



UNIVERSITY OF CALICUT
(Purchase Division)

51379/PURCHASE-ASST-B1/2014/Admn/02

Calicut University P.O

21.04.2018

NOTICE INVITING TENDER

The Registrar, University of Calicut, invites online tender for the purchase of **Envelops and Ready made Cloth bags** to Administration Store, Pareekshabhavan Store and School of Distance Education **on rate contract basis** for a period of one year. Tender documents and tender schedule may be downloaded free of cost from the Website **www.etenders.kerala.gov.in**.

The bidder shall remit Rs. 4,256/- as cost of tender and Rs. 25,200/- as Earnest Money Deposit to take part in the tender. The rate quoted should be inclusive of taxes and all other charges.

Detailed technical specifications (including catalogues and other details if any) should be uploaded under the heading Other Important Documents.

Successful bidder shall furnish a Performance Security equivalent to 5% of the quoted price for satisfactory fulfillment of the contract. The EMD and Performance Security are returnable. Performance security will be returned only after the expiry of the warranty period of the equipment supplied

Tender Notice no.	No.51379/PURCHASE-ASST-B1/2014/Admn Dated 21.04.2018
Pre Bid meeting Date	02.05.2018 11.00 AM
Last date for submission of bid online	22.05.2018 05:00 PM
Last date for submission of Samples of the items (Technical Bid)	24.05.2018 05:00 PM
Bid opening date	26.05.2018 12:00 PM

All bid/tender documents are to be submitted online only and in the designated cover(s)/envelope(s) on the website. Tenders/Bids shall be accepted only through online mode on the website and no manual submission of the same shall be entertained. Late tenders will not be accepted.

Specimen/Samples of the items should be submitted along with the Hard copies of the Documents before the stipulated date and the tenders having no samples/specimen will be rejected.

Further details can be had from the **Deputy Registrar, Purchase Division, University of Calicut, Calicut University (P.O), Malappuram, Pin.673 635, Kerala, during working hours. (0494 – 2407130, 2407160).**

Covers and Envelops- Items and Specification

SL No	Item No	Item & Specification	Unit	Requirement for one year(Approx.)
1	57	10" x 8" cloth lined envelope with print 48kg mysorekraft paper (or equivalent from Grade A Mill, Machine Glazed, Natural Shade) 32 thread per inch, width side opening	Nos.	10,000
2	58	10" x 8" envelope with print length side opening 48 kg mysorekraft paper ordinary (or equivalent from Grade A Mill, Machine Glazed, Natural Shade) width side opening	Nos.	14,000
3	59	10" x 8" envelope with print mysorekraft paper (or equivalent from Grade A Mill, Machine Glazed, Natural Shade) red/black colour print 50% each for examiners mark list original/duplicate, width side opening	Nos.	10,000
4	60	12" x 10" cloth lined envelope with print "Registered/insured upto Rs.200/- 48 kg mysorekraft paper (or equivalent from Grade A Mill, Machine Glazed, Natural Shade) 32 thread per inch, width side opening	Nos.	10,000
5	61	12" x 5" envelope with print mysorekraft paper (or equivalent from Grade A Mill, Machine Glazed, Natural Shade) - cover for question paper setters - key to answer, width side opening	Nos.	20,000
6	62	14" x 10" clothlined envelope with print width side opening for enclosing Degree Certificates - 48kg mysorekraft paper (or equivalent from Grade A Mill, Machine Glazed, Natural Shade) 32 thread per inch, width side opening	Nos	1,58,000
7	63	14" x 10" ordinary envelope with print mysore kraft paper (or equivalent from Grade A Mill, Machine Glazed, Natural Shade) width side opening	Nos.	7,000
8	64	15" x 11" cloth lined envelope with print for enclosing question paper - 48kg mysore kraft paper (or equivalent from Grade A Mill, Machine Glazed, Natural Shade) 32 thread per inch- Length side opening M Type	Nos.	1,50,000
9	65	16" x 12" cloth lined envelope with print width side opening for general use48kg mysore kraft paper (or equivalent from Grade A Mill, Machine Glazed, Natural	Nos.	5,000

		Shade) 32 thread per inch, width side opening		
10	66	9" x 4" envelope with print 49 kg mysorekraft paper (or equivalent from Grade A Mill, Machine Glazed, Natural Shade) width side opening	Nos.	60,000
11	67	Readymade cloth bags (Grey Gada Kora) 75 cm (Length) x 45cm (width)	Nos.	5,000
12	68	Readymade cloth bags (Grey Gada Kora) 75 cm (Length) x 50cm (width)	Nos.	10,000
13	69	Readymade cloth bags (Grey Gada Kora) 65 cm (Length) x 45 cm (width)	Nos.	10,000
14	70	Readymade cloth bags (Grey Gada Kora) 60 cm (Length) x 45cm (width)	Nos.	30,000
15	71	Readymade cloth bags (Grey Gada Kora) 60 cm (Length) x 30cm (width)	Nos.	10,300

