

UNIVERSITY OF JAMMU, JAMMU

Corrigendum

In continuation to the earlier tender notice no. DIQA/JU/2019/1494 Dt: 16.10.2019 regarding supply of Souvenir items such as Wall clock with University Insignia, Crystal paper weight, Leather bound Personal Notebook Diary with University logo and pictures, the last date for submission of tender may be treated as 26th December 2019 instead of 04.11.2019.

Kindly refer to www.jammuuniversity.in for further details.

No: DIQA/JU/2019/1775

Dated: 9-12-2019

Sd/-
Convenor, Souvenir Committee
University of Jammu

UNIVERSITY OF JAMMU, JAMMU

Tender Notice

For and on behalf of University of Jammu, Jammu, tenders are invited under dual cover system (technical and financial bid) by the Convenor, Souvenir Committee, University of Jammu, Jammu from firms/suppliers/manufacturers/ etc. for supply of Souvenir items such as Wall clock with University Insignia, Crystal paper weight, Leather bound Personal Notebook Diary with University logo and pictures.

Submission of tender on or before - **04-11-2019**

Opening of tender - **06-11-2019**

Kindly refer to www.jammuuniversity.in for further details.

No:

Dated:

Sd/-
Convenor, Souvenir Committee
University of Jammu

Notice Inviting Tender

For and on behalf of University of Jammu, Jammu, tenders are invited under dual cover system (technical and financial bid) by the Convenor, Souvenir Committee, University of Jammu, Jammu from firms/suppliers/manufacturers/ etc. for supply of Souvenir items such as Wall clock with University Insignia, Crystal paper weight, Leather bound Personal Notebook Diary with University logo and pictures as per details below:

SCHEDULE OF REQUIREMENT AND TECHNICAL SPECIFICATION

| S.No. | Items | Technical Specification | Quantity (pieces) | EMD Value in Rs. |
|--------------|---|---|--------------------------|-------------------------|
| 1. | Wall Clock with University Insignia | Size: 13 inches X 13 inches Shape: Round Material: High Quality Acrylic (Wooden Look) | 1800 | 5000/- |
| 2. | Crystal paper Weight in a box with University etching | Crystal Cube with 3D University of Jammu Golden Jubilee logo Size: 5 Cm X 5Cm X 5cm | 100 | 5000/- |
| 3. | Leather bound Personal Notebook Diary with University Logo and Pictures | <ul style="list-style-type: none">• Size: 7 Inches X 5 Inches• Paper: 100-120 GSM• Bookmark• Pages: 105 (Min)• Hardbound• PU Leather | 50 | 5000/- |

ELIGIBILITY CRITERIA

FOR SUPPLY OF SOUVENIR ITEMS TO UNIVERSITY OF JAMMU

1. The firm should have minimum **Three years** experience for supplying quality souvenir items. Samples against each item and performance certificate or recommendations of the institutions shall also have to be submitted.
2. The firm should have a cumulative turnover of atleast Rs. 12 lakhs in the last three consecutive years. Supporting documents (balance sheet/income tax return) should bear the endorsement and seal of the firm. The balance sheet should have been audited by a Chartered Accountant.
3. The Firm should have a valid PAN/GST number as required under Law.
4. The Firm should not have been blacklisted/debarred by any government organization/PSU. Certificate (on Affidavit duly attested) to this effect should be included in the Technical bid.

5. The Tenderers shall be required to submit the EMD as mentioned against individual items in the technical bid. **The bid without EMD will be considered as non-responsive and shall be outrightly rejected.**

Terms and Conditions

- Interested firms/applicants are requested to submit their bid using *Two Envelope methodology*.
 - The first envelope Technical part shall consist of compliance to eligibility requirements, technical specification and compliance to all terms and conditions.
 - The second envelope shall contain the financial quote in the prescribed format. The sealed envelope should be superscripted **“Tender document for supply of Souvenir items to Convenor, Souvenir Committee, University of Jammu”** along with tender number and date, addressed to **Prof. Poonam Chaudhary, Convenor, Souvenir Committee, University of Jammu, New University Campus, Dr. B.R.Ambedkar Road, Jammu - 180006, J&K, through registered/speed post/courier only**. Tenders by hand shall not be accepted.
- The suggested format for submission of technical offer is as follows:
 - -Index
 - Covering letter as per Annexure-I
 - -EMD in the form of account payee Cash Deposit Receipt (CDR) in favour of Registrar, University of Jammu for the amount mentioned in the tender document.
 - -The profile of the firm as per Annexure-II
 - -Experience of operation in the last 3 years as per Annexure-III.
- The Tenderers shall be required to submit the EMD as mentioned above in the technical bid. The bid without EMD will be considered as non-responsive and shall be out rightly rejected. EMD of the unsuccessful bidders shall be returned at the earliest after the expiry of final BID validity and latest by 30th of the month, the award of the contract.
- The tenderers may quote for all the items or a single item but all quotes including technical bid and financial bid should be in separate envelope clearly mentioning the name of the item.
- All pages of the Tender document should bear endorsement and seal and signature of the submitting firm.
- The interested firms may submit by registered post the **Tender on or before 04/11/2019** within the working hours of the University, i.e 9:30 am to 5.00 pm. In case of holiday, next working day shall be considered as last date for receipt of tender documents. Tenders received after the stipulated date and time shall not be entertained.

