

**MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY
BATHINDA.**

INSTRUCTIONS TO TENDERERS

1. In the event of the tender being submitted by a firm it must be signed separately by each member thereof, or in the event of the absence of any partner it must be signed on his behalf by a person holding a power-of-attorney authorizing him to do so, (attach copy of Power of Attorney as a proof) or in the case of company the tender should be executed in the manner laid down in the said company's Articles of Association. The signatures on the tender shall be deemed to be authorized signatures.
2. All the columns of the tender form shall be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Tender shall always be both in the figures and words. The word "No tender" should be written across any or all of the items on the Performa for which a tenderer does not wish to tender.
3. Any omission in filling the columns of "units and rates" shall altogether debar a tender from being considered.
4. No alteration should be made in any of the terms and conditions of the tender by scoring out. No alteration will be allowed after submission of tender. No variation in the conditions shall be admissible. Any qualified offer with the words such as "Subject to" will be ignored. Ambiguity must be avoided in filling the tender and the Language used in filling the tender forms must be clear and precise. Tenders not complying with these conditions may be rejected.
5. Amount of EMD for Rs. _____ (Rupees _____) as prescribed in the tender notice must be deposited in the mode of e-Payment (RTGS/NEFT, Credit/Debit Card, Net Banking without which tender will not be considered. The said amount will be forfeited, if any successful tenderer fails to supply the DMC(s) within the time fixed by the Competent Authority, MRSPTU, Bathinda and or found violating the terms and conditions mentioned in the tender document. No interest will be paid by the University on EMD amount.
6. (a) The contract will be awarded to the firm who will qualify the technical bid and offer lowest rate.
(b) The tenderer, if his bid is accepted shall enter into an agreement with the MRSPTU, Bathinda duly written on a judicial paper vide which he will bind himself to the terms of the tender/supply order.

7. The supplier will have to deposit 10% of the value of tender allotted as performance security in the form of fixed deposit/cash valid for a period of sixty days beyond the date of completion of all contractual obligations duly pledged in favour of Registrar, Maharaja Ranjit Singh Punjab Technical University, Bathinda within 07 days of issuance of notification of award, failing which earnest money received with the tender will be forfeited and work will be entrusted to any other supplier without any notice. Tender once submitted will not be allowed to be withdrawn, altered, or cancelled in part or in whole. No interest will be paid by MRSPTU, Bathinda on the amount of performance security. The performance security will be forfeited if the supplier fails to print and supply of DMC(s) within the time frame fixed by University and or found violating the terms and conditions mentioned in the tender document.
- Further:
- (a) If the firm has his own printing press then attach the copy of registration of the same.
 - (b) If it is consortium, attach consortium agreement & copy of registration of press of one of the company/agency.
8. The security amount will be refunded after the supply of DMC(s) and clearance of all formalities regarding the payment.
9. No tender will be considered unless and until all the documents are properly signed.
10. The manufacturer should have all arrangement in its premises only, the detail of which will be submitted alongwith tender i.e. printing, packing etc. to the satisfaction of the University. A Self attested copy of the declaration relating to the registration of the press, be supplied alongwith quoted tender documents.

OR

The consortium of two agencies/companies out of which one must have its own printing press having facilities of printing, packing etc.

11. The supply of DMC(s) should be made in a corrugated box containing 04 packets of 250 No.s each (wrapped with plastic cover).
12. The firm should not further sublet any work to any other agency. The University reserves the right to cancel the tender at any stage. The manufacturer shall, however not print in excess of the quantity ordered for. If per chance excess quantity of any tendered item than the given order is printed accidentally, those will be immediately

informed and supplied to the University only with the undertaking that no such DMC(s) are kept with the supplier. In case of any default/defect the Vice-Chancellor of the University will be competent to take action as he may deem fit, which shall be final and binding on the manufacturer.

13. In case the University feels that the firm has intentionally delayed the supply of DMC(s) as per schedule to complete the job, special penalty @ 1% per day, as deemed fit by the University can be imposed. In addition to the special penalty, the manufacturer may also be black-listed. However, in exceptional circumstances the period of execution of work may be extended by MRSPTU, Bathinda and delay in execution of the work may be conveyed to MRSPTU, Bathinda.
14. If the manufacturer fails to complete the job and University has to get it done from other manufacturer at higher rates, the amount due and the difference in the rates shall be deducted from the firm's bill/securities, imposing penalty and taking such other action as may be deemed fit by the University.
15. If the job is refused by the contractor or not executed after accepting the condition of the tender/supply order, at any point of time, the security deposited will be forfeited in full or in part at the discretion of the University and further action as deemed fit will be taken.
16. The officer(s) designated by the Competent Authority of the University however, can visit the premises of the manufacturer during the period of manufacturing to monitor the process of the work and to ascertain that the goods are manufactured as per specifications. If any lapse is found, the authorities of the University shall take such action as deems fit.
17. On receipt of item in the university, 90% payment of the bill (duly accompanied by delivery challans duly countersigned by Competent Authority) shall be processed within 10 working days from completion of inspection/installation. Payment of the bills accompanied by delivery shall be released within 14 working days from receipt of bill in the Finance & Accounts department under intimation to the department which has processed the bill. All payments shall be made by RTGS/NEFT. Registrar, MRSPTU, Bathinda shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties. The payment includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit/Performance Guarantee governed by the separate clauses of the contract.
18. The remaining 10% payment will be released after satisfactory report by the Officer incharge of Conduct Branch/Examination Branch.

19. In case of any dispute arising under this agreement, the Vice-Chancellor, Maharaja Ranjit Singh Punjab Technical University, Bathinda would act as an Arbitrator and his decision shall be final and binding on both the parties.
20. In case of any dispute arising between the parties and not settled by Arbitration as per above mentioned clause, the jurisdiction of Courts of Law shall be the H.Q. of MRSPTU, Bathinda.
21. The vendor shall be bound to make supply to the University as per the terms specified and shall not link it up with the outstanding payments.
22. The DMC(s) are the confidential document of the University. The firm shall be completely responsible for maintaining the secrecy of DMC(s).
23. The bid is valid for 90 days from the last date of submission of tender in the University.
24. The officer/committee if feel necessary, may visit the premises of the firm before placing the order to judge the capability of firm.
25. Tenders/Offer of such firms which do not confirm to the aforesaid conditions will be rejected straight-way.
26. Detailed specifications of DMC(s) are attached at **Annexure-I**.

Certified that I/We have read the above terms and conditions, and these are acceptable to me/us. The proforma giving details of equipments, premises and alongwith a copy of declaration relating to registration of the press is submitted herewith as required under this tender. Our rates are also given in the enclosed proforma online.

Signature.....

Designation.....

Complete Address of the Firm:

Dated :.....