

EG III/4836/2014/Vol II.

03.12.2022

NOTICE INVITING TENDER

Sealed tenders superscribed "Supply of Poly laminated covers" are invited for the supply of 50,000 numbers of Poly laminated cover (door delivery) for a period of one year as per the specification and schedule given below.

TENDER NOTICE NO.	EG III/4836/2014/Vol II
NAME OF WORK	Supply of Poly laminated covers.
TENDER SUBMISSION FEE	₹1,416/- (₹1,200/- + 18% GST)
EARNEST MONEY DEPOSIT	₹5,800/-
PERIOD OF SUPPLY	1 year
TENDER SUBMISSION END DATE AND TIME	20.12.2022, 11.00 a.m
TENDER OPENING DATE AND TIME	20.12.2022, 12.00 Noon

SPECIFICATION OF COVER

Item	Specification	Quantity
Poly laminated cover	32 cm x 25 cm poly laminated, gummed cover with printed address of the Controller of Examinations. Poly lamination 25 GSM inside the cover, cloth lining between board and poly lamination 10 GSM, 600 GSM Grey board on one side fully covered with 80 GSM Green Ledger Paper (Mysore)	50,000 (Fifty thousand) Delivery shall be made in two lots

Tender forms and general conditions can be downloaded from University Website www.kannuruniversity.ac.in. Duly filled up and signed tender form and schedule along with relevant documents should be sent to the **Controller of Examinations (i/c), Kannur University, Civil Station (P.O), Thavakkara, Kannur - 670002** on or before the time and date specified.

DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDER FORM AND SCHEDULE

Sl No.	Document
1.	Copy of valid registration certificate
2.	Copy of Experience certificate
3.	Copy of Preliminary Agreement in Kerala stamp paper of Rs.200/- as per format given in Annexure 2
4.	Copy of the GST registration and PAN card
5.	Sample cover

TERMS AND CONDITIONS

- 1.Tenderers shall keep their rate firm for a period of 3 months.
- 2.Prices shall be quoted in Indian Currency only.
- 3.The total rate quoted should be inclusive of all taxes, transportation, loading, unloading, printing etc. It should be quoted against the item in the tender schedule attached.
- 4.Payment will be made only after the supply of the items at our site.
- 5.The item shall be supplied by the tenderer within 45 days on written order or oral order confirmed later.
- 6.Complaints/defects with the items supplied should be rectified/replaced to the satisfaction of the University by the suppliers at their own cost.
- 7.50,000 numbers of Poly laminated Covers should be supplied in two lots within the agreement period of one year from the date of signing of Agreement.
- 8.A sum of ₹1,416/- towards the cost of tender forms and a sum of ₹5,800/- towards the cost of EMD, should be remitted by way of Demand Draft drawn in favour of the Finance officer, Kannur University payable at SBI Kannur Branch or Kannur Branch of other Nationalized or Scheduled Bank.
- 9.The tenderer should sent along with his tender a preliminary agreement executed and signed in Kerala Stamp Paper of value of Rs.200/- in the format given. (ANNEXURE 2)
- 10.The successful tenderer shall, before signing the agreement and within the period specified in the letter of acceptance of his tender, deposit a sum equivalent to 5% of the value of the contract (including EMD) by way of Demand Draft or bank guarantee drawn in favour of the Finance Officer, Kannur University payable at SBI Kannur, South Bazar Branch or Kannur Branch of other Nationalized or Scheduled bank, as security for the satisfactory fulfilment of the contract.
- 11.The university reserves the right to revise or alter the specifications before acceptance of any tender, to accept or reject all tenders, cancel the contract and supply order without assigning any reason whatsoever.

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Controller of Examinations (i/c)

HR

ANNEXURE – 1
TENDER SCHEDULE

Sl No.	Specification	Quantity	Rate/Unit (All inclusive) (₹)/no.	Total (₹)
1.	Poly laminated cover - 32 cm x 25 cm poly laminated gummed cover with printed address of the Controller of Examinations. Poly lamination 25 GSM inside the cover, cloth lining between board and poly lamination 10 GSM, 600 GSM Grey board on one side fully covered with 80 GSM Green Ledger Paper (Mysore).	50,000		

Signature of the tenderer

ANNEXURE – 2
PRELIMINARY AGREEMENT

Articles of agreement executed on this the day of between the Controller of Examinations, Kannur University (hereinafter referred to as “the University”) of the one part and Shri..... (Name and address of the tenderer) (hereinafter referred to as “the bounden”) of the other part.

WHEREAS in response to the Notification No..... dated the bounden has submitted to the University a tender for the specification therein subject to the terms and conditions contained in the said tender;

WHEREAS the bounden has also deposited with the University a sum of Rs..... as earnest money for execution of an agreement undertaking the due fulfilment of the contract in case his tender is accepted by the University.

NOW THESE PRESENTS WITNESS and it is hereby mutually agreed as follows:

1. In case the tender submitted by the bounden is accepted by the University and the contract for..... is awarded to the bounden, the bounden shall withindays of acceptance of his tender execute an agreement with the University incorporating all the terms and conditions under which the University accepts his tender.

2. In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, the University shall have power and authority to recover from the bounden any loss or damage caused to the University by such breach as may be determined by the University by appropriating the earnest money deposited by the bounden if the earnest money is found to be inadequate the deficit amount may be recovered from the bounden his properties movable and immovable in the manner hereinafter contained.

3. All sums found due to the University under or by virtue of this agreement shall be recoverable from the bounden and his properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such other manner as the University may deem fit.

In witness where of Shri (Name and designation) for and on behalf of the University and Shri. Bounden have hereunto set their hands the day and year shown against their respective signatures.

Signed by Shri. (date)

In the presence of witnesses:

1.
2.