



Tender Document
For
Purchase of HDPE Bottles

NAU/NMCA/PP/T-3/1/2017-18

Professor & Head
Department of Plant Pathology
N.M. College of Agriculture
Navsari Agricultural University
Eru Char Rasta, Navsari – 396 450 (Gujarat)
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- Note:** 1. Please give PAGE NUMBERS in sequence to all documents uploaded online as well as sent in physical copies, including **sequential fresh page numbers** on each page of information uploaded online. **Please note only uploaded documents will be considered for opening commercial bid.** Kindly note that without physical submission of following documents company will be liable to be rejected on technical ground and commercial bid of the company will not be opened without assigning any reason.
2. The same page numbers are required to be mentioned in **Check List - Page No. 12** uploaded online as well as in physical submission.
3. **Only following SIX documents required physical submission. Please ensure not to submit unnecessary documents in physical submission.**
- Checklist (Page No. 12)** in prescribed proforma (Submit copy online also)
 - Original signed Terms and Conditions (Chapter – 4 – Page no. 6 - 8)** on all pages (Submit copy online also).
 - Original affidavit as per proforma attached (Page No: 15-16)** duly signed and notarized (Submit online also)
 - Original Tender Fee Bank Draft** (Submit copy online also)
 - Original EMD Bank Draft/s** (Submit copy online also).
 - Samples of the Printed bottles (Physical submission only)**

Chapter 1: Tender Notice - NAU/NMCA/PP/T-3/1/2017-18

Purchase of HDPE Bottles

Bids from manufacturer/supplier/company are invited for the purchase of **HDPE Bottles** for **Department of Plant Pathology, N.M. College of Agriculture, Navsari Agricultural University, Navsari**. The list of purchase items under this tender are given underneath. The bids are invited by e-tender through website **www.nprocure.com** or **au.nprocure.com**.

Tender Fee	Rs. 1500/-
Period for Bid Document Downloading & Uploading	06/02/2018 to 18.00 hrs of 26/02/2018
The Last date for online tender submission	27/02/2018 up to 18:00 Hrs
Last date for physical submission of tender fee, EMD and other documents mentioned in Note – 3 on page no. 2 above by RPAD / Courier / Speed post	6/03/2018 up to 17:00 Hrs
Bid Validity Period	Up to 31 st March, 2019
Earnest Money Deposit (EMD)	Rs. 20000/-
Technical documents available on	www.nprocure.com / au.nprocure.com

Chapter 2: Instructions to bidders for Online Tender Participation

1. All tender documents can be downloaded free from the website <http://au.nprocure.com> or <http://www.nprocure.com>
2. All bids should be submitted online on the website <http://au.nprocure.com> or <http://www.nprocure.com>
3. All bids should be digitally signed. For the details regarding digital signature certificate and related training involved the below mentioned address should be contacted

(n)Code Solutions
A division of GNFC
301, GNFC Infotower, Bodakdev,
Ahmedabad 380054 (India)
Tel. : +91 79 26857316 / 17 / 18
Fax : +91 79 26857321
Toll Free Number : 1-800-233-1010
www.ncodesolutions.com

4. The user can get a copy of instructions to online participation from the website <http://au.nprocure.com> or <http://www.nprocure.com>
5. The service provider should register on the website through the “New User” link provided at the home page, the registration on the site should not be taken as registration or empanelment or any other form of registration with the tendering authority.
6. The application for training and issue of digital signature certificates should be made at least 72 hours in advance to the due date and time of tender submission.
7. For all queries regarding use of digital signature certificate should be addressed to personnel in M/s. (n) Code Solutions.
8. For all queries regarding tender should be addressed to the office address provided below.

The Professor & Head
Department of Plant Pathology
N.M. College of Agriculture
Navsari Agricultural University
Eru Char Rasta, Navsari – 396 450 (Gujarat)
E-mail: ppnmca@yahoo.in
Phone - Fax: 02637 282766

Chapter 3: List of Purchase Items

No.	Name of the Instrument
1	Pesticide bottle with single color printing (1000 ml).
2	Mahavir shaped or pesticide can with single color printing (5000 ml).

