
15. Any pre-bid query, clarification and /or corrigendum(s) shall be communicated through the given email id: purchases@cukashmir.ac.in , ar@cukashmir.ac.in

EVALUATION OF BIDS (Three Bid System)

The bids shall be evaluated in three stages.

16. **Stage-1**, Pre-qualification bid (Part-I) shall be opened and only those bidders shall qualify for stage 2 of bidding, whose Pre-qualification bid meets the eligibility criteria mentioned in the foregoing clauses.
17. **Stage-2**, The successful bidders of stage-1 shall be required to submit the stitched samples (Gown and Cap) for category-1 & 16 of technical specifications, along with the details of the material to be used in the quoted products.
18. **Stage-3**, Financial Bids (Part-3) of only those bidders shall be opened whose samples are selected by the Committee constituted for the purpose. On the basis of the rate comparison, the contract shall be awarded to L1.
19. The evaluation of financial bids will be based on the landing cost of the item at the University including all the taxes, levies, freight, forwarding, transportation charges etc. The quoted rates should be final and any extra amount over and above the quoted rates will not be entertained.
20. Any effort by a Bidder to influence the University, in its decisions on bid evaluation, bid comparison or award of contract may result in rejection of bid.
21. Failure of the successful bidder to comply with the requirements of the University shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the University may make the award to the next lowest bidder or call for new bids.

ESSENTIAL TERMS & CONDITIONS

22. The terms & conditions given by the Manufacturer/s/Authorized Vendor/Dealer/Distributor/ supplier will not be binding to the University. Conditional tenders shall be rejected at the sole discretion of the competent authority of the University.
23. Firms black-listed by any of the department of Central/State Govt./PSUs in the last 5 years need not participate in this tender. The bidders are required to submit an undertaking to this effect on Non-Judicial stamp paper of denomination Rs.50/-
24. The University shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of items beyond office hours/holidays/place of supply for which, no additional payment shall be made.
25. The bills raised by the selected Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering Firm/Agency/Company. The bill shall be raised indicating permissible taxes separately and the copies of proof of Service Tax/VAT or other applicable taxes deposited to Tax Authorities by the firm for recent period, just before the submission of Bills must also be enclosed for reference of the University authorities.
26. The tendering Firm/Agency/Company shall be bound by the details furnished by them to the University while submitting the tender or at subsequent stage. If at any stage, the documents furnished by them are found to be false or the articles supplied are found to be of poor quality/ different specifications or rates charged on higher side, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall stand forfeited.
27. The selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency(ies) without prior written consent of the University. If it is found that the firm has given sub-contract on the basis of the purchase order, the contract shall stand cancelled & the security deposit shall stand forfeited.
28. The conditional/incomplete bids shall not be considered and shall be declared un-responsive.
29. If a tendering Firm/Agency/Company decides to withdraw from the bidding before the financial bids are opened, the University shall have the authority to forfeit the EMD submitted with the technical bid.
30. The University shall not be responsible for any financial loss or other damage or injury to any person or items deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase.

31. The Competent Authority of the University reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the University.
32. This office shall have the full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
33. The rate quoted by the participating Firm/Agency/Company should not be higher than the rates at which the items are being supplied by it to other Govt. Institutes/Ministries/Departments/PSUs. If it is subsequently found that the firm has supplied such items at higher rates to the University, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs. 500/- (Five Hundred) on firm on such occasion and shall be doubled on subsequent occasions.

GENERAL TERMS & CONDITIONS

34. Prices shall be quoted in Indian Rupees (INR) only.
35. The amount is required to be quoted both in figures and in words, in case of a discrepancy, the amount quoted in words will be taken as final.
36. The supply, transportation etc. of the items will be sole responsibility and at the risk of the firm till the acceptance by the University.
37. The supply shall be made at various locations of the University within the City limits, which shall be communicated separately.
38. Detailed specifications, catalogue/ literature of the item quoted shall be attached with the technical bids. Incomplete bids in any respect are liable to be rejected.
39. The supply of items should be made strictly in accordance with the specifications given in the Financial Bid. The bidder shall be liable to make good the loss (free of cost) by replacing/restitching the item(s) if found defective.
40. **Payment terms:** Payment (100%) shall be released by the University after successful supply of the item/s and furnishing of security deposit as per provisions of GFR-2005, in the shape of D.D favoring Central University of Kashmir. The successful bidder shall have to submit security deposit @ 10% of the total value of the Purchase Order. The EMD shall be returned to the supplier after receiving the supplies and its inspection by the inspection committee. The Security deposit shall be released after completion of all contractual obligations including working life of the Dresses for a period of two years. However, in case of unsatisfactory working life of the dresses, the Security deposit will be forfeited. The decision of the University to declare the working life of the dresses unsatisfactory shall be final.
41. The amount payable against supplies shall be subject to the applicable Taxes like TDS etc.
42. Submission of bid under this EOI shall mean that the bidder has accepted all the terms and conditions laid down in the EoI document. No enquiry, whether verbal or written, shall be entertained in this behalf.
43. The University may make changes within general scope of the Contract in any one or more of the following:
 - (a) The method of shipping or packing;
 - (b) The place of delivery; and/or
 - (c) The Services to be provided by the Supplier
44. The supply has to be made within a **period of 30 days from the date of the issuance of Purchase Order** by the University. In case of failure to do so, the University may impose the penalty as may be decided by the University Committee.

