

गुजरात केन्द्रीय विश्वविद्यालय

**CENTRAL UNIVERSITY OF GUJARAT**

(Established by an Act of Parliament of India, No 25 of 2009)  
Near Jalaram Mandir, Sector-29, Gandhinagar-382030, Gujarat  
Phone No. 079-23977407, FAX No. 079-23260076  
Email: [registrar@cug.ac.in](mailto:registrar@cug.ac.in) Website: [www.cug.ac.in](http://www.cug.ac.in)



**TENDER DOCUMENT**

**Notice Inviting Tender for Refilling of toner**

**Tender No. CUG/10/2022-23**

**Dated: 18/01/2023**

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## **IMPORTANT DATES**

Publish Date	18/01/2023
Document Download Start Date	18/01/2023
Document Download end Date	08/02/2023
Bid Submission Start Date	18/01/2023
Bid Submission End Date	08/02/2023
Technical Bid Opening Date	09/02/2023

## NOTICE INVITING TENDER

The sealed tender are invited in two bid (Technical bid & Financial Bid) for refilling of Toners of various printers.

Estimated value of the Contract Approximately Rs. 3 Lakhs (Rupees Three Lakh Only) approximately.

EMD: Rs.15,000/- (Rupees Fifteen Thousand Only)

Last date of submission of Bid: 08/02/2023 at 15.00 hrs.

Date and time of opening of Technical Bids 09/02/2023 at 15.00 hrs.

For further details and obliging the copy of tender document visit our web site ([www.gug.ac.in](http://www.gug.ac.in)) or contact the undersigned:

Registrar (Offg.)

## **Tender Notice**

Sealed tenders are invited from reputed, experienced and financially sound Companies / Firms / Agencies / Manufacturers / Authorized Distributors / Authorized Dealers / Authorized Agents / Authorized Suppliers Notice Inviting Tender for Refilling of toner and cartridge for Various Make and Models of Printers for Central University of Gujarat, Gandhinagar for a period of one year from the date of taking up of the job and may be extended by another year or part at the sole discretion of Central University of Gujarat on the terms and conditions enclosed with this letter.

**2. Validity of Tender.**

The tender shall remain valid for a period of **75 days** after the deadline specified for submission of quotations.

**3. Location of the Tender Box**

**Central University of Gujarat, Room No. 10, Admin Block, Sector-29, Near Jalaram Temple, Gandhinagar, Gujarat, PIN-382030.**

**4. Place of opening of the Bids.**

**Central University of Gujarat, Near Jalaram Temple, Gandhinagar, Gujarat, PIN-382030:** The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time.

**5. Cancellation of Tender:** Notwithstanding anything specified in this tender document, Purchaser/University in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:

- a) To accept OR reject lowest tender or any other tender or all the tenders.
- b) To accept any tender in full or in part.
- c) To reject the tender offer not confirming to the tenders terms.
- d) To give purchase preference to Public Sector Undertakings whenever applicable as per Govt. Policy/ Guidelines.

**6. Evaluation of Tender:**

This office will evaluate and compare the quotations determined to be substantially responsive i.e., which are;

- a) Properly signed, and
- b) Confirm to the terms and conditions and specifications.

The tender evaluation would be done based on overall lowest rates for all the printers.

**7. Award of contract:**

8. Sealed quotations are required to be submitted in the prescribed format enclosed with this letter [**Appendix-I** (Technical Bid) and **Appendix-II** (Financial Bid)]. The tender form along with terms and conditions can also be downloaded from Website [www.cug.ac.in](http://www.cug.ac.in) Financial Bids of only those bidders, who have been declared technically qualified, will be opened.

9. The tender form, duly signed, stamped and complete in all respect, should be submitted to **Central University of Gujarat, Room No. 10, Admin Block, Sector-29, Near Jalaram Temple, Gandhinagar, Gujarat, PIN-382030.**

10. The technical bids will be opened on 09/02/2023 at 15.00 Hrs. The Tenderer or his authorized representative may like to be present at the time of opening of tender. The Earnest Money will be refunded to the unsuccessful bidder.

Registrar (Offg.)