Note: Detail specifications is given hereunder

Chapter 3b: LIST OF PURCHASE INSTRUMENT WITH SPECIFICATION

Sr.No.	Product	Specification
3b.1	Pesticide bottle with single color printing (1000 ml).	Pesticide bottle with one color printing (1000 ml) Round shaped, virgin HDPE (High Density Polythene) with cap (auto sealed, single lock) and plug (inner) 110±5 gms weight.

Sr.No.	Product	Specification
3b.2	Mahavir shaped or pesticide can with single color printing (5000 ml).	Mahavir shaped or pesticide virgin HDPE (High Density Polythene) can (5000 ml) with one color printing and cap (auto sealed, single lock) with plug (inner) 300±5 gms weight.

Chapter 4: Terms and Conditions – Mandatory to submit signed Terms and Conditions online as well as physically

Note: 1) Terms and Conditions listed under chapter 4 are applicable to all purchase items.
2) Purchase of all scientific materials/instruments/machineries/ m will be followed as per the Gujarat Government Purchase Policy resolution - 2016 dated 3.6.2016

1. **General:**

1.1 Navsari Agricultural University (hereinafter referred to as “NAU”), for its various Departments (hereinafter referred to as “the purchaser”) for their requirement of Items (as mentioned in Chapter-3) intend to invite for supply of HDPE bottles for the Department of Plant Pathology, N.M. College of Agriculture, Navsari Agricultural University, Navsari. The scanned copy of the demand draft of the Tender Fee and Earnest Money Deposit (EMD) (for details - Page No. 9) as well as other relevant documents as per check list of the tender are required to be submitted online with the commercial bid on the website www.au.nprocure.com/ www.nprocure.com. It is compulsory to submit the original copies of all the documents mentioned in Note - 3 on page no. 2 of tender document physically in hard copy to **The Professor & Head, Department of Plant Pathology, N.M. College of Agriculture, Navsari Agricultural University, Eru Char Rasta, Navsari – 396 450 (Gujarat)** on or before **6/03/2018 up to 17.00 hrs.**

1.2 Authorized dealers can quote their rates provided that they need to attach relevant certificate of authorized dealership issued during current financial year: 2017-18 from the manufacturer / principal company. Authorized dealers representing the same company / instruments are free to compete for price, terms, warranty period etc.

In case the vendor is a distributor authorized by an OEM (Original Instrument / Machinery/Bottles Manufacturer), the following documents must be additionally provided

- **Certificate from OEM that the dealership/channel partnership arrangement with the bidder is in force for a minimum of 2 years.**
- **A letter by the OEM stating that they shall honor the supply/warranty/AMC commitments independent of continuation of the dealership/channel partner arrangement with the authorized dealer/channel partner.**

Irrespective of whether the bidder is an OEM or a distributor authorized by the OEM, the following eligibility criteria must be fulfilled

- The bidder should have made a positive operating profit
- The bidder should not be blacklisted by any Government or Government entity.
- The bidder should be in existence for a minimum of three years.

1.3 Technical Supporting Documents (TSD) should contain original Demand Drafts of Tender Fee and Earnest Money Deposit (EMD). In addition to these, TSD should also contain the documents mention in Note-3 on Page no. 2. The envelope must be marked as **“NAU/NMCA/PP/T-3/1/2017-18: Technical Supporting Documents (Technical bid)”**. If bidder fails to submit the TSD offline within time limit, the commercial bid will be disqualified. Please note that the scan copy of document uploaded must tally with original physical submission.

