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TENDER NOTICE FOR SUPPLY OF ETCHING PRESS AND LITHOGRAPHIC PRESS

Sealed tenders are invited from the registered and reputed manufacturers/authorized dealers/distributors/agencies for supply of one Etching press and one Lithographic press to Utkal University of Culture, Bhubaneswar as per the specification available in the tender documents. The interested firms may submit their offers in sealed covers to the Registrar, Utkal University of Culture, Madanpur, Bhubaneswar, Odisha either by registered/speed post or courier or dropping in tender box kept in the Administrative Building of the University in person by 2.00 P.M dt. **21.06.2018** The interested firms have to download the tender document including terms & conditions, specifications, tender schedule etc. from Utkal University of Culture website- www.uuc.ac.in from dt. **26.05.2018** Onwards. Tender Paper must be accompanied with Bank Draft of Rs. 20,000/- (Rupees Twenty Thousand) only and Rs. 5,000 (Rupees Five Thousand) only in the shape of Bank Draft drawn on any nationalized bank in favour of Utkal University of Culture, Madanpur, Bhubaneswar, Odisha Payable at Bhubaneswar towards EMD (refundable) and cost of Tender Paper (non-refundable) respectively.

Sd-
REGISTRAR



UTKAL UNIVERSITY OF CULTURE
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TENDER NOTICE FOR SUPPLY OF ETCHING PRESS AND LITHOGSRAPHIC PRESS

DISCLAIMER

The information contained in this tender document provided by or on behalf of Utkal University of Culture to **Bidder(s)**, are based on the terms and conditions set out in this Tender Document. The purpose of this document is to supply information that may be useful to bidders in making their technical and financial offers pursuant to the “**Bid**”. The information given is not an exhaustive account of statutory requirement and should not be regarded as a complete or authoritative statement of law. The Utkal University of Culture and its employees make no representation or warranty and shall have no liability to any person including any bidders under any law statute rules or regulations or trot, for any loss, damages, cost or expense which may arise from or be incurred of suffered on account of anything contained in this tender document or otherwise. The Utkal University of Culture, may in its absolute discretion reserves the right to reject, cancel, terminate, change or modify all or any of the Bidders of Bids at any time without assigning any reason whatsoever or providing any notice and without accepting any liability for the same. The Bidder shall bear all its costs associated with or relating to the tender. Submission of bid document by tenderer shall be deemed to have been done after careful study and examination of the document. The response should be full and complete in all respect. Incomplete or partial response is liable to be rejected.

INVITATIONS OF TENDER

The Utkal University of Culture Madanpur, Bhubaneswar, Odisha invites sealed proposals in prescribed formats from interested registered and reputed manufactures/authorized dealers/distributors/ agencies holding valid GSTIN,PAN & fulfilling the eligibility & prequalification criteria as per details noted in the subsequent paras. This invitation for tender is for supply of **Etching Press & Lithographic Press** as per detail specification listed in Annexure-V. The bidders should have experience in supply of machineries to the Central/any State Govt. Organization of such PSU or Central & State Govt. Agencies or established private company etc. along with proven track record or timely and uninterrupted delivery of goods.

SALE OF TENDER FORM

This invitation for tenders is open to all suppliers who fulfill the eligibility criteria specified in these documents. Interested parties may download the tender documents including terms and conditions specifications, tender schedule from the Utkal University of Culture website www.uuc.ac.in against payment of a non-refundable cost of Rs. 5,000/- (Rupees five thousand) only in shape of bank draft (BD) drawn on any nationalized bank in favour of Utkal University of Culture payable at Bhubaneswar, Odisha. The downloaded Bid document shall be accompanied with Xerox copy of the bank draft in support of such payment towards the cost of Bid document.

