

Total No. of pages in tender document: () pages

TENDER FORM



ADMINISTRATIVE OFFICE
SRI VENKATESWARA VETERINARY UNIVERSITY
TIRUPATI- 517502

SRI VENKATESWARA VETERINARY UNIVERSITY
ADMINISTRATIVE OFFICE SVVU TIRUPATI
E-PROCUREMENT NOTICE

Tender Notice No. 5324/OP/SVVU/TPT

Dated: 27.12.2019

Tender ID on e-procurement website:

E- Procurement tenders are invited from the manufacturers or their authorized dealers for supply of Stationery items for the use at Administrative Office, Sri Venkateswara Veterinary University Tirupati

Details are as follows:-

1)	Tender document online opening date	01.01.2020 - 10.00 AM
2)	Tender document online closing date	10.01.2020 – 5.00 PM
3)	Bid- Submission Online closing date	13.01.2020 – 6.00PM
4)	Submission of all the uploaded documents (Hard Copies) at the Administrative Office SVVU Tirupati	13.01.2020 – 5.00PM
5)	Bid online opening date at the Administrative Office SVVU Tirupati	After closure of bid submission online

- Bidders shall have APTS Registration (for details log on to www.apts.gov.in)
- For details visit www.apecurement.gov.in

For any clarification, please contact:
+91-9989077834

Sd/- Dr D. SRINIVASA RAO
Registrar
Administrative Office SVVU
Tirupati

GENERAL TERMS AND CONDITIONS

1. Tenders will be accepted through on-line up to 13.01.2020 upto 5.30 PM by the Registrar, Sri Venkateswara Veterinary University Tirupati for the supply of various equipment as listed in Annexure A.
2. All the interested bidders have to mandatorily log on to e-procurement web site through Secure mode only and submit their bids using digital certificates (signing certificate – single key pair) obtained from Andhra Pradesh Technology Services Ltd. [APTS – Sub CA] in-compliance to Chapter III of IT Act 2000. The details and procedure for obtaining digital certificates is given at <https://tenders.approcurement.gov.in>.
3. The tenders are invited for the supply of Stationery items for the use at Administrative Office, Sri Venkateswara Veterinary University Tirupati as per the specifications enclosed in Annexure-I.

ELIGIBILITY TO PARTICIPATE IN TENDERS

1. Manufacturers or their authorized Dealers and stockiest are eligible to quote in this Tender. Authorized Dealers should attach Letter of Authority from the Principal manufacturer to quote in this Tender.
2. The Dealers/Makers should be registered firms and should have authorization certificate from principals in case representation of the international firm.
3. The Tenderer shall supply good quality equipment as per Standards
4. The Registrar, Sri Venkateswara Veterinary University Tirupati reserves the right to reject the tender of blacklisted companies and those of companies whose past performance with the Registrar, Sri Venkateswara Veterinary University Tirupati was unsatisfactory due to delayed / erratic supplies, frequent product failures etc.,

SUBMISSION OF THE ON-LINE TENDER FORMS

1. Tenders have to be submitted in two parts in ONLINE in the prescribed proforma i.e., Technical Bid (Part. I) and Financial Bid (Part.II).
2. Financial Bids of those Tenderers who qualify in Technical Bid will only be considered for finalization of the tender.
3. The Tenderer may please note that all the columns in the Technical Bid are to be filled in meticulously with precision, with documentary evidence wherever necessary.
4. All the required documents / enclosures / literature / technical catalogs etc., have to be uploaded & attached along with Technical Bid (Part. I of the Tender) only. Technical catalogues for quoted equipment is essential. Tenders submitted without technical literature of the equipment will be summarily rejected. Eligibility for Financial Bid (Part II of the Tender) will depend on the outcome of documents uploaded / electronically attached to Technical Bid.