Date: - - 2018

Signature of Bidder

- 1.4 The prices shall be inclusive of all freight, packaging and forwarding, transit insurance, installation charges, applicable taxes as per recent government rules & regulations as well as FOR destination. The rate should be quoted per unit as specified in Chapter 3.
- 1.5 The bid is non-transferable.
- 1.6 Amendment of bidding documents (corrigendum)
- 1.6.1 At any time prior to the deadline for submission of bids, NAU may, for any reason, whether its own initiative or in response to the clarification request by a prospective bidder, modify the bidding documents.
- 1.6.2 The corrigendum will be published only on following on website <http://www.nau.in> and www.nprocure.com only.
- 1.6.3 In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids, at its discretion, NAU may extend the deadline for the submission of bids.
- 1.7 Bid currency - Prices shall be quoted in Indian Rupee only.
- 1.8 The items shown in the Chapter-3 are subjected to requirements and the same may be purchased or may not be purchased without assigning any reason.
- 1.9 The successful bidder shall have to execute the purchase orders placed on any date during the validity of the tender at the rate, terms and conditions of the tender.
- 1.10 NAU may not issue 'C' or 'P' form of sales tax or any other type of tax relaxation form of Government and the bidders are therefore requested to quote the rates of sales tax or any other taxes payable in absence of such forms/declarations.
- 1.11 Rate should be quoted along with all applicable taxes. However, NAU being an educational institute, therefore, is eligible for exemption of such duty from final payment.
- 1.12 The lowest price is not the criteria and emphasis is placed on quality and specifications of the material. The NAU has right to reject any or all the offers and invite fresh quotations if need arises. The NAU further reserves the right of selecting the brand and accepting or otherwise any of the conditions stipulated by bidder.
- 1.13 If in any case the quoted item is not available in the market, the successful bidder will have to supply higher version/replacement of that item in the quoted cost in the same time duration with prior approval of NAU.
- 1.14 The successful bidder will held responsibility for the items sufficiently and properly packed for transport so as to ensure their being free from loss / damage / injury on arrival of destination NAU premises. The material should be supplied in the original company's packing which shall indicate packing details and other particulars as required under the statutory provisions. Inner and outer packing of boxes / cartons should be of standard design. The final packing of cartons of corrugated boxes shall be complying with ISS standards. A packing slip shall indicate clearly and legibly the name of the product, batch number, quantity, date of manufacturer, date of expiry, gross and net weight, and consignee's name & address and other particulars as required. In the event of breakages or loss of items during transit / installation against requisition order the said quantity will have to be replaced/supply by the supplier (Selected bidder) without any additional charges.

Date: - - 2018

Signature of Bidder

- 1.15 Tender Supporting Documents (TSD) received late and/or not submitted in the prescribed formats or in the prescribed manner, incomplete in any respect or not accompanied by prescribed mandatory documents are liable to be rejected. NAU will not be responsible for non-receipt of tender within the specified date and time due to any reason including postal delays.
- 1.16 **All rights are reserved with the University Authority to accept or reject any or all the tenders received without assigning any reasons thereof.**
- 1.17 The NAU may place repeat orders against the acceptance of tender within a period of validity, subject to the same terms and conditions originally provided in advertised tender and selected bidder shall accept the same.
- 1.18 Successful bidder failing to provide after sales services would be permanently blacklisted.
- 1.19 **All the documents mentioned in Checklists are mandatorily uploaded and send only those documents in physical form as mentioned in Note - 3 on page no. 2. All documents must BEAR PAGE NUMBERS in sequence, including sequential fresh page numbers given on each page of printed /photocopy material uploaded online. The same page numbers must be mentioned in Company Details and CHECK LIST (Page no.12) provided.**
- 1.21 **Relaxation in tender fee, EMD will be considered as per Gujarat Government Purchase Policy resolution - 2016 dated 3.6.2016, however, for availing such benefits concern firm has to submit / attach certificate or relevant letter issued recently by the government otherwise relaxation benefit will not be extended to such firm and tender quoted, may be rejected.**
- 1.22 For finalization of purchase, **Gujarat Government Purchase Policy resolution - 2016 dated 3.6.2016 will be followed so as to promote "Make in India" policy of the Government.**
- 1.23 For query regarding detail specification of the instruments, firm can contact concern office during office hours.
- 2. Payment:**
Advance or part payment will not be entertained.
- 3. Delivery:**
The application for extension of delivery period shall be sent to concerned ordering office of Navsari Agricultural University at least 5 days prior to the expiry of delivery period of each items. The officer in charge, who is placing the order may grant extension or reject the application and their decision in the matter shall be final and binding to all.
- 4. Warranty:**
4.1 Period of Warranty: The bidder must provide comprehensive onsite warranty for **minimum 2 years or as asked in specifications**, from the date of installation for all items. Please clearly mention the parts, which are not covered under warranty, separately.
- 6. Dispute:**
In case of any dispute, final decision of The Purchase Committee, Navsari Agricultural University, Navsari – 396 450 will be binding upon all. In case of any dispute arises in respect of this tender, a suit in that behalf shall be subject to Navsari Jurisdiction.