Terms & Conditions

1. Special conditions, if any, printed on the sheets of the tender or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the University.
2. The University of Calicut reserves the right to conclude more than one rate contract for the same item.
3. The University of Calicut as well as the supplier may withdraw the rate contract by serving notice to each other with a notice period of thirty days.
4. The University of Calicut, if it feels so, can re-negotiate the price with the rate contract holders.
5. In case of emergency, the University may purchase the same item through ad-hoc contract with a new supplier.
6. The University is entitled to place supply orders up to the last day of the validity of the rate contract and, though supplies against such supply orders will be effected beyond the validity period of the rate contract, all such supplies will be guided by the terms & conditions of this rate contract.
7. If the rate contract holder reduces its price or sells or even offers to sell the rate contracted goods following conditions of sale similar to those of the rate contract, at a price lower than the rate contract price, to any person or organization during the currency of the rate contract, the rate contract price will be automatically reduced with effect from that date for all the subsequent supplies under the rate contract, and the rate contract will be amended accordingly.
8. The final acceptance of the tender/quotation rests entirely with the University of Calicut who do not bind themselves to accept the lowest or any tender. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tenders as may be allotted them.

General Conditions:

1. No tender received after the specified date and time will be accepted on any account. The rates will be considered firm for acceptance till the date mentioned above. Tenders not

stipulating period of firmness and tenders with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.

2. The tenders will be opened on the appointed day and time in the office of the undersigned.
3. If any tenderer withdraws from his tender before the expiry of the period fixed keeping the rates firm for acceptance, the earnest money if any, deposited by him forfeited to University or such action taken against him as University think fit.
4. The final acceptance of the tenders rests entirely with the University who do not bind themselves to accept the lowest or any tender. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tenders as may be allotted to them.
5. Communication of acceptance of the tender normally constitute a concluded contract. Nevertheless, the successful tenderer shall also execute an agreement for the due fulfillment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty, lawyer's charges and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified will entail the penalties set out in para below
6. (a) The successful tenderer shall before signing the agreement and within the period specified in the letter of acceptance of his tender, deposit a sum equivalent to 5 percent of the value of the contract as security for the satisfactory fulfillment of the contract less the amount of money deposited by him along with his tender. The amount of security may be deposited in the manner prescribed in Store Purchase Manual (Revised Edition 2013) Government of Kerala. Letters of guarantee in the prescribed form for the amount of security from an approved bank will be considered enough at the discretion of the University. If the successful tenderer fails to deposit the security and execute the agreement as stated above, the earnest money deposited by him will be forfeited to the University and contract arranged elsewhere at the defaulter's risk and any loss incurred by University on account of the Purchase will be recovered from the defaulters who will however not be entitled to any gain accruing thereby. If the defaulting Firm is a registered firm their registration is liable to be cancelled. (b) In cases where a successful tenderer, after having made partial supplies fails to fulfill the contracts in full, all, or any of the materials not supplied may at the discretion of the Purchasing Officer, be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any caused to the University shall thereby together with such sums as may be fixed by the University towards damages be recovered from the defaulting tenderer. (c) Even in cases where no alternate purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials not supplied at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.
7. No interest will be paid on earnest money deposited.
8. The security deposit shall, subject to the conditions specified herein, be returned to the contractor within three months after the expiration of the contract, but in the event of any dispute arising between the Department concerned and the contractor, the Department shall be entitled to deduct out of the deposits or the balance thereof until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from University to the contractor. In all cases deposit will be released only after the expiry of the guarantee period.

9. (a) All payments to the contractors will be made by Purchasing Officer in due course: (i) either by Departmental cheques payable at the Kerala Government Treasuries or (ii) by cheques or drafts on the Reserve Bank of India /State Bank of India (at any of their Principal Branches in India) (iii) in the case of supplies from abroad by drafts as may be arranged between the contracting parties. (b) All incidental expenses incurred by the University for making payments outside the district in which the claim arises shall be borne by the contractor.
10. Bank charges incurred in connection with payment against documents through Bank will be to the account of the contractor. The firms will produce stamped pre receipted invoices in all cases where payments (advance/final/for the release of railway receipts/shipping documents) are made through banks.
11. The contractor shall not assign or make over the contract or the benefits or burdens thereof to any other person or body corporate. The contractor shall not under let or sublet to any person or persons or body corporate the execution of the contract or any part thereof without the consent in writing of the Purchasing Officer who shall have absolute power to refuse such consent or to rescind such consent (if given) at any time if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the contractor or the subcontractor upon such rescission. Provided always that if such consent be given at any time the contractor shall not be relieved from any obligation, duty or responsibility under this contract.
12. In case the contractor becomes insolvent or goes into liquidation, or makes or proposes to make any assignment for the benefit of his creditors or proposes any composition with his creditors for the settlement of his debts, carries on his business of the contract under inspection on behalf of or his creditors, or in case any receiving order or orders for the which under any clause or clauses of this contract the contractor shall have rendered himself liable to damages amounting to the whole of his security deposits, the contract shall, thereupon, after notice given by the Purchasing Officer to the Contractor be determined and the University may complete the contract in such time and manner and by such persons as the University shall think fit. But such determination of the contract shall be without non prejudice to any right or remedy of the University against the contractor or his sureties in respect of any breach of contract therefore committed by the contractor. All expenses and damages caused to University by any breach of contract by the contractor shall be paid by the contractor to University, and may be recovered from him under the provisions of the Revenue Recovery Act in force in state.
13. a) In case the contractor fails to supply and deliver any of the said articles and things within the time provided for delivery of the same, or in case the contractor commits any breach of any of the covenants, stipulations and agreements here in contained, and on his part to be observed and performed, then and in any such case, it shall be lawful for University (if they shall think fit to do so) to arrange for the purchase of the said articles and things from elsewhere or on behalf of the University by an order in writing under the hand of the Purchasing Officer put an end to this contract and in case the University shall have incurred, sustained or been put to any costs, damages or expenses by reason of such purchase or by reason of this contract having been so put an end to or in case any difference in price, compensation, loss, costs, damages, expenses of other moneys shall then or any time during the continuance of this contract be payable by the contractor to the University under and by virtue of this contract, it shall be lawful for the University from and out of any moneys for the time being payable or owing to the contractor from the University under by virtue of this