THE SCHEDULES FOR OPENING OF TENDERS THROUGH ONLINE ARE:

PQ stage	Opening of Technical Bids i.e. Part-I
Commercial stage	Financial bid shall be opened after finalization of technical bid

1. The dates scheduled for RECEIPT and OPENING of tenders are fixed and will not be changed under any circumstances. However The Registrar, Sri Venkateswara Veterinary

University Tirupati reserves the right of postponement of the date of opening of Tenders or date of opening of financial bids in the event of any unforeseen reasons.

2. If for any unforeseen reasons, the last date for submission of tenders and opening of Tenders happens to be a holiday, the notified dates automatically get postponed to next working day.
3. The Registrar, Sri Venkateswara Veterinary University Tirupati is “Not Responsible” for non-receipt of tenders or late uploading of tenders on online for any reason, whatsoever.
4. Failure to fill and sign the declaration and check slip shall make tender invalid.

DOCUMENTS TO BE ELECTRONICALLY ATTACHED:

1. All the documents are arranged in the serial order, (*Serial Numbers and Page Numbers should be indicated on the right side top of the corner*) then uploaded to the e-procurement web site i.e., <https://tenders.apecurement.gov.in>.

Sl.No	Code No.	Name of the Document
1.	E-I	Declaration Form (Annexure II)
2.	E- II	Check List (Annexure III)
3.	E- IV	Earnest Money Deposit
4.	E- V	VAT/Sales Tax Clearance Certificate, payment particulars for preceding three years along with supporting Documents. (2014-15, 2015-16 and 2016-17)
5.	E- VI	Annual Turnover Assessment order for the preceding two years (2014-15, 2015-16 and 2016-17)certified by Commercial Tax Officer / Chartered Account
6.	E – VII	Copies of balance Sheet, Profit and loss Account for last two years i.e. (2014-15, 2015-16 and 2016-17) duly certified by the Auditor
7.	E-VIII	Copy of GST registration certificate
8.	E- XI	BIS / ISO/ CE issued by the Competent Authority
9.	E- XII	APSSIDC/NSIDC Certificate, if applicable

2. The tenderers are requested to submit the following for verification on or before 13.01.2020 until 5 PM physically or by post. The Registrar, Sri Venkateswara Veterinary University Tirupati is not responsible for any postal delay.
 - a) Check slip of all the documents uploaded
 - b) Copies of all the documents, which were uploaded

Note: This is only for cross verification of the uploaded documents. Any required document failed to upload, the bid shall become invalid, even though documents are produced physically.

3. All the enclosed documents shall be in English or Hindi or Telugu, *If Any Document is produced in any Language Other than English or Hindi or Telugu, True Translation copies of such documents in English Shall be enclosed duly attested by a Gazetted Officer.*

Failure to submit English translation of such documents shall make tender invalid. All Originals are to be presented at the time of scrutiny for verification

TRANSACTION FEE

All the participating bidders shall pay a transaction fee (non-refundable) to M/s APTS, Hyderabad and through on line. (0.03% of estimate value + GST as applicable). It is mandatory for all the participant bidders from 1st January 2006 to pay a Non-refundable Transaction fee electronically to the M.D., A.P.T.S, Hyderabad by the service provider through "Payment Gateway Service on e-Procurement platform".

EARNEST MONEY DEPOSIT (EMD)

1. Earnest Money Deposit at the rate of **2%** of quoted rate with a minimum of **Rs.5000/-** in the form of crossed demand draft / pay order drawn on any scheduled bank in favor of The Comptroller, Sri Venkateswara Veterinary University Tirupati. The E.M.D. of unsuccessful tenderers will be returned after signing the agreement with the successful tenderers.
2. All the bidders shall invariably upload the scanned copies of DD/pay order towards EMD along with the bid, in e-procurement platform and this will be the primary requirement to consider the bid responsive.
3. The DD/pay order should be deposited to this office while producing hard copies for verification.
4. Cheques, Cash deposits, Term Deposits or Fixed Deposits will not be accepted towards Earnest Money Deposit.
5. However the exemption of Earnest Money Deposit will be given to Small Scale Industrial Units, Registered with the Government of Andhra Pradesh and the National Small Scale Industries Development Corporation, New Delhi or the firms with specific exemption orders issued by competent authority of Government of Andhra Pradesh or Government of India. The order should be uploaded in the e-procurement platform in place of DD in case of any such claim.
6. The items permitted by S.S.I. Registration Authority will only be considered for manufacturing aspect only. **IF ANY FIRM QUOTES ITEMS OTHER THAN THOSE COVERED UNDER S.S.I. REGISTRATION, E.M.D. SHALL ACCOMPANY THE TENDER.** Failure to enclose E.M.D. shall make such of those items not covered under S.S.I. Certificate invalid for consideration.
7. Earnest Money Deposit of other tenders deposited with this department during any period of time shall not be considered for this tender