Date: - - 2018

Signature of Bidder

Chapter 5 : Tender Fee, EMD and Security Deposit – Mandatory to upload online as well as physical submission of original Tender Fee & EMD bank draft, if applicable

Bidder has to submit non-refundable Tender Fee (Rs. 1500/- in words rupee one thousand five hundred only) and Refundable Earnest Money Deposit (EMD) (Rs 20000/- in words rupee twenty thousand) in the form of Bank Draft in favor of “Assistant Administrative Officer, NMCA” payable at Navsari.

If, submitted Tender Fee amount is not matching as per tender guideline basis on the tender items quoted for, bidder will be disqualified from the tender.

Earnest Money Deposit: Tender shall be accompanied by an earnest money deposit, without which tenders will not be considered. The amount should be deposited in the form of Bank Draft only, in favor of “Assistant Administrative Officer, NMCA” payable at Navsari. If, the EMD is not paid, the Bidder will not be qualified for whole tender procedure.

Refund of Earnest Money: The earnest money of unsuccessful Bidder will be refunded.

Forfeiture of Earnest Money: The earnest money will be forfeited in the following cases:

- When Bidder withdraws or modifies the offer after opening of tender but before acceptance of tender.
- When Bidder does not execute the agreement if any, prescribed within the specified time.

Date: - - 2018

Signature of Bidder

Security Deposit: Successful bidder has to submit 5 % of purchase order as a Security Deposit in the form of Bank Draft only to the Office making purchase and in favor of “Assistant Administrative Officer, NMCA” payable at Navsari and will be informed by purchase office at the time of giving purchase order.

Refund of Security Deposit: The amount of security deposit will be refunded after writing a letter to the Office where in instruments/machinery installed.

Forfeiture of Security Deposit: The security deposit will be forfeited if,

1. Successful bidder fails to supply the items within the delivery period.
2. Supplier fails to comply specifications of instruments, installation/demonstration of the instruments/ machinery.
3. Supplier is not providing satisfactory post sale services and support.

Only Tender Fee and EMD bank Drafts in original along with Tender Supporting Documents mentioned in Note - 3 on Page No. 2 Submission Address:

The Professor & Head
Department of Plant Pathology
N. M. College of Agriculture
Navsari Agricultural University,
Eru Char Rasta, Navsari – 396 450 (Gujarat)

Date: - - 2018

Signature of Bidder

Chapter 6: Technical Bid Document (TBD) Submission

This chapter consists of forwarding letter (Page 11 of Tender Document), Check List (Page 12 of Tender Document), Affidavit on Rs. 100.00 stamp paper duly signed and notarized as per proforma given on Page No.15-16; with signed terms and conditions (Chapter – 4 – Page No. 6-8) along with original bank draft/s of tender fee and EMD, if applicable. All these pages required to be submitted in hard copy bearing page numbers in sequence which must be corresponding with online upload document submission.