## Terms & Conditions

### **11. Eligibility Criteria:**

- 11.1 The Bidder should be registered with HP, Brother, Samsung, Canon, Xerox, Sharp etc. Copy of the registration to be attached.
- 11.2 The bidder should have at least three years experience in supply for refilling of Toners in any Govt./Semi Govt. Dept/PSU.
- 11.3 The bidder should have running contracts with any Govt./Semi Govt. Dept/PSU for total value of not less than Rs. One Lakhs.
- 11.4 The minimum annual turnover for each of the past three years should be Rs. Ten Lakhs in supply of Cartridges.
- 11.5 The firm should be a legal entity, eligible to enter into contract with the Central University of Gujarat for above work.
- 11.6 Bidders are requested to quote for original and genuine items only. A certificate or a letter issued by the OEM declaring their firm sells original product is required to be produced alongwith bid.
- 11.7 The firm should be registered with GST & must submit the latest documents/details in this regard.

**12. Effective Date of the Contract:** "Normally the contract shall come into effect on the date of signatures of both the parties on the contract except when some other effective date is mutually agreed to and specifically indicated / provided in the contract". The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

**13 Liquidated Damages:** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the goods and conduct trials, demonstration etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

**14 Termination of Contract:** The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases:-

- (a) The delivery of material is delayed due to causes of Force Majeure by more than 10 days after the scheduled date of delivery.
- (b) The Seller is declared bankrupt or becomes insolvent.
- (c) The Buyer has noticed that the Seller has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (d) As per decision of the Arbitration Tribunal.

**15. Transfer and Sub-letting:** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

**16. Risk & Expense clause:** Should the stores or any instalment thereof not perform in accordance with the specifications / parameters provided by the SELLER during the check proof tests to be done

in the BUYER's country, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

**17. Performance Security / Earnest Money (EMD):**

The tenderer should furnish Earnest Money Deposit ( EMD) of Rs.15,000/- (Rs. Fifteen thousand only) along with the tender by way of Demand Draft/ Bankers Cheque obtained from any Nationalized / Scheduled Bank and drawn in favour of "The Registrar, Central University of Gujarat" payable at Gandhinagar/Ahmedabad.

- 17.1 Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- 17.2 Bid Security/EMD should be refunded to the successful bidder only on receipt of Performance Security and Contract Agreement.
- 17.3 No bidder will be allowed to withdraw after submission of bids/opening of the tender; otherwise the EMD submitted by the firm/supplier will be forfeited.
- 17.4 This tender is non transferable.

**18. Performance security:** 3% of the purchase order value shall be furnished in the form of Demand Draft (DD) or Bank Guarantee (BG) from a Scheduled Commercial Bank operating in India. In case of PS, it should be in the prescribed format as per tender document in favour of Registrar, Central University of Gujarat, Gandhinagar, to be submitted along with order acknowledgement. The PS should be valid for a period of 90 days beyond the date of completion of installation, commissioning and all contractual obligation of the supplier including the free warranty period 1 Years.

**19. Purchaser's Right to vary Quantities.**

At the time of placing supply order, the purchaser reserves the right to increase or decrease the quantity of originally specified in the **Appendix II**

**21. Testimonial and records to be furnished:** The bidders/suppliers are required to submit technical bid enclosing therewith photocopies of following documents (Documents in original should be produced for verification before signing of the agreement), failing which their bids will be summarily /out-rightly rejected and will not be considered any further:-

- (a) Audited copy of Balance sheets and profit & Loss A/c Statement for last three financial years.
- (b) Satisfactory performance of similar contract.
- (c) Copy of latest CST/VAT/TIN Registration Certificates;
- (d) Copy of PAN Card;
- (e) Copy of Income Tax return filed for last three financial years;
- (f) Copy of registration/authorization from original manufacturer with validity date shall be attached.



(g) Proof of last two years' experience in supplying of various brands of toners and cartridges specified in the tender in bulk to Govt. Departments.

(h) Declaration regarding blacklisting or otherwise.

In the absence of any of the aforesaid documents, the bids will not be considered.

**22. Payment Terms:**

(i) No advance payment shall be made.

(ii) Payment will be released normally within one month of delivery and acceptance of the items as per the prescribed technical specification with delivery challans and receipt of Pre-receipted bills in triplicate.

