

TENDER FORM
FOR THE PREPARATION OF EDUCATIONAL CHARTS AND BANNERS
AT ANAND AGRICULTURAL UNIVERSITY & ALL DISTRICTS OF
GUJARAT STATE

Last date for online commercial bid submission
26-10-2018 before 6:00 pm

Last date for Physical Submission of Technical Bid / Tender
01-11-2018 before 4:00 pm

Date of Tender Opening (Technical Bid): **02-11-2018**



DIRECTOR OF EXTENSION EDUCATION
UNIVERSITY BHAWAN
ANAND AGRICULTURAL UNIVERSITY
ANAND – 388 110 (GUJARAT)
PHONE: 02692 262316
E-MAIL: dee@aau.in

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SUPPLY OF EDUCATIONAL CHARTS AND BANNERS STANDS AT ANAND AGRICULTURAL UNIVERSITY AS WELL AS 33 DISTRICTS OF GUJARAT STATE

The Directorate of Extension Education has to plan, coordinate, organize and guide the extension education programs in the University and to ensure efficient working of the extension education activities in close coordination with the development departments, voluntary and private organizations.

This E-Tender is intended for the preparation of educational charts and banners for the benefit of the farming community.

1	Uploading of tender document	06/10/2018
2	Duration of making tender document available	06/10/2018 to 26/10/2018
3	Pre Bid meeting	16/10/2018 at 14:00 hrs
4	Last date of the submission of Tender document (online)	26/10/2018 till 18:00 hrs.
5	Last date of the submission of Tender document (Physical)	01/11/2018 till 16:00 hrs
6	Technical bid opening	02/11/2018 at 10:00 hrs
7	Financial bid opening	02/11/2018 at 11:00 hrs

The detailed scope of work, specifications of items, Guidelines and Terms & Conditions and E-Tender document Form-1 and Form-2 will be available on website www.nprocure.com. Any future updates / corrigendum regarding E-Tender will also be published only on website www.nprocure.com during E-Tender period. Bidder may check www.nprocure.com periodically during E-Tender period. Bidder can participate in this E-Tender through www.nprocure.com only.

Pre Bid Meeting will be arranged for bidders separately as per scheduled specified.

Chapter 2: Guidelines and Terms & Conditions

1.	Lowest rate for separate item will be considered as L ₁ and the order will be given accordingly to the respective party for the respective item.
2.	E-tendering procedure of two bid system i.e. technical and financial should be followed for quoting the rates / bidding for items.
3.	This tender document / form may be procured / downloaded from (n)Code Solutions website www.nprocure.com as well as from university's website www.aau.in/tenders from 06/10/2018 upto 26/10/2018, 18: 00 hrs.
4.	The financial bid / quotation rates / bidding rates for these educational charts and banners item(s) has/have to be uploaded / submitted electronically through < www.nprocure.com > only on or before 26/10/2018 till 18:00 hrs. Vendors should not mention quoted price anywhere in technical bid.
5.	The price quoted should be inclusive of all kinds of taxes, transportation, installation and commissioning at locations (list of respective locations of 33 districts shall be provided) and should be valid upto one year.
6.	Bidder ought to quote the prices in Indian Rupees as per the given format. Price quoted must be firm and final and shall remain constant throughout the bid validity period of the contract and shall not be subject to any upward modifications, whatsoever.
7.	The hard copy of the physical tender (The Draft of EMD should be enclosed with physical tender) should be addressed to “Director of Extension Education, Anand Agricultural University, University Bhavan, Anand – 388 110” (Gujarat)
8.	The hard copy of the technical bid should reach this office latest by 1/11/2018 till 16:00 hrs. in sealed envelope superscripted “Tender for Supply of Educational Charts and Banners” by Registered Post / Speed post only . The technical bid / documents handed over in person or sent through courier or any other mode will not be accepted.
9.	The bidder must have three (3) years of experience in designing and printing of charts/ banners for Govt. Sector/Corporate Company/Agricultural Universities and shall have to submit the proof of work done/experience certificate showing that the party has done work for minimum three years.
10.	The parties are expected to examine all instructions, forms, terms and requirements in the E-Tender document. Failure to furnish all information required by the E-Tender document or submission of a bid not substantially responsive to the E- Tender document in every respect will be at the party's risk and may result in the rejection of the bid.
11.	Rights are reserved with the Committee to accept the quotation fully or partially and shall not be bound to give reason(s) for rejecting the whole or part of the Tender/Bid.
12.	Material prepared (Charts & Banners) are to be supplied/ installed at Anand Agricultural University, Anand or at the district places of Gujarat state as per the order to be given.
13.	The Matter / Write-Up to be printed on the Educational Charts & Banners shall be provided by the office of the Directorate of Extension Education, however, Bidder will have to carry out necessary artwork for design / layout of Educational Charts & Banners.
14.	The Educational Charts & Banners must be printed on the specified material and size.
15.	Final approval for printing of Educational Charts & Banners will be given by the office of Directorate of Extension Education, AAU, Anand., A sample copy is required to be approved by the committee formed by Anand Agricultural University before multiplying the material, if required.