While Company Detail and Checklist pages are also required to be submitted in **n-procure** with all relevant documents bearing page numbers correspondingly given in company details as well. **If all the relevant informations are not submitted in n-procure, party is liable to be disqualified on technical ground.**

Do not provide other unnecessary documents like explaining company profiles, nature of the company, services and miscellaneous things which is not inquired.

Do not put financial bids of the Items anywhere in the Technical Bid Document submission under physical submission otherwise liable to be rejected.

Only Tender Fee and EMD bank Drafts in original alongwith Tender Supporting Documents mentioned in Note - 3 on Page No. 2 Submission Address:

The Professor & Head
Department of Plant Pathology
N. M. College of Agriculture
Navsari Agricultural University,
Eru Char Rasta, Navsari – 396 450 (Gujarat)

Date: - - 2018

Signature of Bidder

Chapter 7: Forwarding Letter

From: _____

Date: - - 2018

To,

The Professor & Head
Department of Plant Pathology
N. M. College of Agriculture
Navsari Agricultural University,
Eru Char Rasta, Navsari – 396 450 (Gujarat)

Subject: Submission of tender for the purchase of Scientific Instruments / Machineries 8
NAU/NMCA/PP/T-3/1/2017-18

Sir,

I/We hereby submit the offer (duly filled) in response to the advertisement / tender notice NAU/NMCA/PP/T-3/1/2017-18 in accordance with the terms and conditions of such supply and declare as under:-

I/We hereby offer to supply to Navsari Agricultural University, Navsari in accordance with the terms and conditions, hereto annexed and at the prices given by me/us in commercial section of online tendering.

I/We enclose herewith Tender Fee and EMD in favor of "**Assistant Administrative Officer, NMCA**" drawn on State Bank of India, Navsari [Branch Code No. 3889.] with following details.

	Amount (Rs.)	Amount in Words	DD No. and Date
Tender Fee (Calculated)		Rs.	
EMD (Calculated)			

I/We carefully read and understood and agree to abide by the said terms and conditions set in the tender document hereto annexed and the description/ specifications of the items.

I/We agree to hold this **offer open till 31st March, 2019** from the date of due date of opening of the tender.

I/We agree that in case of dispute, if any, the decision of The Purchase Committee, Navsari Agricultural University, Navsari 396 450 shall be final and binding upon me/us.

Signature of bidder
(with Stamp, Name and Designation)

Chapter 8: Check List.

Sr. No.	Check List of Documents (Documents submission through	Remarks
1	Tender Fee: Demand draft of Rs. 1500/- (Non-Refundable).	Mandatory
2	EMD : Demand draft of Rs. 20,000/- (Refundable).	Mandatory
3	Company Registration Certificate.	Mandatory
4	Last 3 Year Income Tax Returns of assessment year 2015-16, 2016-17, 2017-18.	Mandatory
5	GST Registration Certificate.	Mandatory
6	Purchase Order of similar product Supply in Gujarat in last 3 Years.	Mandatory
7	Warranty/Guaranty policy of the product.	Mandatory
8	Original affidavit on notarized Rs. 100 stamp paper.	Mandatory

Company Name: _____

Date: - - 2018

Signature of Bidder

Chapter 9: Declaration

- Note: 1. All documents uploaded as well as sent in physical form must BEAR PAGE NUMBERS in sequence, including sequential fresh page numbers given on each page of printed / photocopy material and same should be provided in the CHECK LIST above
2. All photocopied documents must be attested with seal and signature **bearing page numbers.**
3. List of Institutes/organizations where supply of quoted item/s is made is preferable.

DECLARATION

I/We solemnly declare that we have attached all the documents mentioned here above and mentioned in the tender. It is verified that all the certificates / permissions/ documents are valid and current as on date and have not been withdrawn / cancelled by the issuing authority.

I/We further undertake to produce on demand the original certificate / permission / document for verification at any stage during the processing of the tender.

