



# BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA ROURKELA

Tender Notice No.:BPUT/5098

Date:04.03.2014

## **TENDER DOCUMENT FOR PURCHASE OF CARTON BOX**

### **A. GENERAL INFORMATION:**

1. Sale of Tender Document from : **06.03.2014 to 27.03.2014 (during working hours up to 02:00 PM)**
2. Last date of receipt of tender : **27.03.2014 upto 04:00 PM**
3. Opening of Technical bid on : **27.03.2014 at 04:30 PM**
4. Opening of Financial bid on : **29.03.2014 at 04:30 PM**
5. EMD (Refundable) : **Rs.2000/-**
6. Tender Cost (Non-refundable) : **Rs.200/-**

### **B. TENDER/BID PARTICULARS:**

- (1) It is a two bid system comprising **Technical Bid** followed by **Financial Bid**. Sealed tenders (Two bid system) are invited from registered authorized Industry/ firm for **purchase of around 5000 nos. of Carton Boxes in a phased manner** as per specification given in the **Financial Bid (Annexure II)**. Tender documents can be obtained from BPUT office at Chhend, Rourkela 769015 on payment of Rs.200.00 (rupees two hundred) only in the shape of DD drawn on any Nationalised bank in favour of Biju Patnaik University of Technology, Odisha payable at Rourkela. The tender document can also be downloaded from University website [www.bput.ac.in](http://www.bput.ac.in). In case of downloaded tender document, the tender cost is to be paid while submitting the tender.
- (2) Tenderers/bidders are advised to go through the tender document carefully before submitting the tender form. It will be presumed that the tenderer/bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. **BIDS MUST BE UNCONDITIONAL.**
- (3) The tender form is non-transferable.
- (4) The following documents should be attached with **Technical Bid (Annexure I)**
  - (i) Self attested copy of PAN card.
  - (ii) Self attested copy of Sales Tax/VAT Registration Certificate having TIN/SRIN.
  - (iii) Self attested copy of Registration Certificate of the Industry/ Firm.
  - (iv) EMD of **Rs.2,000/-** in shape of DD in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela.
  - (v) Tender Cost of **Rs.200/-** in shape of DD in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela.
  - (vi) Proof to the effect that the tenderer has experience of providing similar work during last three years.
  - (vii) The tender document with the terms and conditions duly signed by the authorized person of the agency with seal and date in each page.
  - (viii) Undertaking to the effect that the agency has not been blacklisted by the Government or other organization (**Annexure-III**).

### **C. PROCEDURE FOR SUBMISSION OF BIDS**

- (1) As this is a two bid system, the **Technical Bid** documents (**Annexure-I**) along with requisite documents should be packed in one sealed envelope which will be superscribed as "**Technical Bid**". The **Financial Bid** document (**Annexure-II**) 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 super-scribed as “**Tender for Purchase of Carton Box**”.

**Note: The envelope super-scribed as “Financial Bid” should not contain any other document except the one given in Annexure II (Format for preparing Financial Bid)**

- (2) The tender should be submitted by dropping in the drop box kept at BPUT, Chhend, Rourkela or can be sent by post addressing to “**The Registrar, Biju Patnaik University of Technology, Chhend, Rourkela, Odisha-769015**” which should reach within the scheduled date and time. Tenders received beyond the scheduled date and time will be summarily rejected. The tenderer should mention his exact postal address on all envelopes in order to facilitate return of the bids, if necessary. Bids once submitted can not be withdrawn.

#### **D. ELIGIBILITY:**

- (1) The tenderers should have the experience of providing similar works during last three years in any of the Departments/ Autonomous Institutions/ University / PSU/ Local Bodies etc. Proof to this effect is to be attached with Technical Bid.
- (2) The agency should have valid Registration Certificate of its own, Sales Tax VAT Registration Certificate and PAN.
- (3) The agency should have not been blacklisted by any Government or other organizations.

#### **E. TERMS AND CONDITIONS:**

- (a) The tenderer should take care that no column in the tender should be left blank which would otherwise make the tender liable for rejection. If any column has to be left blank, it should be filled as ‘Not Applicable’.
- (b) Any act or effort on the part of the tenderer to influence any body in the University is liable for rejection of tender.
- (c) Total security deposit of **Rs. 5,000/-** has to be submitted by the successful bidder.
- (d) The EMD of **Rs.2,000/-** submitted by the bidder in shape of DD in favour of Biju Patnaik University of Technology drawn in any nationalized bank payable at Rourkela. The amount be converted to security deposit (in case of successful bidder) and the balance amount i.e **Rs.3,000/-** shall be deposited in shape of another DD.
- (e) The tender document shall become part and parcel of the contract with the successful bidder. In no case, the agency shall engage any sub-contractor or transfer the contract to any other person/ firm/agency in any manner.
- (f) Tender not conforming to the requirements of the University will be rejected and no correspondence there of shall be entertained, what so ever.
- (g) No person in Government service/employee of this University should be partner /member of the agency or should have any interest with the business of the agency.
- (h) The rates should be inclusive of all costs/taxes. VAT, Excise, levies, transportation, loading & unloading etc.
- (i) No additional claim or claim for enhancement of rate will be entertained by the University during the contract period.
- (j) In case of any deviation noticed in the terms and conditions, the contract shall be terminated without any notice.
- (k) Any dispute shall be subject to the jurisdictions of Hon’ble High Court of Odisha.
- (l) The EMD/security deposit will be forfeited in the following conditions.
  - (i) If, at any stage, any of the information, declaration given by the bidder is found false or incorrect.
  - (ii) In case of any lapse/default in honoring the terms and conditions at any time after submitting the tender.

