

# Biju Patnaik University of Technology, Odisha Rourkela

No. BPUT/VII/Estt/250/19/5841

Date. 11.12.2019

## TENDER DOCUMENT FOR BINDING OF TR SHEETS

### 1.0 General Information

Sealed tenders are invited from reputed & experienced Firms/Agencies for binding work of Tabulation Register at BPUT, Chhend, Rourkela as per the following terms and conditions.

The interested bidders may visit the University on any working day between the office hours to have a thorough knowledge of the work to be performed before preparation and submission of the bid.

### 2.0 Tender Schedule

SI	Event	Date & Time
1.	Tender Issuance (website & newspaper)	11.12.2019
2.	Pre Bid Meeting Date and Time	23.12.2019 at 11.30 AM
3.	Last date of Bid receipt at BPUT, Chhend, Rourkela (Speed Post only) Date & Time	02.01.2020 till 5.00 PM
4.	Technical Bid Opening Date and Time	03.01.2020 at 11.30 AM
5.	Financial Bid Opening Date and Time	04.01.2020 at 04.30 PM

### 3.0 Scope of Work (Schedule of Requirement)

The Bidder is required to provide hard board binding services required by the University as per the following:

SI	Name of the services	Particulars
1	Binding of Continuous Stationary paper (15"X12")	Book containing 200 to 400 pages (approx)
2.	Binding of A3 papers	Book containing 200 to 400 pages (approx)

The binding work shall be carried out in the University premises in view of confidential nature of work.

### 4.0 Eligibility & Technical Criteria

- (a) The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.
- (b) The firm should be neither blacklisted by any Government Department nor is any criminal case registered / pending against the firm or its owner / partners anywhere in Odisha. A duly completed certificate to this effect is to be submitted as per Annexure-II.
- (c) The company/ Agency should have experience in binding services. Relevant document to this effect is to be submitted.



- (d) Bidders should comply the specification of the tendered item in all respect, no deviations are acceptable.

### **5.0 Financial Bid**

- (a) Financial bid given with tender to be submitted after filling all relevant information. The price should be submitted strictly as per the Annexure-IV failing which the offer is liable for rejection.
- (b) The bidder should quote firm price / rates inclusive of all taxes & charges.

### **6.0 Bid Validity Period**

The bid remain valid for 90 days from the date of opening. A bid valid for a shorter period shall be rejected, being non-responsive.

### **7.0 Procedure for Submission of Bid**

This is a two bid system. The Technical Bid along with requisite documents should be packed in one sealed envelope which should be super scribed as "**Technical Bid**". The Financial Bid should be in another sealed envelope super scribed as "**Financial Bid**". These two separate sealed envelopes should be kept in a third single sealed envelope superscribed as "**Tender for Binding of TR Sheet**".

The Bid should be submitted by Speed Post addressing to "**The Registrar, Biju Patnaik University Of Technology, Odisha, Chhend, Rourkela-769015**" which should reach by the scheduled date and time. The Bid received beyond the scheduled date and time will be summarily rejected. The Bidder should mention his exact postal address on all envelopes in order to facilitate return of the bids, if necessary. Bids once submitted cannot be withdrawn.

Envelope should contain the following:

1. Bid processing fee of Rs. 500/- in shape of DD in favour of BPUT, Odisha, payable at Rourkela
2. Duly Completed Self Declaration Certificate as per Annexure-I.
3. Duly Completed Non Blacklisted Certificate as per Annexure-II.
4. Supporting documents related experience in binding services.
5. Duly completed sealed & signed Technical Bid as per Annexure-III.
6. Duly completed sealed & signed Financial Bid as per Annexure-IV.
7. Duly signed in all pages of the Tender document by the bidder.

### **8.0 BID OPENING**

- a) Bids will be opened on 03.01.2020 at 11.30 AM.
- b) Bids should be summarily rejected, if all required documents are not submitted within stipulated date / time.

### **9.0 BID EVALUATION**

The Committee shall evaluate the Bid. The Bidder who will qualify in the Technical evaluation shall be eligible for evaluation of Financial Bid. The successful bidder will be the tenderer that quote lowest rates for Binding of TR Sheet. The decision of University will be final in all respect. The University reserves the right to negotiate the rates with L-1 (Lowest one) bidder.