(iii) Any increase or decrease of taxes, duties or prices of components, etc, will not affect the price/ rates during the entire extended period of tender.

**23. Terms & Conditions:** The supplier / firm will supply the required items within 5 (Five) working days from the date of placing the Supply Order. For any delay/non-supply of items the supplier / firm will inform / report to "Registrar, Central University of Gujarat, Gandhinagar. In case of failure, the penalty of Rs.150/- per day per items will be charged after the expiry of 5 (Five) working days.

**24. Validity of Contract:** The Contract shall be valid for a period of one year from date of first Supply order and may be extended by another year or part at the sole discretion of Competent Authority based on the performance of the firm. Competent Authority will have exclusive right to terminate the contract as and when required.

**25. Agreement:** An agreement to be executed with the Central University of Gujarat on non-judicial stamp paper of the value of the Indian Rupees of three hundred.

**26. Legal Matter:** All Domestic and International disputes are subject to Gandhinagar Jurisdiction Only.

**DECLARATION:** I/We have read the above terms and conditions carefully, understood them thoroughly, and agree to abide by them.

Place:

Signature(s) of the proprietor/partners  
or authorized signatory  
(with firm/company seal)

Date:

## CHECK LIST

**(Please mark which is applicable)**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Remarks</b>
1.	EMD attached	Yes/ No
2.	Tender schedule cost attached	Yes/ No
3.	Pan No. (Copy should be attached)	Yes/ No
4.	GST No. (Copy should be attached)	Yes/ No
5.	Technical bid in the prescribed format attached as Appendix-I	Yes/ No
6.	Financial bid in the prescribed format attached as Appendix-II	Yes/ No
7.	Details of reputed Organizations where the tenderer has executed/running	Yes/ No
8.	Valid Authorization Letter from the manufacturer on their Letter Head	Yes/ No
9.	Integrity Pact	Yes/ No
10.	Self-Declaration –No Blacklisting	Yes/ No
11.	Authorization Letter for Attending Tender Opening	Yes/ No
12.	All pages are to be serially number, signed and stamped by the vendor.	Yes/ No
13.	All Annexures II to XI as mentioned in Annexure-I	Yes/ No

**Note:** *Submission of bid is as per terms & conditions as stated above.*

Place:

\_\_\_\_\_  
Name and signature of the authorized person of the firm /tenderer  
along with seal

Dated:

**FORMAT FOR EARNEST MONEY DEPOSIT / BID SECURITY**

**(To be typed on Non-judicial stamp paper of the value of Indian Currency of Three Hundred or as applicable)**

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED BANKS (WHETHER SITUATED AT GANDHINAGAR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GANDHINAGAR OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GANDHINAGAR. GUARANTEE/ BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTABLE)

**LETTER OF GUARANTEE**

To,  
Registrar,  
Central University of Gujarat,  
Near Jalaram Mandir, Sector-29,  
Gandhinagar – 382030

IN ACCORDANCE WITH YOUR TENDER **Refilling of toner of Various Printers** M/s..... (hereinafter called the “Bidder”) having its Registered Office at ....., wish to participate in the said bid for the supply ..... as an irrevocable Bank Guarantee against Earnest Money Deposit for an amount of Rs. .... (Rupees.....) valid up to..... **(90 days beyond the date prescribed for the receipt of the tender)**, is required to be submitted by the bidder as a condition precedent for participating in the said bid, which amount is liable to be forfeited by the Purchaser on (1) the withdrawal or revision of the offer by the bidder within the validity period, (2) Non acceptance of the Letter of Indent / Purchase order by the Bidder when issued within the validity period, (3) failure to execute the contract as per contractual terms and condition with in the contractual delivery period and (4) on the happening of any contingencies mentioned in the bid documents.

**During the validity of this Bank Guarantee:**

We, .....(Bank name) having its Registered Office at .....guarantee and undertake to pay immediately on first demand by ..... the amount of Rs..... (Rupees.....) without any reservation, protest, demur and recourse. Any such demand made by the University shall be conclusive and recourse. Any such demand made by the purchaser shall be binding on the Bank irrespective of any dispute or difference raised by the Bidder. The Guarantee shall be irrevocable and shall remain valid up to ..... **(90 days beyond the date prescribed for the receipt of the tender)** If any further extension is required, the same shall be extended to such required period on receiving instruction form the Bidder, on whose behalf the is Guarantee is issued.