- Tenders shall be opened on **06/11/2019 at 1.00 p.m.** in the office of Convenor, GZSA Complex. The tenderer should remain present during the opening of the Tenders on the scheduled date and time or may depute their representative to remain present for the same.
- The financial bid of only those firms shall be opened whose technical bids and sample presentation recommended by the tender committee are found as per specifications, eligibility criteria and terms and conditions as laid down in the tender. Technically approved sample shall remain in the custody of the committee till the completion of all the financial obligations. The Full and final Payment will be made at the successful supply of the souvenir items, after deducting the applicable taxes.
- Firm is required to submit samples against each item along with the tender or may like to bring the same personally at the time of opening of tenders (on non-payment basis) s per the specifications above.
- Power is vested with the University of Jammu to accept or reject any or all the Tenders (either in part or full) without assigning any reason whatsoever.
- Arbitration: The Vice Chancellor, University of Jammu shall be the Arbitrator. In case of any dispute arising during the course or out of the contract, the same shall be referred to the Arbitrator, University of Jammu. The decision of the Arbitrator shall be final and binding upon the parties concerned. The arbitration for any dispute and jurisdiction for the purpose shall be Jammu, under the prevailing Law applicable in J&K.
- The increase in the quantity of approved material will have to be supplied as per work order contract issued complying the same terms and conditions.
- The firm should ensure that the material be supplied within the given time frame. In case the firm fails to supply the said due to any reasons, these will be arranged from some other agency at the risk and cost of the vendor.
- In case the firm fails to supply the material, it shall be liable for payment of damages to the University as per the decision of the Vice Chancellor, University of Jammu besides forfeiture of his earnest money without prejudice to any other legal action which may be taken against him.
- To assist in the scrutiny, evaluation and comparison of offers, University of Jammu, may, at its discretion, ask some or all tenderers for the clarification of their bid. The request for such clarification and the response will necessarily be in writing.
- The University of Jammu reserves the right to verify any or all statements made by the Tenderer in the tender document and to inspect the firm's facilities, if necessary, to establish to its satisfaction about the firm's capacity to perform the job.
- The rates quoted by the firm shall be inclusive of all the prevailing and applicable taxes and service charges of the government at the central and state level. The university will perform such duties in regard to the deduction of such taxes at source as per law applicable.
- Conditional tenders will not be accepted but outrightly rejected even though the rates quoted may be the lowest.

- Special discounts and concessions, if any, to the University should be clearly specified.
- The tender document must be signed by the authorized person/ or a person holding a Power of Attorney authorizing him/her to do so and such power of attorney must be submitted along with the technical bid.
- The tenderer shall bear all costs associated with the preparation and submission of the bid. The University, in no case, will be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- Canvassing in any form by the agency directly or by any other agency/person on their behalf may lead to disqualification of their bid.
- The successful tenderer shall submit the following documents and payments within 7 days from the date of placement of work order:
 - Duplicate copy of the work order duly signed by the Tenderer as a token of acceptance of the service contract.
 - Original copy of the License Agreement governing the terms and conditions of the contract.
 - Security deposit as mentioned in the terms and conditions for rendering the services for supply of souvenir items to University of Jammu.
- The University is Polythene free zone; hence the contractor will not use Polythene bags for any purpose inside the Campus.
- The successful tenderer or his/her authorized agent shall attend all the meetings called by the Convenor of the Committee. It shall be mandatory to remain present in all such meetings and to carry out the instructions issued from time to time.

Sd/-
Convenor, Souvenir Committee
University of Jammu

Letter to the University on the Organization/Companies/Official letterhead

The Convenor,
Souvenir Committee,
University of Jammu,
Jammu.

**Subject: Your Tender Document No: _____ Dated: _____ for
supply of Souvenir items to the University of Jammu.**

Dear Madam,

In compliance of the above tender notice No. dated, I/we hereby submit our/my offer to tender services to University of Jammu, Jammu, after having examined and understood the instructions, terms and conditions forming part of the tender.

We/I further disclose that the rates of souvenir items to be supplied to University of Jammu as given in the Annexure-IV by the University shall remain enforced during the period of my contract.

We/I undertake that I/we have never been black listed by any agency.

I further confirm that the offer is in conformity with the terms and conditions as mentioned in your above referred letter and enclosures. I also understand that the University is not bound to accept the offer either in part or in full and that the University has a right to reject the offer in full or in part without assigning any reasons whatsoever.

I enclosed the requisite Earnest Money Deposit of Rs. _____ In the form of A/c Payee Cash Deposit Receipt (CDR) in favour of Registrar, University of Jammu, Jammu, drawn on Bank , DD No. _____ dated: _____ .

Yours faithfully,

Authorized Signatories
(Name and Designation,
Seal of the Company/Organization)
Date:

Annexure-II**Organizational Profile/ Individual Profile**

| S.No. | Item | Details |
|--------------|--|----------------|
| 1. | Name of the Firm/Individual | |
| 2. | In case of Partnership Firm, name of the partners (partnership deed must be enclosed) | |
| 3. | Telephone and Fax Numbers | |
| 4. | Year of commencement of Business | |
| 5. | Name of person holding power of attorney in case of partnership firms | |
| 6. | Turnover per annum/ITR: 2016-17 2017-18 2018-19 | |
| 7. | PAN Number | |
| 8. | GST No. | |
| 9. | Past Experience | |

Please furnish a copy of the audited statements (for the past three year's i.e. 2016-17, 2017-18 and 2018-19) and copy of the documents in support of the particulars given above.

Financial Bid

I hereby agree on all the terms and conditions given in the tender and will abide by the rates given in the technical bid. The financial bid is inclusive of all the charges/taxes as enumerated in the terms and conditions of tender document.

| Name of the Souvenir item | Quantity | Price | Total Amount |
|---|-----------------|--------------|---------------------|
| Wall Clock with University Insignia | | | |
| Crystal paper Weight in a box with University etching | | | |
| Leather bound Personal Notebook Diary with University Logo and Pictures | | | |

Dated:

Signature (Name & Designation)