SECURITY DEPOSIT

1. The successful Tenders(s) shall within 7 days, after The Registrar, Sri Venkateswara Veterinary University Tirupati's written notice of acceptance of the Tender has been posted to him or them, deposit with The Registrar, Sri Venkateswara Veterinary University Tirupati a sum of rupees @ 2% of the cost of the equipment inclusive of all taxes (or the authority may fix the amount according to the value of the tender) as a security for the fulfillment of the contract. Performance bond guarantee can also be considered, as security deposit in addition to the EMD. The Earnest Money Deposit/Security Deposit shall carry no interest. The Security Deposit to be deposited will be in addition to the Earnest Money deposit.

2. The Registrar, Sri Venkateswara Veterinary University Tirupati reserves the right to forfeit and confiscate Earnest Money Deposit, if the successful Tenderer(s) fail to pay the Security Deposit which is required under the Terms and conditions of this Tender.

FORFEITURE / REFUND OF THE EARNEST MONEY DEPOSIT / SECURITY DEPOSIT

1. In case the selected Tender(s) does not supply the stores at the quoted rates within the period of contract and commits any breach of any one or more of these terms and conditions, the Earnest Money deposited by Tenderer(s) will be forfeited by the Registrar, Sri Venkateswara Veterinary University Tirupati
2. Earnest Money of the unsuccessful Tenderer(s) shall be refunded after signing the agreement with the successful tenderers by the The Registrar, Sri Venkateswara Veterinary University Tirupati. No interest is payable by The Registrar, Sri Venkateswara Veterinary University Tirupati on such deposits.
3. The Earnest Money and Security money deposited by successful Tenderer (s) shall be retained by the Registrar, Sri Venkateswara Veterinary University Tirupati till three months after the expiry of the contract period, i.e., 12 months from the date of acceptance of the tender or the date on which the supply which may arise in consequence of repeat orders placed during the 12 months for which the rates quoted are to remain valid.
4. On due performance and satisfactory completion of the order in all respects during the contract period, the Earnest Money Deposit and the security deposit will be refunded to the Contractor(s) without any interest within a period of 3 months with effect from the date of receipt of a request to this effect from the supplier(s).

VAT/SALES TAX CLEARANCE CERTIFICATE

Attested Photo Copy of VAT / Sales Tax Clearance Certificate and Sales Tax Payment particulars obtained from the competent sales tax authority of the area concerned for the years (2014-15, 2015-16 and 2016-17) shall be attached. Certificates older than that shall not be considered. Those not liable for VAT/ Sales Tax payment under relevant rules should produce a certificate to that effect from the competent authority.

GST REGISTRATION

The firm should have valid GST registration number. Attested copy to this extent must be submitted along with the technical bid.

BIS/ISO/CE etc CERTIFICATES (whichever is applicable):

1. Tenderer should produce BIS / ISO/ CE etc. certificate (wherever applicable) issued by the concerned Licensing Authority.
2. Tenderers should enclose BIS / ISO Certificate for products wherever applicable.
3. The certificates whichever is applicable and claimed should be furnished with supportive documents.

TERMS AND CONDITIONS FOR COMMERCIAL AGREEMENT:

1. The details of the required stationary items are shown in e-procurement web Application. Rates should not vary with the quantum of orders or destination.