Notwithstanding anything contained herein:

- a) Our liability under this Bank Guarantee shall not exceed Rs.....  
(Rupees.....).
- b) This Bank Guarantee shall be valid up to .....(date).
- c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or before..... (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at .....situated at ..... (Address of local branch).

**Yours truly,**

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

## FORMAT FOR PERFORMANCE BANK GUARANTEE

**(To be typed on Non-judicial stamp paper of the value of Indian Rupees of Three Hundred or as applicable)**

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT GANDHINAGAR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GANDHINAGAR OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GANDHINAGAR. GUARANTEE/ BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTABLE.)

To,  
Registrar,  
  
Central University of Gujarat  
Near Jalaram Mandir, Sector-29,  
Gandhinagar – 382 030.

### ***LETTER OF GUARANTEE***

WHEREAS Central University of Gujarat, Gandhinagar (Buyer) have invited Tenders vide Tender No. CUG/10/2022-23 Dated ..... for **Refilling of toner of Various Printers AND** WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the equipment/machinery etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of **“The Registrar, Central University of Gujarat, Gandhinagar”** in the form of Bank Guarantee for Rs ..... and valid till ..... [90 (ninety) days beyond the date of completion of the installation, commissioning and all other contractual obligations of the supplier including the free warranty period, may be submitted within 30 (Thirty) days from the date of acceptance as a successful bidder.]

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this bank shall pay to Central University of Gujarat, Gandhinagar on demand and without protest or demur Rs. .... (Rupees.....).

This bank further agrees that the decision of Central University of Gujarat, Gandhinagar (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, ..... (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Central University of Gujarat, Gandhinagar (Buyer).

#### **Notwithstanding anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed Rs. .... (Indian Rupees ..... only).
2. This Bank Guarantee shall be valid up to .....(date) and

3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if University serve upon us a written claim or demand on or before .....(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at ..... (Address of local branch).

Yours truly,

Signature and seal of the guarantor: Name of Bank:

Address:

Date:

# MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

The Registrar,  
Central University of Gujarat,  
Near Jalaram Mandir, Sector-29,  
Gandhinagar – 382030.

Sub: Authorization for release of payment / dues from Central University of Gujarat, Gandhinagar through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company:

2. Address of the Party:

City \_\_\_\_\_

Pin Code \_\_\_\_\_

E-Mail ID \_\_\_\_\_

Mob No: \_\_\_\_\_

Permanent Account Number \_\_\_\_\_

3. Particulars of Bank

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)			
IFS Code: (11 digit alphanumeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

## DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold the Registrar, Central University of Gujarat, Gandhinagar responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_ Date: \_\_\_\_\_

### **Signature & Seal of the Authorized Signatory of the Party**

Certified that particulars furnished above are correct as per our records Bankers Stamp:

Date: \_\_\_\_\_

**Signature of the Authorized Official from the Bank**

***N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.***

**Technical Bid**

Form 'A' (Experience & Running Contracts)

Sl. No.	Name of Supplier (With Address and Phone Number)	Experience (For 3 years)		Nature of Experience
		From (Date)	To (Date)	
1				
2				
3				

Form 'B' (Turnover and Profitability)

Sl. No	Financial/Accounting year	Annual Turnover in Rs.
1.	FY (2019-20)	
2.	FY (2020-21)	
3.	FY (2021-22)	



**Financial Bid**

There are approximately HP-126, Brother-23 and Canon-02 quantities of printers required to refill in CUG, Gandhinagar as per the following details:-