I/We also understand that non-compliance of any documents will be treated as non-respective tender and we will lose our claim to participate in the Tender Enquiry automatically and our tender will be liable to reject.

Date: - - 2018

Name of the Firm:

Signature of Bidder
(With Stamp, Name & Designation)

Chapter 10: Contacts and Correspondence details

Correspondence address for submission of Physical documents:

**The Professor & Head
Department of Plant Pathology
N.M. College of Agriculture
Navsari Agricultural University,
Eru Char Rasta, Navsari – 396 450 (Gujarat)**

Chapter 11: Performa of Affidavit

PROFORMA OF AFFIDAVIT

(To be submitted IN ORIGINAL on Non-Judicial Stamp Paper of Rs 100/- duly attested by First Class Magistrate /Notary Public)

I/We, _____, age _____, years residing at _____ in capacity of _____
_____ M/s _____ hereby solemnly affirm that

1. All General Instructions, General Terms and Conditions, as well as Special Terms & Conditions laid down on all the pages of the Tender Form, have been read carefully and understood properly by me which are completely acceptable to me and I agree to abide by the same.
2. I / We have submitted following Certificates/ Documents for T.E. as required as per General Terms & Conditions as well as Special Terms & Conditions of the tender

Sr. No.	Name of the Document
1	
2	
onwards	

3. All the Certificates / Permissions / Documents/ Permits / Affidavits are valid and current as on date and have not been withdrawn / cancelled by the issuing authority.
4. It is clearly and distinctly understood by me that the tender is liable to be rejected if on scrutiny at any time, any of the required Certificates / Permissions / Documents/ Permits / Affidavits is / are found to be invalid / wrong / incorrect / misleading / fabricated / expired or having any defect.
5. I / We further undertake to produce on demand the original Certificate / Permission / Document / Permits for verification at any stage during the processing of the tender as well as at any time asked to produce.
6. I / We also understand that failure to produce the documents in "Prescribed Proforma" (wherever applicable) as well as failure to give requisite information in the prescribed proforma may result in to rejection of the tender.
7. My / Our firm has not been banned / debarred / black listed at least for three years (excluding the current financial year) by any Government Department / State Government / Government of India / Board / Corporation / Government Financial Institution in context to purchase through tender.
8. I / We confirm that I / We have meticulously filled in, checked and verified the enclosed documents / certificates / permissions / permits/ affidavits / information etc. from every aspect and the same are enclosed in order (i.e. in chronology) in which they are supposed to be enclosed. Page numbers are give on each submitted document. Important information in each document is "highlighted" with the help of "marker pen" as required.
9. The above certificates/documents are enclosed separately and not on the proforma printed from tender document.
10. I / We say and submit that the Permanent Account Number (PAN) given by the Income Tax Department is _____
_____, which is issued on the name of _____ [Kindly mention here either name of the proprietor (in case of Proprietor firm) or name of the tendering firm, whichever is applicable.]
11. I / We understand that giving wrong information on oath amounts to forgery and perjury, and I/We am/are aware of the consequences thereof, In case any information provided by us are found to be false or incorrect, you have right to

reject our bid at any stage including forfeiture of our EMD/PBG/cancel the award of contract. In this event, This office reserves the right to take legal action on me/us.

12. I / We have physically signed & stamped all the above documents along with copy of tender documents (page no..... to.....).
13. I / We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliment with specification mentioned in the bid document.
14. My / Our Company has not filed any Writ Petition, Court matter and there is no court matter filed by State Government and its Board Corporation, is pending against our company.
15. I / We hereby commit that we have paid all outstanding amounts of dues / taxes / cess / charges / fees with interest and penalty.
16. In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of Tender Committee for disqualification will be accepted by us.

Whatever stated above is true and correct to the best of my knowledge and belief.

Date :

Stamp & Sign of the Tenderer

Place:

(Signature and seal of the Notary)