Calendar of Events

- | | | |
|--|---|--|
| 1. Downloading of Tender documents | - | 26.05.2018 onwards. |
| 2. Last date and time of submission of Tender | - | 2.00 P.M of 21.06.2018. |
| 3. Date of opening of Tender and Technical Bid | - | 23.06.2018. |
| 4. Date of opening of Financial Bid | - | 23.06.2018. |
| 5. Place of opening the Bid | - | Utkal University of Culture, Madanpur
Bhubaneswar, Odisha |
| 6. Date of finalization of Tender | - | 25.06.2018. |

SPECIFICATION AND SCOPE: Tender invited for procurement of one Etching Press and One Lithographic Press with installation and trial run as per details in the bid documents. Bidders are requested to submit their bids strictly conforming to the requirement specified in the tender document. The detail technical specification is provided at Annexure-V.

ELIGIBILITY CRITERIA OF THE BIDDER:

The bidder must meet the following eligibility criteria and must furnish the proof of documents in Technical Bid (Cover-A) failing which the bid will be rejected. The bidders should have experience in supply to government / established reputed organization for a period not less than three years during preceding seven years.

The bidder should have an average annual turnover of 50 Lakhs (Rupees Fifty lakhs) only the last 3 financial year i.e (2015-16, 2016-17, 2017-18). The Bidder shall submit a certificate as per Annexure-III.

The bidder must furnish GST Registration, along with PAN, IT return up to **31.03.2018** and Up-to date GST clearance Certificate valid as on date of filing bid document.

The tenderer may provide quality Certifications such as ISO/ISI certification for better appreciation of the firm/product.

SUBMISSION OF BID:

The Bids are to be submitted under Two-Part Bid System. Both the bids should be submitted in separate sealed covers duly super-scribed as TECHNICAL BID (COVER-A) AND FINANCIAL BID (COVER-B) respectively and both the bids should be put into a third cover which should be super-scribed as "TENDER FOR SUPPLY OF **ETCHING PRESS & LITHOGRAPHIC PRESS**". The Technical Bid should be as per the Annexure-I, II, III, IV & V and financial Bid as per Annexure-VI respectively. The bidders should mention the name and detailed address on each cover.

TECHNICAL BID (COVER-A)

The technical bid will be accompanied with the following documents:

- (1) Documentary evidence towards Cost of Tender Document amounting to Rs. 5,000/- (Rupees five thousand) only.
- (2) Bank Draft towards EMD amounting to 20,000/- (Rupees Twenty Thousand) only in shape of bank draft drawn on any nationalized bank in favor of Utkal University of Culture payable at Bhubaneswar.
- (3) Copy of PAN card and IT return up to 31.03.2018.
- (4) The bidder must furnish the GST registration Certificate along with PAN and up-to dated valid GST Clearance Certificate up to 31.03.2018.

- (5) Forwarding letter/Self-Declaration form in **Annexure-I** duly filled in and signed with seal.
- (6) Bidder Profile and Pre-Qualification Form in **Annexure-II** duly filled in and signed with seal
- (7) Annual Turn over Statement as per **Annexure-III** duly filled in and signed with seal along with required enclosures.
- (8) Quality certifications, if any.
- (9) The bidder (Original Equipment Manufacturer/ Authorized Business Partners) has to submit Manufacturer's Authorization Form (MAF) from the Original Equipment Manufacturer in **Annexure-IV** duly filled in and signed with seal.
- 10) The bidder must have prior experience for supply of Power chain saws to any Govt. /PSUs / Public Limited Company/Established Private Companies in India and shall submit the documentary evidence of the supply.
- 11) Technical Specification Compliance Sheet in **Annexure-V** duly filled in and signed with seal. Technical information and specifications prescribed by the manufacturer for the items quoted should be enclosed.

FINANCIAL BID (COVER -B)

The financial bid will be submitted in **Annexure-VI** duly signed & sealed.

The financial bid of the technically qualified bidders will only be opened.

The price of the item should be quoted as per Annexure-VI. The price should be quoted both in figures and words. In case of difference in words and figures, the lowest of the two will be taken into consideration for evaluation. Any correction and interpolation shall be signed with seal and signature of the bidder who signed the bid documents.

TERMS AND CONDITIONS

(1) Bidders are advised to study the tender document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.