<b>Sl. No.</b>	<b>Make and Model of Printer</b>	<b>Eqpt. Name</b>	<b>Qty</b>	<b>Rates for Refilling of toner for one Printer (in Rs. Including Tax)</b>
1.	HP LaserJet P1106	Printer	1	
2.	HP LaserJet M1136	--“--	1	
3.	Brother HL L 2321D	--“--	1	
4.	HP Color LaserJet Pro MFP M176n	--“--	1	
5.	HP LaserJet P1007	--“--	1	
6.	HP LaserJet Pro M12a	--“--	1	
7.	HP LaserJet P1108	--“--	1	
8.	HP Color LaserJet Pro MFP M183FW	--“--	1	
9.	HP LaserJet Pro MFP M427Fdn	--“--	1	
10.	HP LaserJet M233dw	--“--	1	
11.	HP Color Laser Jet Pro MFP M180n	--“--	1	
12.	HP Color jet CM 2320 NFP	--“--	1	
13.	HP LaserJet 1020Plus	--“--	1	
14.	Canon F173700	--“--	1	
15.	HP LaserJet M208dw	--“--	1	
16.	HP Color LaserJet Pro MFP M181fw	--“--	1	
17.	Canon iR1024if	--“--	1	
18.	HP Laser Jet M126nw	--“--	1	

Bidder may kindly note that for above-mentioned table every Column has to be filled/quoted. No column should be left blank.

The tender evaluation would be done based on overall lowest rates for all the printers.

Signature & Seal of the Bidder

## CONTRACT AGREEMENT

**[The successful Bidder shall fill in this form in accordance with the instruction indicated]**

THIS CONTRACT AGREEMENT made the Between (1) Registrar, Central University of Gujarat, Sector-29, Gandhinagar – 382030, Gujarat State, India (hereinafter called "the Purchaser") as one part and (M/s.....) of (.....) hereinafter called "the Supplier" of the other part:

WHEREAS the Purchaser invited bids for ....., in which M/s..... was the successful bidder. M/s..... has accepted the bid for supply of those goods (Supply order No... dated .....). Brief Details of the instrument is given below:-

S.No.	Brief description of Goods and Services	Quantity to be Supplied	Unit Price	Supplier Details

With the following term and condition:

\*All other Terms and Conditions and accessories will be as per the tender document.

### **Terms and Conditions:**

1. **Warranty:** 1 years (if part change).
2. **Payment Terms:** Payment within 15 days from the date of receipt of PBG and Contract Agreement.
3. **Place of Delivery:** Central University of Gujarat, Sector 29, Gandhinagar, Gujarat- 382030.
4. **Delivery & Installation:** As mentioned in Supply Order.
5. **Liquidated Damage:**
  - a. If a firm fails to execute the order in time as per the terms and conditions stipulated therein, it will be open to this University to recover liquidated damages for delay in delivery and Installation from the firm at the rate of 0.5% of the value of the equipment/machine/stores per week subject to a maximum of 5% of the total order value. The L.D charges can be increased to 10% in case of gross violation of the Purchase Order terms as decided by the Vice Chancellor of the University.
  - b. It will also be open to this University alternatively, to arrange procurement of the required equipment/machine/stores from any other source at the risk and cost of the firm, which accepted the order but failed to execute the order according to stipulated terms agreed upon.
6. **Performance security:** 3% of the purchase order value shall be furnished in the form of Demand Draft (DD) or Bank Guarantee (BG) from a Scheduled Commercial Bank operating in India. In case of PS, it should be in the prescribed format as per tender document in favour of Registrar, Central University of Gujarat, Gandhinagar, to be submitted along with order acknowledgement. The PS should be valid for a period of 90 days beyond the date of completion of installation, commissioning and all contractual obligation of the supplier including the free warranty period 1 Years.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the bid Form and Price schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) terms and Conditions of Contract; and
  - (e) the Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects there in conformity in all respects with the provisions of the contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS where of the parties hereto have caused this Agreement to be executed in accordance with the law of India on the day..... Month..... and year..... indicated above.

For and on behalf of the Purchaser signed:

Signed, Sealed and delivered by the

[Insert signature]

In the capacity of [insert title or other appropriate designation]

In the presence of [insert identification of official witness]

For and on behalf of the Supplier Signed:

[Insert signature of authorized representative(s) of the Supplier]

In the capacity of [insert title or other appropriate designation]

In the presence of [insert identification of official witness]

AUTHORIZATION LETTER FOR ATTENDING TENDER OPENING

No.