16.	Bidder will have to submit soft copy of the Educational Charts & Banners in .psd /.jpeg or any specified format to the office of Directorate of Extension Education, AAU, Anand.
17.	The rates should be provided by the bidders in square feet basis however, the final amount of billing of charts and banners will be calculated on inch x inch size of the chart.
18.	Upon satisfactory installation / fixing of Educational Charts & Banners at respective locations, invoices should be raised in the name of Director of Extension Education, AAU, Anand. As per the Government rules TDS will be deducted from the final bill amount (2 % income tax TDS + 2 % GST TDS).
19.	A copy of all necessary supporting certificates / documents of the bidder should be enclosed with the physical/technical bid.
20.	Successful bidder/producer shall deposit security (Rs.35000/-) in the form of Demand Draft in favor of “ Anand Agricultural University Fund A/c ” payable at Anand. However, if the order amount exceed Rs. 7.00 lakh, than additional security deposit @ 5 % (Five per cent) for the total value of order/ to be ordered (where as applicable), has to be deposited to the ordering office in form of Demand Draft in favour of 'AAU Fund Account' drawn on any nationalized bank and payable at Anand. The security deposit will be released by the ordering office after completion of the complaint free warranty period of one year.
21.	The work would be given to successful bidder for preparing such Educational Charts & Banners demanded by any or all Education, Research and Extension Centers of AAU within the validity period of the accepted tender.
22.	No interest will be paid by the University on the EMD & performance security deposit.
23.	The Validity period for this tender is from 1-12-2018 to 30-11-2019(365 days).
24.	In the event of the dispute regarding any matter related to acceptance or rejection of tender or consideration of tender for purchase order, decision of Director of Extension Education, of Anand Agricultural University, Anand – 388 110, Gujarat or person /persons authorized by him shall remain final.
25.	For all legal matter court jurisdiction shall be “Anand”, Gujarat.

Sd/-
Director of Extension Education
Anand Agricultural University
Anand 388 110

Note: To be returned with the quotation duly sealed and signed by the vendor as acknowledgement of acceptance of the terms and conditions otherwise the quotation will be considered as disqualified.

Place:

Date:

Seal & Signature of Bidder
(Rubber Stamp, Address & Phone No.)

FORM – 1

1. Name of the bidder :
2. Permanent address :
3. Address for correspondence :
4. Telephones nos. :
- Office :
- Mobile :
- Residence :
- Fax no (optional) :
5. E-mail address :
6. EMD details :
- Demand Draft Number**
- Amount :
- Date :
- Bank name :
7. Tender fee (DD no.) :
8. Registration no. of the company :
9. Income tax no./pan no. :
10. GST Registration No. :
13. Experience details :
- I agree and accept the rules and conditions of the tender document.