(2) The sealed tender should be dropped into the Tender Box kept in the office chamber of Registrar, Utkal University of Culture, Madanpur, Bhubaneswar or the same will be received through Registered Post/ Speed Post / Courier Service up to **2 P.M. of dt. 21.06.2018** The bids sent through Telex /Telegrams / Fax / Email shall not be acceptable. The bids will not be accepted after the last date and time specified in the tender document.

- (3) The bidders shall ensure that each page of the tender document is signed by the tenderer or the authorized signatory with seal.
- (4) The quoted price shall remain valid for a period of twelve months from the date of approval.
- (5) The items should be supplied within **30 days** from the date of issue of purchase order. UUC reserves the right to cancel the order of all the items, in case of delay in delivery.
- (6) The bidder should quote the product and rate as per the technical specification in the tender document.
- (7) The authorized representative (only one person per bidder) will be permitted to remain present at the venue of opening of Bids.
- (8) The items delivered should be new and free of defects, else, if found defective the same have to be replaced immediately.
- (9) All bids submitted can be rejected by the competent authority without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidder on account of such rejection.
- (10) The UUC may modify the tender document by issuing an addendum before due date of opening of tender.
- (11) Entire tender document duly filled in shall be treated as part of the contract agreement for supplies in case of the successful bidder.
- (12) Any communication sent to the tenderer on the given address by registered post or speed post will be treated as delivered even if it returns undelivered or missed.
- (13) The supplier shall make every effort to resolve dispute if any amicably. However the decision of the Vice-Chancellor in any case of unresolved disputes shall be final and binding.
- (14) The bid shall remain valid for a period of 90 (ninety) days.
- (15) The UUC shall not be held responsible for any postal delay.

MODIFICATION AND / OR WITHDRAWAL OF BIDS:

Bids once submitted will be treated as final and no further correspondence in this regard will be entertained. No bidder shall be allowed to withdraw the bid. The UUC has the right to reject any or all the bids received without assigning any reason whatsoever. The UUC shall not be responsible for non receipt, non delivery of the bid documents due to any reason whatsoever.

EARNEST MONEY DEPOSIT – (EMD)

Rs. 20,000/- (Rupees Twenty Thousand only) should be paid as EMD in the form of Bank Draft (BD) from a Nationalized Bank located in India, drawn in favour of **Utkal University of Culture, Bhubaneswar** Payable at **Bhubaneswar** and submitted in the Technical Bid (Cover-A). The bidder should write the name of the organization at the back side of the BD. Bids without EMD shall be treated as non-responsive and will not be accepted.

EMD of successful bidder will be adjusted towards performance security.

The EMD of successful bidder is liable to be forfeited if the tenderer violates any terms and conditions of the tender.

EMDs of all unsuccessful bidders will be refunded as such (without interest) within 30 (Thirty) days after finalization of the tender.

EMD of the successful bidder will be forfeited in case the successful bidder fails to accept/execute the order.

PERFORMANCE SECURITY:

The successful bidder should furnish Performance Security @ 5% of the order value, which is to be submitted within 15 days from the date of issue of purchase order in the shape of Bank Draft from a Nationalized Bank drawn in favour of **“The Utkal University of Culture, payable at Bhubaneswar”**.

Performance Security will be forfeited if a bidder withdraws his bid during the bid validity.

Security money will be forfeited if there is any violation of the conditions of detailed tender call notice, tender document and tender terms and conditions.

The performance security of the successful bidder will be refunded after sixty days from the date of supply of the products on satisfactory performance of the same.

EVALUATION :

The rates of the items quoted by the tenderers who qualify technically will be evaluated after taking the following points into consideration: -

1. The quoted price in Annexure-VI will be taken into consideration for those bidders/tenderers whose bids qualify technically as per technical evaluation made by the committee.
2. Offers in conformity with the notified technical specifications will be considered.
3. The lowest offer (L1) with reference to the technical specification fulfilling the other requirements will be considered as preferred bidder.

WARRANTY:

The instrument supplied should be covered under warranty.

