

TENDER FORM



Administrative Office
SRI VENKATESWARA VETERINARY UNIVERSITY
TIRUPATI- 517502, CHITTOOR DT.

::1::



SRI VENKATESWARA VETERINARY UNIVERSITY
ADMINISTRATIVE OFFICE, TIRUPATI - 517502

E-PROCUREMENT NOTICE

Tender Notice No. 7595/ Acad.II/SVVU/2019-20

Date:30.01.2021

E- Procurement tenders are invited from the manufacturers or their authorized dealers for supply of **Student Blazers** for the students of Sri Venkateswara Veterinary University, Tirupati.

Details are as follows:-

1)	Tender document online opening date	05.02.2021 – 10 AM
2)	Tender document online closing date	18.02.2021 – 2.00 PM
3)	Bid- Submission Online closing date	18.02.2021 – 5.30 PM
4)	Submission of all the uploaded documents (Hard copies) at the Administrative Office SVVU Tirupati	19.02.2021 – 1.00 PM
5)	Bid online opening date	19.02.2021 – 3.00 PM

- Bidders shall have GST Registration (for details log on to www.apts.gov.in)
- For details visit www.apecurement.gov.in
- For amendments/corrigendum if any, interested suppliers are requested to keep monitoring above portal till last date as no separate publicity through newspapers will be made.

For any clarification, please contact: 9989077834

T. MADHAVA RAO
REGISTRAR



SRI VENKATESWARA VETERINARY UNIVERSITY
ADMINISTRATIVE OFFICE, TIRUPATI - 517502

To
The Registrar
Sri Venkateswara Veterinary University
Tirupati - 517 502 (A.P)

Sir,

Sub : SVVU – ADMINISTRATIVE OFFICE – TENDER FOR THE “SUPPLY **STUDENT BLAZERS** FOR THE STUDENTS OF SRI VENKATESWARA VETERINARY UNIVERSITY, TIRUPATI. AS SPECIFIED IN THE ANNEXURE-I - SUBMITTED.

1. I / We _____ have read the description and specifications at Annexure-I for supply of supply **Student Blazers** for the students of Sri Venkateswara Veterinary University, Tirupati and the instructions and general conditions and hereby agree to abide the said conditions.
2. I / We offer to provide the items at the rates quoted by me/ us and as specified in the tender schedule attached and hereby bind myself / ourselves to complete the supply of the items within the time period stipulated in the Annexure – I & II of the tender.
3. The Earnest Money Deposit of Rs. 10000/- (Rupees Tene Thousand only) for the supply of items in the form of Demand Draft bearing No._____, dt._____ on _____ bank drawn in favour of the Comptroller, SVVU, Tirupati payable at Tirupati is enclosed herewith.
- 4 The full value of Earnest Money Deposit shall stand forfeited without Prejudice to any other rights or remedies if I / We withdraw the offer before a final decision on the tender is taken.
5. The cost of Tender Schedule of **Rs. 500/-** (Rupees Five hundred only) (non-refundable) has been enclosed vide Bank Draft No._____, dt._____ drawn in favour of the Comptroller, SVVU, Tirupati.

Address of Tenderer :

Signature with Seal of Tenderer

Date :

Encl: Tender

Signature of Witness :

(1)

(2)

(3)



SRI VENKATESWARA VETERINARY UNIVERSITY
ADMINISTRATIVE OFFICE, TIRUPATI - 517502

SUPPLY OF **STUDENT BLAZERS** FOR THE STUDENTS OF SRI VENKATESWARA VETERINARY UNIVERSITY, TIRUPATI.

GENERAL TERMS AND CONDITIONS

1. Tenders will be accepted through on-line up to **18.02.2021** up to **2.00 PM** by the Registrar, Sri Venkateswara Veterinary University Tirupati for the supply of Blazers as listed in Annexure IV.
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.apecurement.gov.in>.

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 catalogues 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 circumstances.
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- IV	Earnest Money Deposit & Tender scheduled
3.	E- V	GST Clearance Certificate, payment particulars for Preceding two years along with supporting Documents. (2018-19 & 2019-20)
4.	E- VI	Annual Turnover Assessment order for the preceding Commercial Tax Officer / Chartered Account
5	EV	GST Certificate
6	EVI	Copy of PAN Card
7	EVII	Declaration (Annexure-V)

2. The Tenderers are requested to submit the following for verification on or before **19.02.2021** until **1.00 PM** physically or by post. 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.

SUPPLY OF STUDENT BLAZERS FOR THE STUDENTS OF SRI VENKATESWARA VETERINARY UNIVERSITY, TIRUPATI

GENERAL TERMS & CONDITIONS FOR PRE-QUALIFICATION

1. The rate quoted should be F.O.R, Tirupati, Gannavaram, Muthukur, Proddatur, and delivery at the respective Colleges and inclusive of all taxes, levies, packing forwarding etc.,
2. The cost of Blazer should include the cost of all mentioned in specifications or the blazers must be in full form.
3. The price quoted shall include the entire insurance charges upto deliver site. The tenders shall, therefore, be responsible for the safe delivery of the blazes to the respective Colleges.
4. Documents and R.R.through Bank will be negotiated subject to the condition that the Blazers are in good condition duly certified by his representative.
5. The rates quoted shall be valid for 12 months from the date of acceptance of the tender.