SIGNATURE OF THE BIDDER
(NAME AND DESIGNATION)

FORM – 2 Price Bid
(To be submitted online only)

Specifications for Educational Charts & Banners

Item No.	Description	Unit	Rate per Unit (Inclusive of GST)
Item No.1	Preparing of educational chart on digital photographic print with hot lamination <ul style="list-style-type: none"> Necessary artwork / design work Approximately 170 GSM digital photographic print with 300 DPI or high resolution Both side hot lamination with 125 micron thick PVC film Metal revates on the entire four corners Required number of raxin carry bag for transportation Recommended size (Inches) 16 x 20, 20 x 24, 20 x 30, 24 x 30, 30 x 40 	Sq. Ft.	
Item No.2	Preparing of educational charts on good quality Eco vinyl print <ul style="list-style-type: none"> Necessary artwork / design work 200 DPI multi colour ECO vinyl printing Matt film lamination Backside with or without adhesive 	Sq. Ft.	
Item No.3	Preparing of educational charts on good quality inkjet ECO vinyl print pasted on foam sheet <ul style="list-style-type: none"> Necessary artwork / design work 200 DPI multi colour ECO vinyl printing Matt film lamination Pasting on 5 mm rigid PVC foam sheet 	Sq. Ft.	
Item No.4	PVC banner educational charts on PVC grey back <ul style="list-style-type: none"> Necessary artwork / design work Printing on approximately 350 micron thick PVC Grey Back Printing with latex technology, water based ink Printing with 300 DPI 	Sq. Ft.	
Item No.5	Flex banner <ul style="list-style-type: none"> Necessary artwork / design work Educational charts printed on 4 pass mutho star quality material Multi colour 	Sq. Ft.	
Item No.6	Flex banner map type roll up chart <ul style="list-style-type: none"> Necessary artwork / design work Educational charts printed on 4 pass mutho star quality material 	Sq. Ft.	

Item No.	Description	Unit	Rate per Unit (Inclusive of GST)
	<ul style="list-style-type: none"> • Multi colour • With PVC pipe for hanging (Roll-up type). • Vulcanized/ stitched at both top & bottom of the printed flex charts for PVC pipe 		
Item No.7	Educational charts (having replaceable print) with snap up (flip on) frame with spring action <ul style="list-style-type: none"> • Necessary artwork / design work • Photograph: Multi colour photograph 300 DPI 170 GSM digital print. • Lamination: Approximately 80-micron film mat laminated on front side of the print. • Frame: Foldable silver anodized aluminum snap-up (flip on) frame having thickness of 10 mm approximately. • 2 mm high density foam sheet backing. • Three hooks should be provided to hang for horizontal and vertical installation. • Recommended size (Inches) 20 x 24, 20 x 30, 24 x 30 	Sq. Ft.	
Item No.8	Educational chart with display banner STANDY: <ul style="list-style-type: none"> • Necessary artwork / design work • Educational charts printed on 4 pass mutho star quality material • Print size 72 x 36 inches • Multi colour • Fitted on folding aluminum banner good quality STANDY (banner stand with spring action winding). • With carry beg 	Price/ one piece	
Item No.9	Acrylic sandwiched type educational charts (transparent) <ul style="list-style-type: none"> • Necessary artwork / design work • Without border • Photo can be replaced • Photograph: Multi colour, approximately 170 GSM digital photographic print with 300 DPI or high resolution • Both side films laminated to avoid damage due to moisture. • Acrylic Sheet: Above photograph is to be placed in between two 2mm transparent acrylic sheet, so that it can be replaced as & when needed and provided by 4 to 6 stainless steel studs of proper suitable length (app. 0.75" Dia. And 1" Length) 	Sq. Ft.	

Chapter 5: E-Tender Fee, EMD and Submission Address

Tender Fee: Bidder has to submit non- refundable Tender Fee Rs. 5000 in the form of Demand Draft in favor of “**Anand Agricultural University Fund A/c**” payable at Anand. Tender fee is compulsory for E-Tender participation, without which E-Tender will not be considered.

Earnest Money Deposit (EMD): The bidders must submit along with their Physical Bids an EMD of Rupees Three lakhs only (Rs. 3, 00,000/-) in the form of **Demand Draft** issued from any Nationalized Bank or banks mentioned in GR of Finance Department, GR No.: EMD/10/2018/18/DMO, Dated 16-04-2018 in the favour of “Anand Agricultural University Fund Account”.

Procurements	EMD (In Rs.)
Supply and Installation of Education Charts and Banners at Anand Agricultural University & 33 Districts of Gujarat State	3,00,000

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 E-Tender.
- When Bidder does not execute the agreement if any, prescribed within the specified time.
- When the Bidder does not deposit the security money after the work/purchase order is given.

Security Deposit: Successful bidder/producer shall deposit security (Rs.35000/-) in the form of Demand Draft in favor of “Anand Agricultural University Fund A/c” payable at Anand.

However, if the order amount exceed Rs. 7.00 lakh, than additional security deposit @ 5 % (Five per cent) for the total value of order/ to be ordered (where as applicable), has to be deposited to the ordering office in form of Demand Draft in favour of 'AAU Fund Account' drawn on any nationalized bank and payable at Anand.

Refund of Security Deposit: The security deposit will be released by the ordering office after completion of the complaint free Guarantee period of one year.

Forfeiture of Security Deposit: The security deposit will be forfeited in the following cases:

- When works/services are not successfully executed as per requirement mentioned in the E-Tender document.
- When successful bidder terminates the works/services during execution period.
- When any issue raised in quality or services during warranty/validity period.

Tender Fee, EMD and Tender Submission Address:

The Director of Extension Education
Directorate of Extension Education
University Bhavan, Khetiwadi
Anand Agricultural University
Anand – 388 110 (Gujarat)

Chapter 6: Instructions to Bidders for Online E-Tender Participation

1. E-Tender document can be downloaded from the website <http://www.nprocure.com>.
2. The bid should be submitted online on the website <http://www.nprocure.com>
3. The bid should be digitally signed. For the details regarding digital signature certificate and related training, address mention below should be contacted
(n) Procure Cell
(n) Code solutions A division of GNFC
403, GNFC Info-tower, Bodakdev,
Ahmedabad 380054 (India)
Tel.: +91 26857316 / 17 / 18
Fax: +91 79 26857321
Toll Free Number: 1800-233-1010
www.nprocure@gnvfc.net
4. The user can get a copy of instructions for online participation from the website <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 E-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 E-Tender submission.
7. For all queries regarding use of digital signature certificate should be addressed to M/s. (n) Code Solutions.
8. For all queries regarding E-Tender specifications and any other clauses included in E-Tender should be addressed to the office address provided below:

The Director of Extension Education
Directorate of Extension Education
University Bhavan, Khetiwadi
Anand Agricultural University
Anand – 388 110 (Gujarat)
E-mail: dee@aaau.in, Phone: 02692-262316

Chapter 4: Technical Bid Document (Checklist Documents)

Sr. No.	Check List Documents	Remarks	Tick Mark (√)
1.	E-Tender Fee: Demand draft of Rs. 5000/- (Non-Refundable)	Mandatory	
2.	EMD : Demand draft of Rupees Three lakhs only (Rs. 3, 00,000/-)	Mandatory	
3.	Valid Registration Certificate of bidder's firm. (Shop Act Registration / Partnership deed /Memorandum of article/Registration of firm / Small Scale Industry Registration)	Mandatory	
4.	Scan copy of Chapter 2: Guidelines and Terms & conditions	Mandatory	
5.	Scan copy of Chapter 3: Bidder Information (Form - 1)	Mandatory	
6.	Last 2 Year Income Tax Returns of financial year	Mandatory	
7.	An affidavit / declaration on non-judicial stamp paper of Rs.100/- duly attested by Notary Public	Mandatory	
8.	Original affidavit from the bidder that business entity is not black listed (Notarized on Rs. 100 stamp paper).	Mandatory	
9	Certificate/ documents of three (3) years of experience in designing and printing of charts/ banners for Govt. Sector/ Corporate Company/ Agricultural Universities.	Mandatory	

(TO BE SUBMITTED PHYSICALLY)

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 requires 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 / Affidavit 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 Certificates / Permissions / Documents / 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 Performa" (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 procedure 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 given 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 compliant 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)

(TO BE SUBMITTED PHYSICALLY)

AFFIDAVIT OF NON-BLACK LIST

(To be submitted in original on Non-Judicial Stamp Paper of Rs. 100/- duly attested by First Class Magistrate/ Notary public)

Sir,

I/We, the undersigned do hereby declare that, I/We have never ever been blacklisted and/or there were no debarring actions against us for any default in supply of goods or in performance of the contract entrusted to us.

In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for cancellation/termination without any notice at the sole discretion of the purchaser.

Date:

Stamp & Sign of the tenderer

Place:

(Signature and Seal of the Notary)