2. The rates quoted shall be in Indian Rupees only and must be expressed both in figures and words as well. The rate of each category of equipment should be quoted. The rates quoted should be inclusive of all the applicable taxes and “FOR destination” (destinations for the equipment are mentioned in Annexure I). However, the applicable taxes and packaging costs if any etc. should be clearly indicated in the price bid.
3. Tenderers who are supplying the items offered in this tender to other states shall enclose the copies of latest invoices to support of their claim that the rates quoted to SVVU are comparable.
4. No Insurance charges will be paid by the Department / Indenter.
5. The rates quoted by the tenderer shall not exceed the controlled rates, if the Government controlled rates are in force on the date of submission of tenders. In the absence of controlled prices, the tenderer shall quote reasonable price applicable to bulk purchases.
6. All rates quoted by the bidder should be valid for a period of One year from the date of acceptance of the lowest Bid.
7. The rates offered in the tender shall not exceed the M.R.P. as well as the lowest price at which the firm sells the product of identical description to any other department or organization or person anywhere in the State / neighboring states of A.P. If such incidences of quoting higher rates to this department come to the notice at any time, during the course of Rate Contract for the rest of the Rate Contract period, The Registrar, Sri Venkateswara Veterinary University Tirupati reserves the right to initiate an appropriate disciplinary action against such firms including black listing them.
8. IF ARTIFICIALLY LOW RATES ARE QUOTED, THE REGISTRAR, SRI VENKATESWARA VETERINARY UNIVERSITY TIRUPATI RESERVES THE RIGHT TO CROSS-VERIFY THEM AND IGNORE THEM FROM CONSIDERATION IN ORDER TO PREVENT UNETHICAL TRADE PRACTICES.
9. Ordinarily, the tendered items will be selected based on the lowest rates quoted by the firms in the Financial Bids. However, the tender committee reserves the right to select the product even with higher rates depending upon the reported performance / market reputation / efficacy of the item basing on the user reports / feedback given by the end users, ignoring the lowest rates.
10. If tenderer quotes the rates at his will, overlooking the conditions in the previous paragraphs, the tender is liable for cancellation even after approval of tender and firms will face suitable legal action for such action at any time during the Rate Contract period.
11. Rates quoted should be marked clearly with main price and taken separately. Total price after taking all the actuals will be taken as financial quote for comparison.
12. No representation towards upward revision of rates once accepted will be considered. DSIR and other certificates for custom exemption will be provided by SVVU, Tirupati.
13. The rate quoted and accepted will be binding on the tenderer for the stipulated period and on no account will any increase in the price be entertained till the completion of tender period.
14. No tenderer shall be allowed at any time on any ground what so ever to claim revisions of or modifications in the rates quoted by him. Clerical error, typographical etc., committed by the Tenderers in the tender forms shall not be considered after opening of the tenders. Conditions such as “SUBJECT TO AVAILABILITY” “SUPPLIES WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVE” etc., will not be considered under any circumstances and the tenders of those who have given such conditions shall be treated incomplete and for that reason shall be summarily rejected.

15. No company / Firm which has been blacklisted either by the Registrar, Sri Venkateswara Veterinary University Tirupati, A.P or SVVU or by any State Government or Central Government / Organizations shall participate in the Tender during the period of Blacklisting. If any such firm participates and came to know at a later stage, and if any firm is Black listed at a later date either by the Government of Andhra Pradesh or any other State / Central Government will not only be debarred / Black listed permanently and their security deposit /EMD whichever is available with the Department will be forfeited and any business / transactions will be stopped with their firms forthwith.
16. The indented stocks shall be delivered to respective departments (as indicated in the Annexure I) in the
17. Administrative Office, SVVU Tirupati the cost of the supplier.
18. The rates should be quoted separately for each equipment.