## 10.0 PENALTY CLAUSE

The tenderer should ensure regular and uninterrupted quality services at all times. In case of failure in services or negligence (as defined below), appropriate punitive action shall be taken by the University, which also includes monetary penalty not exceeding 5% of total bill payable by the University to the service provider.

Failure of service and negligence shall be measured in terms of the following:

- (a) The service provider delivers poor quality of binding even after receiving written notice by the University regarding poor quality.
- (b) Long Absence during the stipulated timings.
- (c) Breach of any clause of tender / agreement even after receiving prior written notice by the University.
- (d) Any other matter which is an act of negligence or breach of ethics by the service provider.

## 11.0 Contract Period

- (a) The contract will be initially for a period of one year starting from the date of award of the contract. Based on satisfactory performance, the contract may be extended maximum up to another one year on mutually agreed terms and conditions.
- (b) The University can terminate the contract with one-month notice in case the services are not found satisfactory.
- (c) If the firm/agency is not in a position to continue the contract and propose to withdraw, they should give two months' notice prior to actual date of withdrawal.

## 12.0 Terms & Conditions

- (a) The working hours shall be from 10.00 am to 5.30 pm. The working days of the week will be Six days, Monday to Saturday.
- (b) Security of all documents will be protected and under no circumstances papers given for binding shall be photocopied or copied thereof.
- (c) Service Provider will be responsible for submitting periodic reports giving detailed, break up of complete job.
- (d) The firm awarded the work can be disqualified during the tenure of the contract in case of poor quality work, unreasonable delay in responding to the University's requirements, lack of minimum standard of service/work.
- (e) In case any dispute arising out of the contract, either during the operation or any time thereafter, the decision of the competent authority of the BPUT is final and binding on the contract.



- (f) The contract is not transferable. No sub-letting of the contract is permissible.
- (g) The firms should be aware of the provisions of all laws enacted affecting their activities and should be registered with statutory bodies (if required)

### 13.0 Other Conditions

- (a) The bidder has to submit the relevant document as indicated in the tender documents.
- (b) BPUT reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- (c) BPUT reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- (d) BPUT shall not be responsible for any postal delay, non-receipt or non-delivery of the Tender Fee.

  
REGISTRAR

**ANNEXURE – I**

To

**The Registrar**Biju Patnaik University of Technology  
Chhend, Rourkela**Sub: - Self Declaration Certificate**

Ref : - Tender No. \_\_\_\_\_

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for *Tender for Binding of TR Sheets*, I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, specifications, schedule of quantities and all the contents stated therein.

Date :

**Signature of the Proprietor/ Partner**

Place

**(seal)****Name:**

Designation



**ANNEXURE – II****CERTIFICATE****(to be provided on letter head of the firm)**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date :

Signature of the Proprietor/ Partner

Place

(seal)

Name:

Designation



## ANNEXURE – III

## TENDER DOCUMENT FOR BINDING OF TR SHEETS

No. BPUT/VILEst/250119/5841

Date. 11.12.2019

## TECHNICAL BID

1.	Name of the Firm/ Agency	:	
2.	Name of the Proprietor / Partner(s)	:	
3.	Full Postal Address	:	
4.	Other Business of the Firm	:	
5.	Office/Residence Phone No./ Mobile No	:	Office :                      Residence :
6.	Office Fax No. If any	:	
7.	PAN No.	:	
8.	Goods & Service Tax Registration No	:	
9.	Past experience in similar business (use separate sheet)	:	
10.	Bid Processing fee	:	DD No. :                      Amount:  Date:  Bank Name :

Date :

Signature of the Proprietor/ Partner

Place

(seal)

Name:

Designation



## ANNEXURE –IV

## TENDER DOCUMENT FOR BINDING OF TR SHEETS

No. BPUT/ M/Estt./250/19 / ~~584~~ 584Date 11.12.2019

## Financial Bid

Sl	Name of the services	Particulars	Rates / Charges per book (including GST)
1	Hard board Binding with one brown sheet (front & back) of 100 GSM	Book containing 200 – 300 pages	
		Book containing 300-400 pages	

Date :

Signature of the Proprietor/ Partner

Place

(seal)

Name:

Designation