45. All the supplies made under this tender notice will be inspected by a Committee specially constituted for the purpose and in case the Committee is of the opinion that the supplies are not of the required specifications, the supplies shall be rejected and responsibility of lifting back the supplies will devolve on the supplier. Besides, in such event, the EMD shall stand forfeited and the extra cost incurred in arranging the supply from the alternative sources shall also be recovered from the defaulting supplier apart from initiating the proceedings for blacklisting.
46. The Item supplied can be re-ordered at the same rate, under same terms & conditions within a period of twelve months from the date of issuance of the first Purchase Order.
47. The University reserves the right to reject or accept any Proposal without assigning any reason or cancel or withdraw the EOI.
48. The University reserves the right to relax any condition enumerated or arising out of this EOI, without assigning any reason/s thereof.
49. If the supply of the required items are not affected before the specified period, the University shall have the authority to cancel the order or to take any action deemed fit in the circumstances.
50. In case of any dispute, the same shall be resolved initially by mutual discussion between the parties with in a period of 60 days failing which appropriate courts at Srinagar will have the jurisdiction to adjudicate upon the matter.

Sd/-
REGISTRAR
Central University of Kashmir

NIT No. 09 of 2016

No.: CUKmr/Pur/F.No.475/16/115

Date: 23.06.2016

CENTRAL UNIVERSITY OF KASHMIR

TECHNICAL SPECIFICATIONS

S.No.	Category	Gown	Cap
1.	Category-1	Sea Blue Velvet Gown with four inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden beading & tassel
2.	Category-2	Sea Blue Velvet Gown with three inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden beading & tassel
3.	Category-3	Green Velvet Gown with three inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden beading & tassel
4.	Category-4	Sea Blue Velvet Gown with two inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
5.	Category-5	Maroon Velvet Gown with three inches golden lace in front and two inches golden lace on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
6.	Category-6	Black Velvet Gown with three inches golden lace in front and two inches golden lace on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
7.	Category-7	White Velvet Gown with three inches golden lace in front and two inches golden lace on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
8.	Category-8	Red Velvet Gown with three inches golden lace in front and two inches golden lace on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
9.	Category-9	Light Blue Velvet Gown with two inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
10.	Category-10	Purple Velvet Gown with two inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel

11.	Category-11	Red Velvet Gown with two inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
12.	Category-12	Green Velvet Gown with two inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
13.	Category-13	Black Velvet Gown with two inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
14.	Category-14	Maroon Velvet Gown with one inch golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
Graduates			
1.	Category-15	Sea Blue Silk Gown with Silver Border	Mortarboard
2.	Category-16	Maroon Silk Gown with Silver Border	Mortarboard
3.	Category-17	Green Silk Gown with Silver Border	Mortarboard

**CENTRAL UNIVERSITY OF KASHMIR
PROFORMA FOR FINANCIAL BID**

(PART –II)

Name of the Bidder:í ..

Tel Nosí í

S.No.	Category	Gown	Cap	Rate per unit
1.	Category-1	Sea Blue Velvet Gown with four inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden beading & tassel	
2.	Category-2	Sea Blue Velvet Gown with three inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden beading & tassel	
3.	Category-3	Green Velvet Gown with three inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden beading & tassel	
4.	Category-4	Sea Blue Velvet Gown with two inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel	
5.	Category-5	Maroon Velvet Gown with three inches golden lace in front and two inches golden lace on the outside of the bottom of the sleeves	Mortarboard with Golden tassel	
6.	Category-6	Black Velvet Gown with three inches golden lace in front and two inches golden lace on the outside of the bottom of the sleeves	Mortarboard with Golden tassel	
7.	Category-7	White Velvet Gown with three inches golden lace in front and two inches golden lace on the outside of the bottom of the sleeves	Mortarboard with Golden tassel	
8.	Category-8	Red Velvet Gown with three inches golden lace in front and two inches golden lace on the outside of the bottom of the sleeves	Mortarboard with Golden tassel	
9.	Category-9	Light Blue Velvet Gown with two inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel	

10.	Category-10	Purple Velvet Gown with two inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel	
11.	Category-11	Red Velvet Gown with two inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel	
12.	Category-12	Green Velvet Gown with two inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel	
13.	Category-13	Black Velvet Gown with two inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel	
14.	Category-14	Maroon Velvet Gown with one inch golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel	
Graduates				
1.	Category-15	Sea Blue Silk Gown with Silver Border	Mortarboard	
2.	Category-16	Maroon Silk Gown with Silver Border	Mortarboard	
3.	Category-17	Green Silk Gown with Silver Border	Mortarboard	

Note: Quoted rates are final and shall include all types of charges and Taxes.

Declaration:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:í í í í í í

Signature:í í í íí í í í í í

Date:í í í í í í

Name:í í í íí í í í í í í ...

Designation:í í í í í í í í í .