The warranty will cover the supplied equipments as per the technical specification provided in the tender document and any replacement or repair required within the warranty period will be provided by the supplier free of cost at the delivered locations. The supplier will take back the replaced parts / goods at the time of their replacement. No claim whatsoever shall be made on the purchaser for such replaced parts / goods thereafter. No traveling allowances or transportation cost will be paid by the purchaser during warranty period.

The Supplier warrants that the Goods supplied under this contract are new and free from damage and defects, of the most recent or current models and they incorporate all recent improvements in design and materials relevant to our specification. The Purchaser / consignee shall promptly notify the Supplier in writing / Fax / Telephone of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall immediately replace the defective goods or parts thereof without cost to the purchaser.

On expiry of the warranty period, the spare parts and accessories related to the equipments as and when required, shall be arranged /supplied by the approved supplier on payment of prevailing or market price.

If the Supplier, having been notified, fails to rectify the defect(s) within 3 days, the Purchaser may proceed to take such remedial action as may be necessary, like forfeiture of Performance Security or recovery from security deposit being the amount of loss which will be decided by the UUC.

MODE OF DELIVERY OF EQUIPMENTS

The orders for supply may be placed to successful bidder only on execution of an affidavit/undertaking and agreement in non-judicial stamp paper worth of ` 10/- and ` 200/- respectively.

Delivery of goods shall be on FOR destination which means that price shall include cost of delivery at The UUC, Bhubaneswar, Madanpur within the State of Odisha.

On delivery, the supplied products shall be inspected to verify the quantity and to see whether those are in accordance with technical specifications (or quality requirements) for which the order was placed. Otherwise, the acceptance of delivery shall be refused at the risk and responsibility of the supplier. On receipt of the materials, installation and satisfaction trial run the payment shall be considered for release.

The articles found in damaged condition shall not be accepted until replaced to the satisfaction at the user end. The number for supply orders may increase or decrease at the time of placing the orders.

All the transit risk shall be the responsibility of the supplier.

User manual of the products shall be supplied without being asked for and without being mentioned in the supply order. Moreover, it should be in English.

Failure to supply the indent in full within the stipulated period as mentioned in the supply order may lead to forfeiture of performance security and blacklisting of the suppliers. If at all the delivery is allowed to be accepted after due date, Liquidated Damages (LD) @0.5% of the total amount of the order (excluding taxes) per week or part thereof shall be charged, if the delay is attributable to the supplier.

LEGAL JURISDICTION:

All disputes are subject to the jurisdiction of civil courts Bhubaneswar.

FORWARDING LETTER/SELF DECLARATION FORM

(To be submitted on Bidder's letter head)

[To be submitted in Cover A – Technical Bid]

To

Registrar,
Utkal University of Culture,
Madanpur, Sanskruti Vihar,
Bhubaneswar-752054

Dear Sir,

Sub: Your Tender Ref. No.

Dated

This is with reference to your above mentioned tender for one **Etching Press & one Lithographic Press** for installation and trial run. Having examined the tender document, we hereby submit our proposal along with the necessary documents.

I / We hereby furnish that our company is having unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government/PSUs in the country of India.

Further, we agree to abide by all the terms and conditions as mentioned in the tender documents. We have also noted that the UUC reserves the right to consider/ reject any or all the bids without assigning any reason thereof.

Date: _____/_____/2018

Authorised Signatory:

Name:

Designation:

Place:

Phone:

Email:

Seal :

BIDDER PROFILE AND PRE-QUALIFICATION FORM

[To be submitted in Cover A – Technical Bid]

Name of the Firm/Company:

Address of the Firm/Company:

Telephone: Phone/Fax: E-mail: Website:

Address of Service Center:

Telephone: Phone/Fax: E-mail: Website:

1 Contact Details of the Person authorized to make communication to the UUC

Name Designation

Phone/Mobile No.

FAX No.