- (iii) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish security deposit (balance amount) in accordance with the terms and conditions of the tender.
- (m) The Financial Bid of the technically qualified bidders only shall be opened.
- (n) The Financial Bid of the unsuccessful bidder while evaluating the Technical Bid shall not be opened and shall be kept in the file with the signature of all Committee members with a remark **“Not opened because of disqualification in the Technical Bid”**.
- (o) The EMD of the unsuccessful bidders shall be returned after the successful bidder enters into contract with the University.
- (p) The security deposit (carrying no interest) will be refunded in full after successful completion of the contract period.
- (q) The University reserves the right to either accept or reject the tender partly or wholly without assigning any reasons thereof.
- (r) The materials are to be delivered at office of the BPUT, Chhend, Rourkela
- (s) The number of carton box may increase or decrease and the supplier has to supply the same in the rate as specified in the tender
- (t) Penalty shall be imposed if, on testing, deviation is observed from the specification as mentioned in the tender document. The amount of penalty so imposed shall be decided by the Vice Chancellor. Carton box supplied will be checked randomly.
  - (i) The validity of the contract shall be for a period of one year from the date of issue of placing the first order by the University.
  - (ii) Initially 2000 nos of Carton box should be supplied. The exact number may either increase or decrease and will be mentioned in the award letter.
  - (iii) Thereafter, the subsequent additional requirement of Carton boxes would be placed with the successful bidder after entering into MoU at intermittent time through one year of contract period and the same should be supplied at the same rate and terms of the contract. However, the delivery time at any moment of time can not exceed one month.
  - (iv) Depending upon situation / requirement, the quantities beyond 5000 nos of Carton box may exist or may be cancelled at any time without notice and no claim on this account will be entertained.

#### **F. PAYMENT TERMS:**

- (i) Payment will be made after successful completion of the work assigned at the approved rates subject to deduction of penalties if any.
- (ii) No advance will be paid.
- (iii) Payment is subject to ITDS under Section 194C of Income Tax Act, 1961 at the prevailing rate.

#### **G. TIME OF DELIVERY:**

The time of delivery for 2000 nos of Carton boxes shall be one month from the date of award of contract/ order or for subsequent orders for additional numbers of carton box.

#### **H. WARRANTY:**

The product supplied should have a warranty for a period of one year from the date of receipt of the material.

#### **Note:**

**All the pages of the tender document downloaded from the University website [www.bput.ac.in/tender/tender\\_for\\_carton\\_box.html](http://www.bput.ac.in/tender/tender_for_carton_box.html) should be signed by the authorised signatory along with date and seal of the firm**



**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA  
ROURKELA**

**PART- A**

**TECHNICAL BID**

1. Tender No. and Date : \_\_\_\_\_ Dated \_\_\_\_\_
2. Name and address of the Agency :
3. Telephone No :
4. Name of Proprietor/ Managing Partner/Director :
5. Registration. No. of the Agency/Firm with TIN/SRIN :
6. Permanent Account No (PAN) :
7. Details of Tender Cost of **Rs.200/-** : DD No. date Bank.
8. Details of EMD **Rs.2,000/-** : DD No . date: Bank

This is to certify that, I/We have carefully gone through all the above contents of the tender document, thereby fully understood the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place: Name of the Tenderer. : .....

Date: / /2014 Name of the Signatory : .....

Signature with seal : .....

**Documents to be attached:**

- 1) Self-attested photocopy of PAN card
- 2) Self attested photocopy of TIN/SRIN license issued by the competent authority
- 3) Self attested photocopy of purchase order in support of executing such business transactions with other institutions/organizations
- 4) Self attested photocopy of Registration certificate of firm
- 5) Signed document [as indicated in B(4) (viii)]
- 6) Signed tender document [as indicated in B(4) (vii)]
- 7) DD amounting to Rs. 2,000/- (as EMD)
- 8) DD amounting to Rs200/- (as Tender cost)



**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA  
ROURKELA**

**Tender for Purchase of Carton Box**

Tender No. \_\_\_\_\_ dated \_\_\_\_\_

**PART- B**

**FINANCIAL BID**

Name and address of the Bidder: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Items	Specifications	Rate
<b>Carton Box (1)</b>	Size: Size 18 inch x 14 inch x 16 inch (16 inch is the height) (inner dimension)  5 ply boards with following specification with the front faces with papers of 250 gsm (glazed) & the inner faces with that of 150 gsm Carrying Capacity : 50 kg (approx)	
<b>Carton Box (2)</b>	Size: Size 18 inch x 14 inch x 12 inch (12 inch is the height) (inner dimension)  5 ply boards with following specification with the front faces with papers of 250 gsm (glazed) & the inner faces with that of 150 gsm Carrying Capacity : 40 kg (approx)	
<b>Carton Box (3)</b>	Size: Size 18 inch x 14 inch x 08 inch (08 inch is the height) (inner dimension)  5 ply boards with following specification with the front faces with papers of 250 gsm (glazed) & the inner faces with that of 150 gsm Carrying Capacity : 30 kg (approx)	

**TERMS AND CONDITIONS**

- The price should be inclusive of all costs and taxes as per para "E (h)" of the term conditions.
- The materials shall be delivered at Head Office of BPUT at Chhend, Rourkela -15.
- No transportation, loading/ unloading cost will be paid extra.

Place:  
Date: / /2014

Name of the Tenderer : .....

Name of the Signatory : .....

Signature with seal : .....

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA, ROURKELA****Tender for Purchase of Carton Box**

Tender No. \_\_\_\_\_ Dated \_\_\_\_\_

**UNDERTAKING**

This is to certify that my/our firm/agency/company has never been blacklisted by any of the Government or other organization and no criminal case/s pending against my/our firm/agency/company.

Place:	Name of the Tenderer	: .....
Date:     /     /2014	Name of the Signatory	: .....
	Signature with seal	: .....