

UNIVERSITY OF NORTH BENGAL
OFFICE OF THE REGISTRAR



ENLIGHTENMENT TO PERFECTION

Sealed quotations are invited for supply of Papers. For Details visit NBU Website www.nbu.ac.in

Advt. No.131 / R-2016 Dated: 17.12.2016

Registrar (Offg.)

Sealed Tender is invited from the bonafide manufacturers / suppliers of Papers and Boards etc at the University Press for supply of 450 reams of D/Demy (size 56 x 91 cm) cream wove 60 gsm (15.3) paper.

The tender shall be in two bid system. The envelope "A" will be technical bid while the envelope "B" will be commercial (price-bid). For proper identification both the envelopes "A" & "B" should be clearly be marked on top of the envelope as mentioned envelope "A" – technical bid & envelope "B" price bid. Both the envelopes should be kept in a third sealed envelope.

Interested parties may collect the tender form available at the University Press during office hours from 12/12/2016 to ~~22/12/2016~~ 22/12/2016. The filled up form shall be submitted to the Superintendent (Acting), University Press within 2:00 P.M. of 22/12/2016 and will be opened on 22/12/2016 at 3:00 P.M. Cost of form Rs. 200.00.

Tender Form and Terms & Conditions may also be downloaded from NBU Portal www.nbu.ac.in

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UNIVERSITY PRESS
UNIVERSITY OF NORTH BENGAL

Rajarammohunpur, P.O. North Bengal University, Dist. Darjeeling, PIN-734 013, West Bengal
Phone No.: 0353 – 2776 384

Tender Form A – Technical-bid

Tender Form for supply of 450 reams of D/Demy (56 X 91 cm) size Cream Wove 60 gsm paper

Last date of submission is on ~~22/12/2016~~ upto 2.00 P.M.

02/01/17
16/12

- 1 Name of the Supplier: _____
- 2 Status of the Supplier (please tick): Manufacturer Distributor Dealer
- 3 Address of Showroom / factory: _____

- Contact Person and his/her No. and email: _____
- 4 Details of Cost of Form and Earnest Money Payment
 - a.) Cost of Form (Rs. 200.00) Paid through Cash Challan/ D.D. No.....
dt..... Bank
 - b.) Earnest Money (Rs. 5000.00) Paid through Cash Challan/ D.D. No.....
dt..... Bank
- 5 Technical Detail: D/Demy (56 X 91 cm) size Cream Wove 60 gsm paper
 - i) Size.....per ream of 500 sheets ofweight.....mill
 - ii)Size.....per ream of 500 sheets ofweight.....mill
 - iii)Size.....per ream of 500 sheets ofweight.....mill
6. Trade License No.: _____ (latest copy to be enclosed)
7. PAN No.: _____ (copy to be enclosed)
8. VAT Registration No.: _____ (copy to be enclosed)

9. P.T. Registration No.: _____ (latest copy of PT clearance certificate to be enclosed)

10. Average Annual Turnover for last 3 years (min. Rs. 10 lakhs): _____ (Audited copy of the annual accounts of last 3 years to be enclosed, however incase of turnover less than Rs. 40 lakhs p.a. the submission of audited accounts is not compulsory but the accounts shall be certified by a Chartered Accountant)

11. Previous experience / credentials _____

(Copy of order should be attached) _____

We declare that the above information is correct. The rate quoted for the above paper items are in conformity with the specification IS:1848/2007. We do hereby bind ourselves to submit quotation as and when asked by the University. We further declare that we shall abide by the Terms & Conditions of the Supply and those to be laid down by the University time to time for the supply of Papers and Boards.

Date

Place

Signature with Seal

UNIVERSITY PRESS
UNIVERSITY OF NORTH BENGAL

Rajarammohunpur, P.O. North Bengal University, Dist. Darjeeling, PIN-734 013, West Bengal
Phone No.: 0353 – 2776 384

Tender Form B – Price-bid

Tender Form for supply of 450 reams of D/Demy (56 X 91 cm) size Cream Wove 60 gsm paper

Last date of submission is on ~~22/12/2016~~ upto 2.00 P.M.

02/01/17 2

- 1 Name of the Supplier: _____
- 2 Address of Showroom / factory: _____

- Contact Person and his/her No. : _____
3. Whether any branch exist in Siliguri, if so, please state the address _____

- 4 Rate Detail: D/Demy (56 X 91 cm) size Cream Wove 60 gsm paper
i) Rs.....per ream ofmill
ii) Rs.....per ream ofmill
iii)Rs.....per ream ofmill

We declare that the above information is correct. We do hereby bind ourselves to submit quotation as and when asked by the University. We further declare that we shall abide by the Terms & Conditions of the Supply and those to be laid down by the University time to time for the supply of Papers and Boards.