AGREEMENT

- 1 Every successful tenderer on intimation by this office shall execute an agreement on Rs.100-00 (Rupees One Hundred only) non-judicial stamp paper in the prescribed form, which will be supplied along with the list of item tentatively approved. Agreement should be typed only on one side of stamp paper with due attestation on each page.
- 2 In the event of failure to execute agreement in proper form along with the Security deposit by successful tenderer within (10) days, the EMD of such tenderer will be forfeited and such defaulters will forego the right to participate for future tenders for a minimum period of (3) years.

OTHER CONTRACTUAL OBLIGATIONS

1. The contract shall not be capable of being varied except by written consent by both the Associate Dean (purchaser) and the supplier shall not in the absence of the specific written acceptance be bound by any provisions of the supplier's quotations, offers etc., which purport to impose conditions at variance with this contract.
2. The supplier shall not sublet or delegate this contract or part thereof without the written consent of The Registrar, Sri Venkateswara Veterinary University Tirupati. Such consent shall not however be withheld unreasonably. But the Tenderer(s) may without the consent of The Registrar, Sri Venkateswara Veterinary University Tirupati purchase material as he/they does not normally manufacture.
3. The supplier shall keep confidential all matters concerning this contract and comply with all reasonable security requirements. All drawing, blocks, specifications, manuscripts, samples etc., supplied by The Registrar, Sri Venkateswara Veterinary University Tirupati and all copies thereof shall be returned to the Associate Dean when their use is terminated. In no event the supplier(s) shall permit publicity concerning this contract without the prior consent of The Registrar, Sri Venkateswara Veterinary University Tirupati
4. Any undertaking or commitment given by or made by any Officer or the Associate Dean verbally or in writing does not have any validity unless it is signed again by the authority competent who concluded an agreement earlier.

INSPECTION AND PACKING

1. At all reasonable time during production and prior to dispatch of material the supplier(s) shall afford and secure for the representative of The Registrar, Sri Venkateswara Veterinary University Tirupati every reasonable access and facility at his plant or premises for its inspection and making of usual tests on behalf of the institute. The supplier(s) shall advise the scheme at least 7 days prior to the time when any material is ready for final inspection. The Registrar, Sri Venkateswara Veterinary University Tirupati will then make the inspection

- and subject to the material being in all respects as specified and being of sound quality and workmanship the representative of The Registrar, Sri Venkateswara Veterinary University Tirupati shall sign or countersign a certificate of inspection.
2. a) The supplier(s) shall supply to The Registrar, Sri Venkateswara Veterinary University Tirupati on request a report from time to time as to the progress of supplies. Any delay or anticipated delay will be reported at once together with the full reasons there for.
b) The responsibility of procurement of transport facilities and dispatch of the stocks in good condition and as per specifications and in time/door delivery lies with the supplier(s) and they must keep up the delivery schedule at any rate.
c) The insurance should be done at the cost of supplier(s) as the rate quoted is all inclusive for door delivery at respective institutes or research stations as indicated in Annexure I
 3. Should the progress in supplies be delayed due to any cause beyond the reasonable control of the supplier(s) and whether such delay or impediment occurs before or after the time for dispatch, reasonable extension of time might be granted by agreement between the parties.
 4. The supplier(s) shall insert in each case 3 copies of packing list, fully item wised to show case number, contents and full description of the contents. The Administrative Office SVVU Tirupati the receiving point will retain one copy with him and return the other two copies, duly signed to the supplier(s) who will append one copy of this packing list with invoices when sent to the concerned for payment.