Date:

To,  
The Registrar,  
Central University of Gujarat  
Gandhinagar – 382030.

Subject: Tender No. \_\_\_\_\_ Due on \_\_\_\_\_.

Sir,

Mr./Ms. .... has been authorized to be present at the time of opening of above tender on my/our behalf.

His/her attested signatures are as under:

Yours faithfully,

Signature & Seal of the Bidder

**PREVIOUS SUPPLY ORDERS FORMAT**

Name of the Firm:

<b>Order placed by [Full address of Purchaser]</b>	<b>Order No. and Date</b>	<b>Description and quantity of ordered equipment</b>	<b>Value of order</b>	<b>Date of completion of delivery as per contract</b>	<b>Date of actual completion of delivery</b>	<b>Remarks indicating reasons for late delivery, if any and justification for price difference of their supply order &amp; those quoted to us.</b>	<b>Has the equipment been installed satisfactorily? [Attach a certificate from the Purchaser/Consigner]</b>	<b>Contact person along with telephone No. Fax No. E mail address</b>

Signature and Seal of the Manufacturer/ bidder .....

Place:

Date:

**FINANCIAL CAPABILITY OF BIDDER/OEM**

**[On the original letterhead of the Bidder/OEM]**

Date: \_\_\_\_\_

Annual turnover details of the Bidder from [insert relevant details]

#	Financial Year	Turnover in Indian Rupees
A	2019-2020	
B	2020-2021	
C	2021-2022	

[Extra rows may be added, if required]

\*Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the above mentioned financial years shall submit as supporting evidence.

Please affix the signature of the authorized signatory of the Bidder with name, designation, seal and date here.

Please affix the signature of the authorized signatory of the statutory auditor of the Bidder with name, designation, seal and date here.

Authorized Signatory

(Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**[On the original letterhead of the Bidder/OEM]**

**Bidder/OEM's Details**

1.	Name of the Firm/ Company	
2.	Name and Designation of Authorized Signatory	
3.	Communication Address:	
4.	Office Phone No: Mobile No:	
5.	Fax: E-Mail ID:	
6.	GST registration Number: PAN Number:	
<b>Particular Details of the Bidder/OEMs Representative'</b>		
7.	Name of the Contact Person:  Designation: Phone No: Mobile No: E-Mail ID:	

**UNDERTAKING**

I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.

Date: \_\_\_\_\_

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp:

[On the original letterhead of the Bidder/OEM]

**PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER/OEM**

RTGS/ National Electronic Fund Transfer (NEFT) Mandate Form

Sl. No	Particulars	Attached (Y/N)
1.	Name of the Bidder/OEM	
2.	Permanent Account No. (PAN)	
3.	Particulars of Bank Account	
	a) Name of Bank	
	b) Name of Branch	
	c) Branch code	
	d) NEFT/ IFSC Code	
	e) Account No.	
	f) RTGS Code	
	g) 9-digit MICR code appearing on the cheque book	
	h) Type of account	
	i) Address	
	j) City Name	
	k) Telephone No.	
4.	Email id of the Bidder/OEM	

Note: - Please attach original cancelled cheque along with the RTGS/ National Electronic Fund Transfer(NEFT) Mandate Form

Date: \_\_\_\_\_

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_



[On the original letterhead of the Bidder/OEM]

**BID FORM**

To, Registrar  
Central University of Gujarat, (CUG),  
Sector-29, Gandhinagar-382030

**Sub: Refilling of toner of Various Printers.**

Dear Sir,

We the undersigned Bidder (s), having read and examined in details the specifications and other documents of Refilling of Toner and Cartridge for Various Make and Models of Printers vide Tender No.CUG/10/2022-23, do hereby propose to execute the job as per specification as set forth in your Bid documents.

The prices of all items stated in the bid are firm during the entire period of subscription and not subject to any price adjusted as per in line with the bidding documents. All prices and other terms & conditions of this proposal are valid for a period of 90 (ninety) days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.

We declare that items shall be executed strictly in accordance with the specifications and documents irrespective of whatever has been stated to the contrary anywhere else in our bid documents. Further, we agree that additional conditions, deviations, if any, found in the bid documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.