Date

Place

Signature with Seal

UNIVERSITY OF NORTH BENGAL
SPECIFICATIONS AND TERMS & CONDITIONS

Technical Specifications

- a.) 450 reams of Double Demy Creamwove 60 gsm paper
size - 56 cm x 91cm
weight per ream - 15.8 kg
No. of sheets in a ream-500)

The paper should be supplied as per specification IS:1848/2007.

TERMS & CONDITIONS

1. The Bidders shall have to pay Rs. 5,000/- (Rupees Five Thousand only) in favour of "University of North Bengal" and payable at "SBI, NBU Campus Branch" as Earnest Money which will be refunded without interest on satisfactory Supply of the article (for successful Bidders) or on demand (for unsuccessful Bidders). If tender form is downloaded from NBU portal, a demand draft of Rs. 200/- be submitted as above.
2. Up to date Professional Tax (PT) clearance certificate and copy of PAN Card duly signed and stamped by the quotationer shall be attached with the offer.
3. The vendor shall have VAT & CST registration.
4. The vendor shall submit Sales Tax and Income Tax clearance certificate.
5. The applicant shall have minimum credential for supply of Paper and Boards worth Rs. 10 lakhs to Govt. / Semi Govt. / Local Self Govt. / Autonomous Institutions. Necessary papers / documents shall be enclosed.
6. Specimen samples shall be submitted along with the Tender paper. No Tender will be entertained without sample.
7. The rates shall be inclusive of all taxes and charges including cartage/transportation/labour charges, stacking charges, Weighing charges in the Office of the Superintendent, University Press. Rates for the required item should be quoted per Ream. Quoted rate shall be valid upto 31/03/17.
8. The rates should strictly be in accordance with the specifications and terms specified herewith. Submission of incomplete tender or of different specifications other than the specifications mentioned in the tender form and without sample shall be 'rejected'.
9. Successful Bidder shall have to complete the supply within 15 (Fifteen) days from the date of receipt of the Supply Order, failing which the supply order may be treated as cancelled and the security money so deposited shall be forfeited.
10. Delivery shall have to be made at the Office of the Superintendent, University Press under proper receipts including weighing from Govt. Registered Weighing Bridge. Torn and unlabeled reams of papers shall be rejected. The University shall take random samples from the supplied material. Any difference in the size, colour, brightness, weight, GSM, opacity, breaking length of paper, technical parameters and other specifications shall render the entire order for rejection and supplier shall have to lift it at his/her own cost on 'as is where is basis'. The party shall be liable to change the inferior and/or damaged supplied material at their cost. The packing of paper shall be done so as to ensure that sheets and its edges are not damaged during handling and transportation and paper remain flat in reams. Folded sheets will not be accepted at any cost.
11. Payments will be made as rules of the University of North Bengal and after probably 30 days from the date of delivery of the goods subject to redressed of complaints, if any. No advance payment shall be made. In case of

- default on any terms specified and/or in the event of non-fulfillment of the contract or otherwise, the security money shall be forfeited.
12. The Bidder can submit rate for one or more item of Paper and shall quote the rate of each item both in figure as well as in words.
 13. Successful Bidder shall have to abide by the Terms and Conditions laid down above. In case of failure to comply with these terms & conditions the tender paper will be treated as cancelled.
 14. In the event of any dispute, the decision of the Appropriate Authority of the university shall be final.
 15. The Tender paper shall submit within 2:00 pm of ^{22/12/17}~~22/12/2016~~ to the under noted address and the same will be opened on ~~22/12/2016~~ at 3:00 p.m. The bidder may remain present on the opening of the tender. If opening of Quotations ^{21/12/17}postpones then all Vendors shall be intimated through email or SMS the details of revised date of opening of Quotations.

Communication Address:

Superintendent (Acting)
University Press
University of North Bengal
Rajarammohunpur
P.O. North Bengal University
Dist. Darjeeling, West Bengal
Pin – 734 013

16. For any clarification the vendors may contact with the Superintendent (Acting), Contact No. 0353-2776384/2776317.
17. The University Authority reserves the right to accept or reject any/all quotations without assigning any reason and shall not be bound to accept the lowest quotation.

Superintendent (Acting)
University Press, NBU