



अभिकल्प नवोन्मेष केन्द्र
DESIGN INNOVATION CENTRE
कश्मीर केंद्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF KASHMIR

<http://www.cukashmir.ac.in> dic@cukashmir.ac.in

No: CUKmr/DIC/F.No.70/22/148
Date: 17/08/2022

INDEX

S. No	Particulars	Page No's
1.	Notice Inviting Tender	02
2.	Terms & Conditions	03-05
3.	Technical Bid	06
4.	Undertaking	07
5.	Financial Bid	08-10



TENDER DOCUMENT FOR SUPPLY OF TOOLS & RAW MATERIAL

1. Sealed bids are invited from experienced, resourceful and registered supplier/suppliers on single stage two bid system for Refilling of various cartridges, replacement of drum units and other allied accessories. The sealed Tender superscribed as "Tender for Refilling of various cartridges, replacement of drum units and other allied accessories" along with technical and financial bid in separate envelope must reach the office in the name of the Registrar, Central University of Kashmir, Ganderbal-191201.

2. Time schedule for Tender process:

Process	Date & Time
Published Date	17/08/2022
Bid Submission Start Date	18/08/2022
Bid Submission End Date	27/08/2022 (4:30 PM)
Financial Bid Opening Date	29/08/2022

3. **Bid Submission:** Separate envelopes should be used for Technical and Financial Bids and indication to that effect may please be superscribed on the envelopes.

4. **Tenders are advised to follow the following Technical conditions:**

- (a) The bidder's profile with complete details duly signed.
- (b) The bidder having credential of supplying of tools & raw material of this tender and will be selected on the basis of lowest rates & specifications. The firms should have valid statutory Registration Numbers and GSTIN.
- (c) The firms shall have already completed at least three similar work of value **Rs.20,000/-** in Govt., Semi Govt., Govt. Undertakings, and Govt. Autonomous Organizations / Institutes from last 03 financial years (2018-19, 2019-20, 2020-21).

OR

The firm must have already turnover of Rs.50,000/- for supplying of tools & raw material during immediate last three years (Self Certified)

- (d) The firms must provide experience details of last three years in table form.
- (e) Bidder should have service presence in Ganderbal/Srinagar and in case of service requirement; the maximum downtime will be 48 hours. An undertaking to this effect must be enclosed in the technical bid.
- (f) An undertaking (self-certified) that the agency hasn't been blacklisted by a Central /State/UT Government institution and there has been no litigation with any government department.
- (g) Acceptance of other terms and conditions.



TERMS & CONDITIONS

1. The institute may accept or reject any or all bids in part or in full without assigning any reason.
2. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/ director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejections.
3. **Payment terms:** Full payment will only be made after successful supplying as may be assigned from time to time during Rate Contract and on submission of working satisfactory report for the same.
4. **Rates:** Rates should be quoted to all the items in the FINANCIAL BID ANNEXURE – B.
5. **Period:** Tender contract is valid for one year from the date of agreement & advertisement, subject to the performance of the supplier & by mutual consent, on the same terms & conditions as prescribed by the University.
6. **Performance Security Deposit (SD):** The successful tenderer shall be required to deposit an amount of Rs.5,000/- (Rupees five thousand only) as Performance Security before the agreement with DIC-CUK, Ganderbal (Demand Draft/ Bank Guarantee in favour of DIC, Central University of Kashmir, payable at Ganderbal).
7. **Interest on Security Deposit:** No interest shall be paid on such security deposit, which shall remain with the Institute during the contract period and it shall be released only after the expiry / termination of the contract, subject to clearance of all dues by the contractor.
8. In case the day of tender opening declared Holiday or due to any exigency the tender will be opened on the next working day at the same time.
9. **Acceptance & Rejection of tenders:** The Director DIC, Central University of Kashmir, Ganderbal is at liberty to accept or reject any tender without assigning any reason.
10. **Compensation:** No claim for compensation or loss due to market fluctuations or any other reasons / causes will be entertained.
11. **Termination of Agreement:** The agreement can be terminated by the University with one month notice without assigning any reason.
12. **Delivery:** Generally supply order will be placed as and when required. Even small quantities of the Tools & Raw Material are also to be supplied at the rates approved and quality specified. Delivery time as prescribed in each order placed by the issuing authority should be adhered to and in case of failure to the time limit, Director DIC, Central University of Kashmir, Ganderbal reserves the right to cancel the order placed
13. **Forfeiture of the SD:** The whole amount of the security deposit shall be liable to be forfeited in case of breach of any of the terms agreed upon by the contractor. The whole amount of the security deposit shall be liable for forfeiture in the event of the Contractor not being able to continue the contract for the entire duration of the contract on the same rates, terms and conditions and chooses the option to give 2/3 month notice in writing to the Institute for termination of the contract.
14. Any dispute shall be settled by mutual understanding, however in case the matter remains unresolved, the decision of the Director DIC will be final.
15. **Specifications:** The items along with specifications are given in the Annexure – 'B' (Financial Bid Format). However, it is the responsibility of the tenderer to take all precautions regarding the quality of the items for which they quote.