7. Supply should be made **within one month on receipt** of supply order
8. The Service contract of the unit may also be specified in the tender.
9. The tender fee is **Rs.500.00** and is non-refundable and should be paid in the form of Demand Draft, Drawn on Tirupati (A.P) in favour of the **Comptroller, SVVU, Tirupati.**
10. The Student Blazers as per the prescribed specification is to be supplied within the time stipulated.
11. Right of acceptance:- The University does not bind itself to accept the lowest or any other tender.
12. WARRANTY:- The tenderer shall warrant that everything to be furnished here under shall be free of all defects and faults in materials, workmanships, manufacture and shall be of the highest grade and consistent with the established and generally accepted standards for the materials of the type ordered and in full conformity with the contract specification.
13. Manufacturer/Authorized representative are alone eligible to submit the tender forms. The manufacturer / authorized representative should enclose full credentials along with Technical pamphlets and major supplies undertaken in the last 3 years while submitting the tender schedules.
14. All the suppliers may be ready to arrange model blazer for demonstration to the tender committee before finalizing the order.
15. For all legal matters the jurisdiction is Tirupati, Chittoor Dist. A.P. only
16. The tenderer should enclose Cloth, Pads, etc., to check the quality.

EARNEST MONEY DEPOSIT: -

Earnest Money Deposit of **Rs.10,000** (Rupees Ten thousand only) drawn in the name of the **Comptroller, SVVU, Tirupati** payable at Tirupati by way of Demand Draft on any Nationalized Bank should be enclosed.

The Earnest Money Deposit will be refunded in case of tender is not accepted. The earnest money of the accepted tenderer will be forfeited, if the tenderer does not satisfy or refuse to accept the conditions laid down. The earnest money deposit will be refunded to the tenderer only after completion of the work / supply of all Blazers satisfactorily.

**T. MADHAVA RAO
REGISTRAR**

ANNEXURE – I



SRI VENKATESWARA VETERINARY UNIVERSITY ADMINISTRATIVE OFFICE, TIRUPATI - 517502

STUDENT BLAZERS (BOYS & GIRLS):-

Boys Blazers have to be designed with two lip pockets, One weld pocket and three buttons with formal appearance.

Girls Blazers have to be designed with Princess Line in front and back and with two buttons.

The materials used in the Blazers should contain.

1. Shoulder Pads 2 Pcs.
2. Lapel Fusing
3. Body Fusing (Micro dot fusing)
4. Chest Fusing (Horse hair)
5. Nylon Buttons
6. Polyester Lining
7. Logo (Computerized embroidery)

The approved designer has to take measurements from all students by visiting Tirupati, Gannavaram, Proddatur and Muthukur campuses, with advance intimation.

The blazer has to be designed in 3 colours Navy blue for Veterinary Students, Sea blue for Fishery Students and Cream colour for Dairy Technology Students.

The cloth used should be from reputed company. The rates for using cloth of different companies have to be mentioned.

**T. MADHAVA RAO
REGISTRAR**

ANNEXURE-II
(DECLARATION)

DECLARATION TO BE UPLOADED IN THE e-PROCUREMENT PLATFORM (ON FIRM'S LETTER HEAD)&ORIGINAL HARD COPY TO BE SUBMITTED ALONG WITH EMD (ON FIRM'S LETTER HEAD)

Name of the Bidder :

Address of the Bidder :

(To be filled in by the Bidder)

I/ We read all the terms & conditions of this tender and hereby agree to abide by all the terms and conditions of the tender. I/ We do hereby agree that I / We shall keep my / our offer open for a period of twelve months from the date of opening of the tender.I/ We shall abide by and give my / our acceptance to all the terms and conditions mentioned in this tender document and which are mentioned in the "Award of Contract"and shall execute an agreement in the prescribed form, in the event of my / our offer being accepted by the establishment under SVVU, Tirupati.

Yours faithfully

Signature of the bidder with full address

(To be signed by an authorized signatory with full address of the bidder & seal)

ANNEXURE – III
FINANCIAL BID

I/We quote the rates for ADMINSTRATIVE 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)	GST	Total amount Including GST (Rs)
1.					
2.					
3.					

The blazers will be ready for delivery within ____ days from the date of receipt of supply order.

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. _____ (Rupees _____)

- 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.
2. 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.

SUPPLY OF **STUDENT BLAZERS** FOR THE STUDENTS OF SRI VENKATESWARA
VETERINARY UNIVERSITY, TIRUPATI

ANNEXURE-IV

CHECKLIST

Sl. No	Code No.	Name of the Document
1.	E-I	Declaration Form (Annexure II)
2.	E- IV	Earnest Money Deposit & Tender scheduled
3.	E- V	GST Clearance Certificate, payment particulars for Preceding two years along with supporting Documents. (2018-19 & 2019-20)
4.	E- VI	Annual Turnover Assessment order for the preceding Commercial Tax Officer / Chartered Account
5	EV	GST Certificate
6	EVI	Copy of PAN Card
7	EVII	Declaration (Annexure-V)

Note: Please enclose separate sheets for additional information photographs and documents if any.

ANNEXURE-V

CHECKLIST

I/We are hereby undertaking that, to take measurements from all students by visiting, Tirupati, Gannavaram, Proddatur and Muthukur campuses of SVVU, with advance intimation as per the tender conditions.

Yours faithfully

Signature of the bidder with full address

(To be signed by an authorized signatory with full address of the bidder & seal)