E-mail id

2 Classification (If not Original Equipment Manufacturer (OEM), bidders need to submit OEM authorization letter)

OEM or Others, pl specify:

3 Company/Firm Details

Type of Company: (PSU / Public. Ltd / Pvt Ltd/ Partnership / Proprietary / OEM / Authorized Business partner), Company / Firm Registration No. and date of registration,

Year of incorporation / Establishment, GST Registration No. along with latest GST

Clearance Certificate (copy to be enclosed) PAN Number (copy to be enclosed),

4 Bank Draft Details

Details of Bank Draft towards cost of tender document (Issuing Bank Name & Place, Date of BD and BD No.) and Bank Draft towards EMD (Issuing Bank Name & Place, Date of BD and BD No.):

5 Annexures Enclosed:

Annexures – I, II, III, IV and V for Technical Bid and Annexure-VI for Financial Bid, duly filled in and signed with seal.

6 ISI/ISO Certifications

(The bidder should enclose copy of ISO/ISI certification, if so certified.)

7 Experience

The copies of proof of experience in supply are enclosed. Performance certificate if any of Govt. /PSUs / Public Limited Company/ established reputed private organization in India during last three years are enclosed.

Signature of witness

Date:

Place:

**Signature of the
Tenderer**

Date:

Place:

Company Seal

ANNUAL TURN OVER STATEMENT

[To be submitted in Cover A – Technical Bid]

I hereby declare that the Annual Turnover of M/s _____ for the past three years are given below.

Copies of Balance sheet of audited accounts of last three years/VAT/GST returns (as applicable) is enclosed herewith.

Sl. No	YEAR	Turnover in Lakhs (in Rs.)
01	2015-2016	
02	2016-2017	
03	2017-2018	
Average Annual Turnover of last three years		

Date:

Place:

Signature of the Tenderer

Enclosure:

(Full Name in Block Letter)

1.

Seal

2.

3.

Manufacturer's Authorization Form (MAF)

[To be submitted in Cover A – Technical Bid in case the bidder is not an OEM]

Dated _____

To

Registrar,
Utkal University of Culture,
Madanpur, Sanskruti Vihar,
Bhubaneswar-752054.

Dear Sir,

Tender Reference No.

We _____, who are established and reputable manufactures of _____ having offices at _____ and _____ do hereby authorize M/s. _____ (Name and address of Authorized Business Partners) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer. We hereby extend our full guarantee of providing warranty support during the warranty period as per terms and conditions of the tender and the contract for the equipment and services offered against this invitation for tender offer by the above firm.

Yours faithfully,

(Name)

For and on behalf of M/s _____

(Name of OEM)

Seal

Note: This letter of authority (MAF) should be on the letterhead of the manufacturer (OEM) and should be signed by a competent person of the manufacturer.

Technical specifications

To be submitted in cover-A

(i) Details of technical specification for Etching Press.

SI No.	Particulars of machineries	Quantity in No.	Specifications
01	02	03	04
01	Etching Press	01	Bed size 30" x 60" , Length 60" Height 55" to take print of full sized Zink plate Reduction geared with flywheel, hand operated, fitted with pressure gages on both sides, bed fitted with Devices not to come off while operating. All heavy sturdy steel structure.

(ii) Details of technical specification of Lithographic Press.

SI No.	Particulars of machineries	Quantity in No.	Specifications
01	02	03	04
01	Lithographic Press	01	All heavy steel structure, Reduction geared with fly wheel, self aligning heavy scrapper adjustable, Rock & pinion Driver Bed of size 30" x 60", Length 72" Height 55" , Hand operated, Hand lever for getting desired pressure Template etc.

Signature of tenderer with seal

Financial Bid

The price should be quoted as per the technical specifications showing the basic price and the taxes separately in the following proforma. (both in words and figures)

Particulars of Etching Press.

Technical Specifications	Basic price per unit (in Rs)	Amount of GST (in Rs)	Total Amount (in Rs)
Etching Press			
Installation charges			
Total			

Particulars of Lithographic Press.

Technical Specifications	Basic price per unit (in Rs)	Amount of GST (in Rs)	Total Amount (in Rs)
Lithographic Press			
Installation charges			
Total			

**NB: Cost per unit should be inclusive of taxes as detailed in Annexure—VI
Additional sheet of Annexure-VI may be enclosed, if required.**

Signature of the tenderer with seal

Date:

Place: