

TERMS AND CONDITIONS OF JIWAJI UNIVERSITY, GWALIOR

Sealed tenders are invited for the supply of materials as mentioned in the enclosed list. Tenders will be considered subject to following terms and conditions.

1. All tenders must be carefully accompanied by a bank draft of Rs 15,000/- drawn in favour of the Registrar, Jiwaji University, Gwalior, as earnest money. Tenders received without earnest money will be liable to be rejected and may not be considered.
2. Tenderers can obtain tender documents from SoS in Biochemistry, Jiwaji University, Gwalior, against payment of Rs 500.00 by demand draft drawn in favour of the Registrar, Jiwaji University, Gwalior, by the 22nd of March 2010 on any working day between 11 am to 5 pm
3. The tender documents may also be downloaded from the University website and submitted along with a tender fee of Rs 500/- by DD drawn in favour of Registrar Jiwaji University, Gwalior.
4. The tender may be submitted by the 22nd of March 2010 by 5 pm in the SoS in Biochemistry, Jiwaji University Gwalior.
5. Tenderer should agree for furnishing of Bank Guarantee from Nationalized bank upto 10% of the cost of the equipment during the warranty period so as to ensure proper and satisfactory working of the equipment.
6. The tenderer should agree to execute an agreement for proper supply, installation and satisfactory working of the equipment exactly to the satisfaction mentioned.
7. The rates should be for CIF N. Delhi or FOR Gwalior whichever is applicable. The exact details of taxes should be given separately.
8. Being an educational Institution it is entitled to issue concessional sales tax certificate. No other sales tax form is issued. If concessional sales tax certificate is not acceptable to the supplier, the actual rate of sales tax to be charged must be clearly mentioned.
9. This institution is exempted from payment of Central Excise duty in terms of Govt. Notification No. 1097-Central Excise dated 01.03.1997. Necessary copy to be provided by the University.
10. For imported equipments the price should be without any custom duty. The institution is registered with Department of Science and Industrial Research (DSIR) Govt. of India vide Government Notification No. 51 96 Custom dated 23.07.1996 is exempted from payment of custom duty as per Govt. rules. Necessary certificate copy to be provided by the University.

11. Manufacturer name, their trademark and brand should invariably be mentioned in the tender and illustrated leaflets giving technical particulars / details etc. should be attached with the quotation to facilitate consideration of the offer.
12. The tender should quote their best willing price which should be firm from the period of 120 days from the due date of tender.
13. The minimum period of delivery of the material should be quoted. Ready stock offers will get preference.
14. The quantities of each item to be purchased may vary according to actual requirement at the time of placing order.
15. If there is any DGS &D rate contract of Government approved rates the same should be quoted enclosing the copy of the rate contract, which will get preference.
16. The tender should avoid the use of vague terms such as "extra as applicable". Such tenders will be rejected.
17. Printed conditions on the back of the offer submitted will not be binding unless separately mentioned.
18. Payment will be made either through bank/sight draft on successful installation and demonstration of equipment. As per rule, full payment will be made after receipt of material, inspection there of and after satisfactory installation and working of the entire equipment.
19. The successful tender if so required by the University, shall place a Security Deposits in cash or furnish Bank Guarantee from the Nationalized Bank up to 10% of the total value of the order which is refundable after satisfactory execution of order within the stipulated delivery period. A penalty of half percent per week shall be imposed by the University, subject to a minimum of 10% for the late delivery of the material. No interest shall be paid on the Security Deposit or Earnest Money.
20. The tenderers should clearly state the charges for installation, maintenance etc. of the equipment if any.
21. Offers received not according to our terms and conditions within the time prescribed shall be rejected. Delay due to postal service of any kind will not be considered for acceptance of the order.
22. In all matters of dispute the decision of the Registrar, Jiwaji University, Gwalior shall be final and binding on the tenderers.
23. The address of the office/dealer for maintenance along with the list of well reputed organizations who have purchased the same equipment should be provided.

24. List of spare parts must be supplied. The test report of the equipment quoted from reputed Government organizations/ academic institutions must be submitted along with the offer.
25. In case of an authorized dealer Certificate from Manufacturer must be attached as proof.
26. Preference will be given to the companies having service center at Gwalior. Companies with ISO-9000 certificates will also be given preference.
27. Date and time of opening is the 23rd March 2010 at 3.00 P.M. in the presence of intending tenderers or their representatives who may like to be present in the office of Registrar, Jiwaji University, Gwalior.
28. If any of the dates of the receipt/opening the tender happen to be declared as holiday, the schedule will be shifted to 3 pm on the next working day automatically.
29. The tender envelope should contain two envelopes. First super scribed as Technical Bid for (the item). This should contain the specifications of the equipment & terms and conditions of supply, Earnest money. The second should be super scribed as commercial Bid for (the item).
30. Canvassing for support in any form for the acceptance of any tender is strictly prohibited. Any tenderer doing so will render himself liable to the penalties which may include removing of his name from the register of approved suppliers.
31. Tenders must reach by speed post or registered post.
32. Any item or offer may increase in number or even might not be purchased without assigning any reason. Registrar, Jiwaji University, Gwalior reserves the right to accept or reject any or all tenders without assigning any reason there of.

Important Note:

Quotations along with terms and conditions must be submitted in duplicate separately in separate cover (along with the draft for earnest money through DD).

**Registrar
Jiwaji University
Gwalior.**