SUPPLIES AS PER SPECIFICATIONS

1. All supplies shall be to the description and to the specifications laid down and in strict accordance with the approved samples. Deviations, if any should be clearly brought out failing which it will be normally construed that the materials offered are not to our requirements. Any special features may also be clearly brought out.
2. The decision of The Registrar, Sri Venkateswara Veterinary University Tirupati however shall be final as to the quality of supplies received and binding upon the supplier(s) in case, the supplier(s) supplies any other article than what is ordered such article supplied, not being approved, shall be liable to be rejected.
3. If the Registrar, Sri Venkateswara Veterinary University Tirupati requires any changes in specifications the supplier(s) shall use his best endeavor to comply with The Registrar, Sri Venkateswara Veterinary University Tirupati's wishes subject to fair fixation of prices and delivery schedule where appropriate.
4. If at any time during the term of this contract, the plans of The Registrar, Sri Venkateswara Veterinary University Tirupati changes for any reasons The Registrar, Sri Venkateswara Veterinary University Tirupati shall have the right to terminate or alter this contract by sending fifteen days notice to the supplier(s) by Registered letter. In respect of such of the material as it complete and ready for dispatch within thirty days of such notice, The Registrar, Sri Venkateswara Veterinary University Tirupati agrees to accept delivery thereof at the contract price and terms.

CONSEQUENCE OF NON-SUPPLY AND DAMAGES

1. All risks of loss, damage or depreciation to goods shall be upon the supplier(s) until the material is delivered at the addresses specified and in accordance with the provisions of the contract. Till the material received at the respective destination indicated by the Registrar, Sri Venkateswara Veterinary University Tirupati the property continues to be at the risk of the supplier(s). The mere fact that the material is delivered to transporter is no defense to the supplier(s) and the supplier(s) will be squarely held responsible for any delayed receipt of

the material by the Registrar, Sri Venkateswara Veterinary University Tirupati or for loss of damage of any kind to the material in transit.

2. Assuming that the supplier(s) fails to deliver any or all the materials covered by the contract, the Registrar, Sri Venkateswara Veterinary University Tirupati reserves the right in addition to other legal remedies, to cancel the contract or any portion thereof and hold the supplier(s) liable for all damages sustained by virtue of the supplier(s) failing to perform the contract and consequent cancellation of the contract.
3. In the event of the supplier(s) failing to complete the supplies in time or according to the approved specifications, the Registrar, Sri Venkateswara Veterinary University Tirupati reserves the right to make such arrangements as it may think fit for the completion of the supplies on account of and the sole risk of the supplier(s).
4. In case the goods are not supplied according to specifications, they will be summarily rejected.
5. The time allowed for delivery of goods shall be deemed to be the essence of contract. In case the goods are not delivered to the respective addresses as indicated in the Annexure-I within the stipulated period, the Registrar, Sri Venkateswara Veterinary University Tirupati reserves the right to recover the liquidated damages a sum equal to 2 % of the contract price of the undelivered material per week subject to a maximum of 5 % of the value of undelivered material. the Registrar, Sri Venkateswara Veterinary University Tirupati also reserves the right to cancel the purchase order in case supplies are delayed beyond the scheduled date of delivery and to make such arrangements as he may think fit for the completion of supplies on account and at the risk of the supplier(s). The additional expenses thus incurred together with the consequential losses and also the liquidated damages shall be recovered from the supplier(s) out of his/their security deposit/Earnest Money deposit and any other amount due to him/them. The balance still if any payable by the supplier(s) shall be paid by him/them within 7 days of notice by The Registrar, Sri Venkateswara Veterinary University Tirupati
6. All invoices shall be prepared in four copies and shall be signed by the supplier(s) or his/their authorized agent(s). Every invoice shall bear a certificate to the effect that the material covered by the invoice(s) has been inspected by the supplier(s) before delivery and confirm in every way to the contract specifications and is packed in accordance with the contract requirements and further that the invoice is correct in every particular and no other invoice has been rendered previously in respect of the articles charged in the particular invoice. The invoice in triplicate along with advance stamped receipt shall be raised in the name of The Registrar, Sri Venkateswara Veterinary University Tirupati
7. The payment of the bills shall be made by the Registrar, Sri Venkateswara Veterinary University Tirupati duly deducting the statutory deductions, if any.

PENALTIES

- 1 If the successful tenderer fails to execute the agreement and / or deposit the required security deposit within the time specified or withdraws his tender after the intimation of the acceptance of his tender has been sent to him or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the Earnest Money Deposit deposited by him along with his tender shall stand forfeited to the Registrar, Sri Venkateswara Veterinary University Tirupati and he will also be liable for all damages sustained by the Registrar, Sri Venkateswara Veterinary University Tirupati by reasons of breach, such as failure to supply, including the liability to pay any difference between the prices accepted by him and those ultimately paid for the procurement of the articles concerned. Such damages shall be assessed by The Registrar, Sri Venkateswara Veterinary University Tirupati, whose decision is final in the matter.

- 2 Non-performance of contract provisions will disqualify a firm to participate in the tender for the next three years.
- 3 In the event of tendered supplies failing quality test, contract with the tenderer will be suspended and purchases made from alternative suppliers. *Such firms may be black listed for three years* beginning from the year following the one in which defective supplies were detected. The tenderer shall also be liable for action under criminal law and the matter shall be notified to the concerned Licensing Authority.
- 4 In all the above conditions, the decision of the REGISTRAR, SRI VENKATESWARA VETERINARY UNIVERSITY TIRUPATI shall be final and binding.
- 5 In the event of any dispute arising out of the tender such dispute would be subject to the Jurisdiction of the Civil courts with in the city of Tirupati.

SETTLEMENT OF DISPUTES

1. Any difference or dispute arising out of or in connection with this tender or acceptance thereof or the contract that may be entered in consequence thereof, shall be decided by arbitration. The Registrar, Sri Venkateswara Veterinary University Tirupati or his nominee shall be the sole arbitrator and the arbitrator's decision shall be final and binding on the parties. The Tenderer(s) will have no objection to such appointment on any ground whatsoever including that such nominee, in his official capacity dealt with this matter at any stage.
2. The parties hereby agree that in the event of any dispute no cause of action shall arise in their favour to approach any court unless they have resorted to and exhausted the remedy of arbitration as envisaged above.
3. The parties also do hereby agree that the contract envisaged by these terms and conditions shall be deemed to have been entered into at Tirupati alone will have jurisdiction to try and legal proceedings which may arise out of this contract. Neither party shall file any proceedings in any other court

REGISTRAR

ANNEXURE I
(Technical Specifications)

Sl. No.	Item	Specifications	Qty	Rate item	GST	Total amount
1	Xerox Papers FS	Hammer Mill 75 GSM	750 No's			
2	Xerox Papers (A4)	Hammer Mill 75 GSM	500 No's			
3	Gel Pens (Green)	Montex (Rs.10 each)	100 No's			
5	Brown Tape "2"	(A1 wonder 555 tape)	100 No's			
6	Brown Tape "3"	(A1 wonder 555 tape)	50 No's			
7	Fevistik	Pedilite	50 No's			
8	Flags (Adhesive)		100 sets			
9	Pens Blue	Cello Grip	500 No.s			
10	Pens Red	Cello Grip	500 No.s			
11	Staplers Pins (Small) Boxes	Kangaroo	50 No's			
12	Uniball Pens (Green, Skyblue, Orange, Pink, Lavender)	UB-157	100 No's			
13	Pencils	Apsara	200 No's			
14	Marker pens (Permanent)	Kores	25 No's			
15.	Stapler Machine (Small)	Kangaroo HD	20 No's			
16.	Stapler Machine (Big)	Kangaroo HD	10 No's			

**Annexure II
Declaration**

1. I/We have not been black listed in any department due to any reasons during last 3 years
2. I/We have not been demoted to lower category in any department for not filing the tenders after buying the tender schedules in a whole year and their registration had not been cancelled for a similar default in two consecutive years.
3. I/We will agree to get disqualified my(our)selves for any wrong declaration in respect of the above and get my/our tender summarily rejected.
4. The soft copies uploaded by me/us are genuine and not forged. Any incorrectness / deviation noticed can be viewed seriously and apart from cancelling the work duly forfeiting the bid security, criminal action can be initiated including suspension of business and/ or black listing.
5. I/We submitting a demand draft no. _____ dated _____ issued by _____ for Rs. _____ towards the EMD.

Signature of Tenderer
Date
Address

Annexure III

Check List

Sl.No	Yes/ No	Name of the Document
1.		Declaration Form (Annexure II)
2.		Manufacturing License / Authorization letter from the Manufacturing firm
3.		Earnest Money Deposit
4.		VAT/Sales Tax Clearance Certificate, payment particulars for preceding two years along with supporting Documents. (2014-15& 2015-16)
5.		Annual Turnover Assessment order for the preceding two years (2014-15& 2015-16)certified by Commercial Tax Officer / Chartered Account
6.		Copies of balance Sheet, Profit and loss Account for last two years i.e. (2014-15& 2015-16) duly certified by the Auditor
7		BIS / ISO/ CE issued by the Competent Authority
8.		Government Ownership Certificate, If applicable

ANNEXURE – IV

FINANCIAL BID

(Not to be included with the technical bid either online or offline)

I/We quote the rates FOR, Administrative Office, Sri Venkateswara Veterinary University Tirupati inclusive of all taxes, duties, transportation, insurance, installation etc., as below.

Sl No.	Name of the item	No. of Units	Price per Unit (Rs)	Total amount (Rs)

The articles will be ready for delivery within ____ days from the date of receipt of firm orders.

Yours faithfully,

(Signature and stamp of the Tenderer state legal status whether prop. Partner, Registered firm, Company etc)

Encl: Information brochure enclosed

EMD – DD No. Dt. For Rs. _____

Note: 1. Attach additional sheets giving full particulars such as name and address of the proprietor or list of partners and their addresses or particulars of registered firm or of the company and the specifications of the equipment furnished.

1. Rates quoted should be marked clearly with main price and taken separately. Total price after taking all the actuals will be taken as financial quote for comparison.

ANNEXURE
(Technical Specifications)

Sl.No	Stationery Items	Estimation cost
1	Brown Tape 2" (A1 wonder 555 tape) 48mm	
2	Brown sheets	
3	Blue folders	
4	Cello tape 1" (A1 wonder 555 tape) 48mm	
5	Cloth covers 9X4	
6	Cloth covers 11X5	
7	Cloth covers 12X10 (A4)	
8	Cloth covers 16x12 (FS)	
9	Cloth covers 18x14	
10	Calculators (CASIO)	
11	Erasers (Apsara)	
12	Envelope covers 9x4 (Brown)	
13	Envelope covers 9x4 (White)	
14	Envelope covers 11x5 (Brown)	
15	Envelope covers 11x5 (White)	
16	Green Add gel pens	
17	Highlighter pens(Faber Castell)	
18	Marker pens (Permanent/White board) Artiline (Black, Red, Blue)	
19	Pens Blue/Black/Red [Rs.10] Flair	
20	Single hole punching machine Kangaro No.376224	
21	Stapler Machine (Big) Kangaroo HP-45	
22	Stapler Machine(Small) K-HP-10D	
23	Stamp pad (Faber castel- Blue) 110mmX69mm	
24	Xerox papers (A4) Hammer mill 80GSM	
25	Xerox papers (FS) Hammer mill 80GSM	
26	Fevistik (Pedilite)-15g	
27	Fevicol MR Squeeze bottle 100gr	
28	Flags- 3 colors strip pack	
29	Gem clips- mixed sizes	
30	Plastic Folders L' type	
31	Pencils (Apsara)	
32	Scissors -kas	
33	Sketch pen set-Camlin	
34	Sharpners (Natraj)	
35	File Pads	
36	Tags	
37	Uniball pens UB157(Green/Pink/Red/Lite Blue)	
38	Writing pads-big	
39	Register book (1 qr)	
40	Register book (2 qr)	
41	Register book (3 qr)	
42	Tappal Pads [3 fold]	
43	CD marker pens- Camlin	
44	white Correction fluid pens	