16. The tenderer is advised to go through the following points carefully before filling up the tender application.
- (1) Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected. No tenderer shall be issued more than one tender form.
 - (2) **It is mandatory to quote against each item otherwise bid may stand cancelled.**
 - (3) **L1 will be decided on the basis of lowest rate & fulfilling of specification prescribed.**
 - (4) **The rates quoted should be inclusive of GST, packing, transportation and handling charges and etc. The items should be delivered to CUK, Ganderbal.**
 - (5) Rates should be quoted in figures clearly.
 - (6) No overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer.
 - (7) The items supplied should be of requisite quality.
 - (8) Every page of the tender document as token of the acceptance of tender conditions
 - (9) No paper shall be detached from the tender document
 - (10) **CUK reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.**
 - (11) Late tenders will not be accepted
 - (12) The person signing the tender or other documents shall indicate his/her full name below his/her signature and must specify whether he/she has signed as sole proprietor, partner in case of partnership firm and Director in case of a company incorporated under companies act duly authorized by the board of directors for the purpose.
 - (13) Any violation / infringement of the terms and conditions of the contract will cause the agency to be liable for forfeiture of the security deposit without prejudice to any other rights of the CUK.
 - (14) No advance will be paid to the supplier for the refilling of cartridges etc specified in the work order.
 - (15) The item/material, if any, rejected by CUK, for any reasons, should be taken back by the tenderer at his/her own cost.
 - (16) CUK will have the right to cancel any order, if the required items are not supplied in time or do not to meet the specifications of CUK.
 - (17) TDS will be deducted at source as per Income Tax rules and regulation in force from time to time, if applicable.
 - (18) Any other taxes applicable from time to time during the period of contract will be deducted at the time of settlement of bills.
 - (19) Partial supply or failure to ensure actual delivery shall be taken as incomplete supply/delivery.
 - (20) All bids in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.
 - (21) These rates will be valid for 60 days from the date of opening of tender document.
 - (22) In case the supplier supplies the inferior quality of tools & raw material, CUK will get it tested from the approved Govt. testing lab and a penalty on the total bill shall be imposed by the Competent Authority deemed fit on the firm and disqualification for future job with CUK.
 - (23) The tender document should be sent in a sealed cover addressed to The Director DIC, Green Campus Ganderbal-191201 super scripting the cover as "TENDER FOR



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SUPPLYING OF TOOLS AND RAW MATERIAL ". CUK is not responsible for any loss or delay in transit.

- (24) In case of the successful tenderer, rates quoted shall be valid for the entire contract period.
- (25) The tender cover received after due date and time will not be considered and no correspondence in this regard will be entertained.
- (26) Interested parties should quote their rates in the CUK format only. Bids received in any other format will not be considered.
- (27) The service provider shall not bring any external legal/political influence to continue services beyond the contract period or any appointment of staff through placement. CUK Ganderbal will not be entitled for such cases.
- (28) GST as per government rate.
- (29) The rates quoted in the tenderer should be valid for the period of contract.

Signature of Authorized person of the Firm/Agency with Stamp

Dated: _____

Place: _____



**TENDER DOCUMENT FOR "SUPPLY OF TOOLS AND RAW MATERIAL"
TECHNICAL BID**

Annexure -A

The Technical Bid should be kept in separate sealed cover super scribing as "Technical Bid" on it and should contain the following details:

1. Name of Tenderer Agency: _____
Address of the Agency : _____

Contact Person Name: _____
Mobile No. _____ Email ID: _____

2. Details of 03 years of experience in the similar field (attach attested copies as proof)

S. No	Period		Name of the Organization	Details of the Services
	From	To		
1.				
2.				
3.				

3. Annual IT Returns for the last 03 financial years (2018-19, 2019-20, 2020-21)
4. Should have total turnover of 03 lack for last 03 years (2018-19, 2019-20, 2020-21)

S. No	Documents Required (Self Attested)	Attached (Yes/No)	Page No
1.	PAN Card of Tenderer		
2.	Shop Registration No:		
3.	Copy of GST Reg. No.		
4.	Copies of experience certificates for last 03 years		
5.	Tenderer should not blacklisted by any department of the Central or state Government or any PSU (State/Central) or any other organization. An affidavit in this effect must be enclosed.		
6.	Signed all the pages of tender documents and enclosed		
7.	Copy of terms and conditions and every page of the tender duly signed with seal of the firm and undertaking letter		

- I. To be deposited along with tender document in separate sealed cover – I super scribed as "TechnicalBid".
II. All the supporting documents should be enclosed along with this bid. If not enclosed the bid will not be considered.
III. The rates and discount quoted in tender should be valid for the contract period.



UNDERTAKING BY THE TENDERER

We have carefully gone through all above various terms and conditions listed above for provision of Annual Rate Contract for "Supply of Tools & Raw Material". for DIC-CUK, Ganderbal. We agree to all these conditions and offer to provide Services to DIC Central University of Kashmir.