If this bid is accepted by you, we agree to provide access and services as specified in tender document. We fully understand that access to the software and services is the essence of the job, if awarded.

We further agree that if our proposal is accepted, we shall provide a Performance Bank Guarantee of the value equivalent to Three percent (3%) of the Order value/tender value as stipulated in Financial Bid/tender document.

We agree that CUG reserves the right to accept in full/part or reject any or all the bids received or splitorder within successful Bidder without any explanation to Bidder and his decision on the subject will be final and binding on Bidder.

Dated, this .....day of .....2023.

Thanking you,

Authorized Signatory (signature in full): \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

[On the original letterhead of the Bidder/OEM]

Date: \_\_\_\_\_

**DECLARATION**

I, \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ Resident \_\_\_\_\_

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender condition of above-mentioned tender document(s) in it's totally/entirely.

In case any provision of this tender is found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit.

Date: \_\_\_\_\_

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

[On the original letterhead of the Bidder/OEM]

**MANUFACTURER 'S AUTHORIZATION FORM**

To, Registrar  
Central University of Gujarat, (CUG),  
Sector-29, Gandhinagar-382030

WHEREAS \_\_\_\_\_are official producers of and having production facilities at \_\_\_\_\_do hereby authorize\_\_\_\_\_located at \_\_\_\_\_(hereinafter, the "Bidder/OEM") to submit a bid of the following Products produced by us, for the Supply Requirements associated with the above Invitation for Bids.

When resold by\_\_\_\_\_, these products are subject to our applicablestandard end user warranty terms.

We assure you that in the event of\_\_\_\_\_, not being able to fulfil its obligationas our Bidder in respect of our standard Warranty Terms we would continue to meet our Warranty Terms through alternate arrangements.

We also confirm that\_\_\_\_\_is our authorized Bidder/OEM/system integrator and can hence provide maintenance and upgrade support for our products.

We also confirm that the products quoted are on our current product list and are not likely to be discontinued within 5 years from the day of this letter. We assure availability of spares for the products for the next five years after Five (5) years warranty.

Name In the capacity ofSigned

Duly authorized to sign the authorization for and on behalf of \_\_\_\_\_

Dated on\_\_\_\_\_day of\_\_\_\_\_2023.

**Note:** This letter of authority must be on the letterhead of the Manufacturer and duly signed & seal by an authorized signatory.

[On the original letterhead of the Bidder/OEM]

**Undertaking**

[Submitted on the Letterhead of original Equipment Manufacturer (OEM)]

An undertaking from the original equipment manufacturer is required and stating that they would facilitate the Bidder on a regular basis with technology/product updates and extends support for the warranty aswell.

Authorized Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Authorized Person (OEM): \_\_\_\_\_

**Warranty Declaration**

[Submitted on the Letterhead of Bidder/OEM/ Supplier]

The warranty declaration states that everything to be supplied by us hereunder shall be free from all defects and faults in material, workmanship and shall be of the highest quality and material of the type ordered, shall be in full conformity with the specification and shall be complete enough to carry out the experiments, as specified in the tender document.”

Authorized Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Authorized Person of Bidder/OEM: \_\_\_\_\_

**CERTIFICATE**

**DECLARATION REGARDING BLACKLISTING/NON BLACKLISTING**

I /We Proprietor/Partner (s)/Director (s) of M/s.....hereby declare that the firm/ company namely M/s. as not been blacklisted or debarred in the past by any organization from taking part in Government tenders. Or I/We proprietor/partner (s)/Director (s) of M/s..... hereby declare that the firm/ company namely M/s.....was blacklisted or debarred by any Government Department from taking part in Government tenders for a period of.....years w.e.f..... The period is over on and now the firm/ company is entitled to take part in Government tender. In case the above information is found false, I/we are fully aware that the tender/ contract will be rejected / cancelled by CUG and earnest money/EMD shall be forfeited. In addition to the above CUG will not be responsible to pay the bills for non-access.

Seal of the firm should be affixed.

Signature:.....

Name: .....

Capacity in which assigned: .....

Name & address of the firm: .....

Dated:

Signature of Bidder with seal.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of limited company by all the Directors of the company or company secretary on behalf of all directors.