contract or otherwise to pay and reimburse to the University all such costs, damages and expenses they may have sustained, incurred or been put to by reason of the purchase, made else where or by reason of this contract having been so put an end to as aforesaid and also all such difference in price compensation, loss costs, damages, expenses and other money shall for the time being be payable by the contractor aforesaid. b) In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the Court with in whose jurisdiction the purchasing officer voluntarily resides.

14. Every notice hereby required or authorized to be given may be either given to the contractor personally or left at his residence or last known place of abode or business, or maybe handed over to his agent personally, e-mailed or may be addressed to the contractor by post at his usual or last known place of abode or business and if so addressed and posted , shall be deemed to have been served on the contractor on the date on which, in the ordinary course of post, a letter so addressed and posted/e-mailed would reach his place of abode or business.
15. The tenderer shall undertake to supply materials according to the standard sample and /or specifications.
16. No representation for enhancement of rates will be considered.
17. Any attempt on the part of the tenderers or their agents to influence the Department/stores Purchase Department in their favour by personal canvassing with the officers concerned will disqualify the tenderers.
18. The prices quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become payable by the Contractor under the existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.
19. Special Conditions, if any of the tenderers attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.

Online Payment modes: The tender document fees can be paid in the following manner through e-Payment:

i. State Bank of India Internet Banking: If a bidder has a SBI internet banking account, then, during the online bid submission process, bidder shall select SBI option and then select Internet banking option. The e-Procurement system will re-direct the bidder to SBI's internet banking page where he can enter his internet banking credentials and transfer the tender document amount.

ii. National Electronic Fund Transfer (NEFT): If a bidder holds bank account in a different bank, then, during the online bid submission process, bidder shall select NEFT option. An online remittance form would be generated, which the bidder can use for transferring amount through NEFT either by using internet banking of his bank or visiting nearest branch of his bank. After obtaining the successful transaction receipt no., the bidder has to update the same in e Procurement system for completing the process of bid submission. Bidder should only use the details

given in the Remittance form for making a NEFT payment otherwise payment would result in failure in e- Procurement system.

As NEFT payment status confirmation is not received by e-Procurement system on a real time basis, bidders are advised to exercise NEFT mode of payment option at least 48

hours prior to the last date and time of bid submission to avoid any payment issues. NEFT payment should be done according to following guidelines:

i. Single transaction for remitting Tender document fee and EMD: Bidder should ensure that tender document fees and EMD are remitted as one single transaction.

ii. Account number as per Remittance Form only: Account no. entered during NEFT remittance at any bank counter or during adding beneficiary account in Internet banking site should be the same as it appears in the remittance form generated for that particular bid by the e-Procurement system. Bidder should ensure that tender document fees and EMD are remitted only to the account number given in the Remittance form provided by e- Procurement system for that particular tender. Bidders must ensure that the banker inputs the Account Number (which is case sensitive) as displayed in the Remittance form. No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for NEFT remittance.

iii. Only NEFT Remittance Allowed: RTGS payments, Account to Account transfers, State Bank Group Transfers (GRPT) or Cash payments are not allowed and are treated as invalid mode of payments. Bidder must ensure that the banker does NEFT transaction only irrespective of the amount and specially instruct the banks not to convert the payment type to RTGS or GRPT.

iv. Amount as per Remittance form: Bidder should ensure that the amount being remitted is neither less nor higher than the amount shown in remittance form.

v. UTR Number: Bidders should ensure that the remittance confirmation (UTR number) received after NEFT transfer should be updated as it is, in the eProcurement system for tracking the payment.

vi. One Remittance Form per Bidder and per Bid: The remittance form provided by eProcurement system shall be valid for that particular bidder and bid and should not be re-used for any other tender or bid or by any other bidder.

Any transaction charges levied while using any of the above modes of online payment has be borne by the bidder. **The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening**

**REGISTRAR
UNIVERSITY OF CALICUT
MALAPPURAM, KERALA STATE**

Signature Not Verified

Digitally signed by Dr Abdul Majeed T A
Date: 2018.04.23 16:00:49 IST
Location: Kerala

