

**DAYALBAGH EDUCATIONAL INSTITUTE  
DAYALBAGH, AGRA-282005**

**Notice Inviting Tenders**

Inviting tender No: Tender No-5-DEI-CAO-CBS Yadav -2018-19-TDR-05 (A4 Size Paper)

Date: 08.10.2018

Sealed tenders are invited from the Manufacturers/ Suppliers/Authorized dealers/ agencies for the supply of the following:-

| Sl. No. | Item   | Quantity          |
|---------|--|-------------------|
| 1.      | <b>A4 White paper of 75 GSM<br/>Size – (in cm): 21 X 29.7, Brightness 90% or above</b> | <b>3000 Reams</b> |

The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs.10,000/-** by way of demand drafts/banker's cheque/FDRs which is refundable, and a non-refundable tender fee for an amount of **Rs. 200/- (Rupees two hundred only)** by Demand draft. The demand drafts (validity 45 days beyond final bid) for earnest money deposit & tender fee must be enclosed in the envelope containing the bid documents, super-scribed with tender number, due date of submission on the envelope and addressed to :

**“The Registrar  
Dayalbagh Educational Institute,  
Dayalbagh, Agra – 282005,  
Uttar Pradesh”**

**Note:** Central Purchase Organization, Small Scale Industries/ National Small Scale Industries Corporation shall be exempted from payment of Earnest Money Deposit. Tenderer seeking exemption should enclose a self attested photocopy of valid registration certificate with NSIC.

(The Earnest Money will be liable to be forfeited if quotation is not honored or if contract is not signed with the Institute, after the award is made to the Tenderer)

1. Time and last date of submission of the Bid: 11.00 am on 02.11.2018
2. Time of Bid Opening: 11.30 am on 02.11.2018
3. Venue of Bid Opening: CAO, Dayalbagh Educational Institute, in the presence of bidders who want to be present at the time of opening of bid.

Interested bidders may post (at the above address) or put the tender documents completed in all respect and other requisite documents in the tender box kept in the General Section, CAO, Dayalbagh Educational Institute, Dayalbagh, Agra- 282005. The bidders are also informed that they may come personally or send their representative to be present at the time of opening of bid. Please note that tender box shall be opened at the time mentioned above irrespective of whether bidders himself or any of their representative are present or not. The tenders shall not be entertained after this deadline under any circumstances what so ever. For more details please visit the Institute's website <http://www.dei.ac.in> or contact Shri Hemant Sethia Ph. no . 7417250390

Registrar  
Dayalbagh Educational Institute Dayalbagh,  
Agra-282005

### **General Terms & Conditions**

**Note:** Bidders must submit the following primary information/documents with the quotation. Bidders will have to indicate these particulars in their quote failing which the offer may be rejected. Please do produce the related documents whenever required by the Institute.

1. Trade License/Company Registration No.
2. GST Regn. No.
3. Income Tax PAN No.
4. Firm's Bank A/c details
5. Bidders are requested to quote rate(s) per unit(s) only in the recognized Accounting units otherwise your quotation will not be accepted.
6. Cost of items shall include installation, support and troubleshooting, if any.
7. Warranty and Support: for Hardware and Software should be explicitly mentioned, if any.
8. Bidders should be OEM/Authorized partner/Authorized dealer of OEM or item to be purchased in question.
9. Bidders should quote rates as per details/specifications mentioned in notice inviting Tender. The Institute reserves the right to place order for each job to single/separate vendor(s) if necessary. The quantity of the items may vary.
10. Bidders should quote rates on FOR/Free Delivery at the sites specified in the Notice inviting Tender, inclusive of all charges else should mention estimated cost of packing, forwarding, insurance and freight by Rail/Road/Post etc. as the case may be.
11. Bidders must indicate if their rate is inclusive of Taxes.
12. In case opening date of Tender happens to be holiday, tender will be received and opened on the next working day at the same time and same place. Quotation received after the closing date will not be entertained and revision in the price will render the bid invalid. Quotation should indicate clearly the period of validity, preferably not less than 45 days.
13. In case of an offer for items having multiple options, you should clearly indicate item-specific price(s). Please quote separate item-wise rate(s), when quotation has been asked for so. For every offer, packing and forwarding charges, GST or any Tax etc. should be shown separately.
14. Bids will be evaluated after equated comparison of offers upon calculating all tax/duty/cess/surcharge/discount/packing/transportation costs, other charges with price and non-compliance of technical and commercial terms will render a bid liable for rejection.
15. Bidders will have to submit Bills/Invoices on dispatch of stores, if ordered, to this office in triplicate duly pre-receipted (and stamped for amount over Rs. 5000/-) and supported by the relevant delivery documents for audit and payment directly in your bank account through RTGS/NEFT. Generally, payments can be expected within one month and are made against acceptance of supplies/ jobs completed and in deserving cases, against shipment documents.
16. No insurance charges are allowed unless otherwise specified and agreed to by us. In the absence of any specific instructions, it will be the responsibility of the supplier to ensure a consignment against transit risk at his own expense if he so desires.
17. The Institute is not bound to accept the lowest rate or any other offer and the acceptance of the offer is entirely at the discretion of the Committee.
18. All purchases are subject to the approval of the Governing Body of the Institute.
19. The Institute reserves the right to select certain items in single or multiple units and reject the others or all as mentioned in the schedule and to revise or alter the specifications before acceptance of any tender and accept or reject any or all tenders, wholly or partly or close the tender without assigning any reason whatsoever.
20. The Bidder shall be required to submit the amount of **Earnest Money Deposit** (EMD) mentioned in the Notice Inviting Tender which is refundable, and a non-refundable **Tender Fee** for an amount of **Rs 200/-** (Rupees two hundred only) by way of demand drafts/banker's cheque/FDRs. The demand drafts shall be drawn in favor of "**Dayalbagh Educational Institute, Agra**" payable at **Agra**. The demand drafts (validity 45 days beyond final bid) for earnest money deposit & tender fee must be enclosed in the envelope containing the bid.
  - a.) The firm(s) that are registered with the National Small Industries Corporation (NSIC)/or Small Scale Industries (SSI) are exempted from furnishing the EMD. Self-attested photocopy of the valid registration certificate must be enclosed with their bid.

- b.) The demand drafts for EMD & tender fee must be enclosed in the envelope containing the technical/price bid and super-scribed with tender number and due date of submission on it. Any technical/price bid is found without the demand drafts of EMD and tender fee will be rejected. The Institute will not be liable to pay any interest on such an amount. The EMD shall be forfeited, if the Bidder withdraws its bid during the period of validity of Tender.
21. Arbitration and Laws: In case of any dispute or difference arising out of or in connection with the tender conditions / order and Contract, the Institute and the Supplier will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Agra only. The resolution of the Arbitrator shall be final and binding on both the parties.
22. Jurisdiction: The courts at Agra alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender/contract. It is specifically agreed that no court outside and other than Agra court shall have jurisdiction in the matter.

**Registrar, DEI**