We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have acquainted ourselves with the tasks required for "Supply of Tools & Raw Material", before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Name of the Contractor & Signature of the Contractor _____

Address: _____

Contact No. _____

Seal of the Firm /Agency _____

Place: _____

Date: _____



**TENDER DOCUMENT FOR "SUPPLY OF TOOLS AND RAW MATERIAL"
FINANCIAL BID**

Annexure -B

S. No	Name of the Item	Unit	Cost/Unit
1	Paper Machie Sakhta of Flower Vase 20 Inch	Pcs	
2	Paper Machie Sakhta of Flower Vase 24 Inch	Pcs	
3	Paper Machie Sakhta of Flower Vase 36 Inch	Pcs	
4	Paper Machie Sakhta of Screen 12 Inch	Pcs	
5	Paper Machie Sakhta of Screen 16 Inch	Pcs	
6	Varnish	Liter	
7	Paper Machie Colour- White 100ml	Pcs	
8	Paper Machie Colour- Black 100ml	Pcs	
9	Paper Machie Colour- Red 141 No	Pcs	
10	Paper Machie Colour- Yellow 100ml	Pcs	
11	Paper Machie Colour- Olive Green 281,126 No 100ml	Pcs	
12	Paper Machie Brush 1.5 Inch	Pcs	
13	Brush 6 No	Pcs	
14	Saresh	Kg	
15	Chalk Mitti	Kg	
16	Sandpaper 220 No	Meter	
17	Sandpaper 320 No	Meter	
18	Tarpin Oil	Liter	
19	Pashmina Yarn	Kg	
20	Raffal Yarn	Kg	
21	Heald Wooden 58 Inch 12 No.	Set	
22	Temple (Matif) (Stole-Size 30 Inch)	Pcs	
23	Parachute Rope Thin	Kg	
24	Scissor- Cutter	Pcs	
25	Drafting Ari	Pcs	
26	Fan Dimmer Switch	Pcs	
27	Silk Thread	Kg	
28	Thin Poud Thread (Cotton)	Spolls	
29	Thick Poud Thread (Cotton)	Kg	
30	Carpet Scissor	Pcs	
31	Staple Thread	kg	
32	Carded Sheep Wool White	Kg	



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33	Coloured Wool (Red, Sky Blue, Brown, Grey, Orange, Pink, Yellow, Purple etc)	Kg	
34	Jute Mat – 2 Gazz Width	Meter	
35	Panja Wooden (Willow Wisker)	Pcs	
36	Polythene (Thin)	Meter	
37	Curved bamboo Sticks	Pcs	
38	Carded Wool (Delhi Sheep)	Kg	
39	Namda Making Soap	Kg	
40	Rope Thin (Cotton)	Meter	
41	Slik Thread for Sozni	Gram	
42	Anchar Thread (Multi Colour)	Box	
43	Suit Khadi Slik (Pink, Purple, Green, Ferozi, Bottle Green) 1 Colour Each	Pcs	
44	Walnut Planks 10ftX18InchX1 Inch)	cft	
45	Handmade Ganges(Chisels) 36 No. Small Size	Set	
46	Thinner	Liter	
47	Fevicol	kg	
48	Electric Roller Bit Set	Box	
49	Rotor Electric Carving Bit Set (for Drill)	Box	
50	Jig Saw Bit Set	Set	
51	Screw Driver Chargable	Pcs	
52	Ply Wood 19 MM 4ftX8ft	Pcs	
53	Ply Wood 12 MM 4ftX8ft	Pcs	
54	Nails 2 Inch	Kg	
55	Nails 3 Inch	Kg	
56	Nails ¾ Inch	Kg	
57	Nails Headless 1 Inch	Kg	
58	Posts (KD/Walunut/Fur)	CFTS	
59	Panneling (KD/Walunut/Fur)	RFT	
60	12 mm MDF Board (4x8)	No	
61	4 mm MDF Board (4x8)	No	
62	6 mm MDF Board (4x8)	No	
63	Dusooti Cloth	Meter	
64	Yarn 2 Ply Multicolour	Kg	
65	Crouchets (Aari)	Pcs	
66	Apron	Pcs	
67	Sheeba Yarn MultiColour	Kg	
68	Fabric Paint	Box	
69	Dabka Silver & Golden	Box	



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70	Small Moti Silver & Golden	Box	
71	Fabric Paint Silver & Golden (Liquid)	Bottles	
72	Tailoring Scissor	Pcs	
73	Suit Summer Cool (Baby Pink)	Meter	
74	Suit Summer Cool Two Piece (Light Green & Cream Colour)	Meter	

Note:

1. The rates quoted should be inclusive of GST, packing, transportation and handling charges etc.
2. The item/s should be delivered to CUK, Ganderbal.
3. Rates should be quoted in figures clearly.
4. The University shall reserve the right to accept or reject any quotation without assigning any reason thereof.
5. The successful bidder shall have to supply the required items within 10 days from the date of supply order.