



Rani Channamma University

“Vidya Sangama”, Belagavi - 591156

Supply of Pre- Printed Degree Certificates (in multi-color) to examination section of RCU, Belagavi

Tender Notification

RCUB/EXAM/DEGREE CERTIFICATE/2020-21

Sd/-

Registrar (Administration)
Rani Channamma University
Vidya Sangama,
Belagavi - 591156. Karnataka. India.
Telephone: 0831-2565207

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1



RANI CHANNAMMA UNIVERSITY, BELAGAVI E-TENDER NOTIFICATION

Rani Channamma University (herein after referred to as RCUB or University) invites Proposals for the “supply of pre-Printed degree certificates” for a period of **Two years**. The Tenderer who have registered under e-governance Department of Karnataka may participate through e-tendering system. Tender documents may be downloaded from the E-procurement Website <http://eproc.karnataka.gov.in>. The eligible Tenderer shall submit their e-Tender in under e-procurement platform as scheduled in e-portal.

BIDDING SCHEDULE

Sl No.	Task	Time
01	Availability Of Tender Document	http://www.eproc.karnataka.gov.in .
02	Date of publishing Tender Document on e-Procurement Platform	14.09.2020
03	Last date and time for tender Queries / Clarification	18.09.2020 01.00 P.M
04	Last date and time for submission of Samples of various Items	18.09.2020 04.00 P.M
05	Last date for uploading the filled Tender document	21.09.2020 04.00 P.M.
06	Time and Date of opening of Technical Tender	23.09.2020 11.00 P.M.
07	Time and Date of opening of Financial Tender	23.09.2020 04.00 P.M.
08	Place of opening Technical & Financial Bid and address for communication	Registrar (Administration) office Rani Channamma University Vidya Sangam, Belagavi -591156. Karnataka. India. Telephone: 0831-2565237

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Tender for Pre-Printing and Supply of Degree Certificates to RCU Examination Section, Belagavi.

SECTION I. INVITATION FOR TENDERS (IFT)

1. The Registrar Rani Channamma University (Purchaser) invites tenders from eligible tenderers for the supply of the goods listed below:
2. The tenderers may submit tenders for any or all of the goods given above. Tenderers are advised to note the qualification criteria specified in Section VII to qualify for award of the contract.
3. Tender documents may be downloading from the e-portal of Government of Karnataka.
4. Tenders must be accompanied by security of the amount specified in the tender document, drawn in favour of..... Earnest money deposit will have to be in any one of the forms as specified in the Tender document and shall have to be valid for 90 days beyond the validity of the tender.
5. Other details can be seen in the tender documents.

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SECTION-II: INSTRUCTIONS TO TENDERERS

TABLE OF CLAUSES

<u>Clause No.</u>	<u>Topic Number</u>	<u>Page No.</u>
A. Introduction		
1	Eligible Tenderer	5
B. Tender Documents		
2	Contents of Tender Document	5
3	Amendment of Tender Documents	5
C. Preparation of Tenders		
4	Language of Tender	5
5	Documents Comprising the Tender	6
6	Tender Form	6
7	Tender Prices	6
8	Tender Currency	7
9	Documents Establishing Tender's Qualifications	7
10	Documents Establishing Goods Conformity to Tender Documents	7
11	Earnest Money Deposit	7
12	Period of Validity of Tenders	8
13	Format and Signing of Tender	8
D. Submission of Tenders		
14	Sealing and Marking of Tenders	8
15	Deadline for submission of Tenders	8
16	Modification and Withdrawal of Tenders	8
E. Tender Opening and Evaluation of Tenders		
17	Opening of Tenders by the Purchaser	8
18	Preliminary Examination	9
19	Evaluation and Comparison of Tenders	9
F. Award of Contract		
20	Post-qualification	10
21	Award Criteria	10
22	Purchaser's Right to Vary Quantities at Time of Award	11
23	Purchaser's Right to Accept any Tender and to Reject any or all Tenders	11
24	Notification of Award	11
25	Signing of Contract	11
26	Performance Security	11

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SECTION-II: INSTRUCTIONS TO TENDERERS

A. Introduction

1. Eligible Tenderers

- 1.1: Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by **Rani Channamma University, Belagavi or Govt. of Karnataka.**

B. The Tenders Documents

2. Contents of Tender Documents

- 2.1: The goods required, Tendering procedures and contract terms are prescribed in the tender documents. In addition to the Invitation for Tenders, the tender documents include:
- a) Instruction to Tenderers (ITT);
 - b) General Conditions of Contract (GCC);
 - c) Special Conditions of Contract (SCC);
 - d) Schedule of requirements;
 - e) Technical Specifications;
 - f) Tender Form and Price Schedules;
 - g) Earnest money deposit Form;
 - h) Contract Form;
 - i) Performance Security Form;
 - j) Manufacturer's Authorization/Guarantee Form
- 2.2: The Tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a tender not substantially responsive to the tender documents in every respect will be at the Tenderer's risk and may result in rejection of its tender.

3. Amendment of Tender Documents

- 3.1: At any time prior to the deadline for submission of tenders, the purchaser may, for any reason, whether at its own initiative or otherwise, modify the tender documents by amendment.
- 3.2: All prospective tenderers who have received the tender documents will be notified of the amendment in writing or by cable or by fax, and will be binding on them.
- 3.3: In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Purchaser, at its discretion, may extend the deadline for the submission of tenders.

C. Preparation of Tenders

4. Language of Tender

- 4.1: The tender prepared by the Tenderer, as well as all correspondence and documents relating to the tender exchanged by the Tenderer and the Purchaser, shall be written in Kannada / English language. Supporting documents and printed literature furnished by the Tenderer may be in another language provided they are accompanied by an accurate translation of the relevant passages in Kannada / English language in which case, for purposes of interpretation of the Tender, the translation shall govern.

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5. Documents Comprising the Tender

5.1: The tender prepared by the Tenderer shall comprise the following components:

- a) A Tender Form and a Price Schedule completed in accordance with ITT Clauses 6, 7 and 8;
- b) Documentary evidence established in accordance with ITT Clause 11 that the Tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
 - i) GST Registration Certificate.
 - ii) Registration with concerned Statutory Authorities like Municipalities / Corporation, Registrar of Societies / Companies, Director of Industries as applicable.
 - iii) Copies of IT returns filed for the past 3 years.
 - iv) Photocopy of IT PAN Card.
 - v) The following details as regards the establishment that shall be liable for verification / assessment by an Expert Committee deputed by the Purchaser.
 - vi) Performance Statement for the last five years in the format prescribed in Section-XII.
- c) Documentary evidence established in accordance with ITT Clause 12 that the goods and ancillary services to be supplied by the tenderer conform to the tender documents.
- d) Earnest money deposit furnished in accordance with ITT Clause 11.

6. Tender Form

6.1: The Tenderer shall complete the Tender Form and the Price Schedule furnished in the tender documents, indicating the goods to be supplied, a brief description of the goods, quantity and prices.

7. Tender Prices

7.1: The Tenderer shall indicate on the Price Schedule the unit prices and total tender prices of the goods it proposes to supply under the Contract. To this end, the tenderers are allowed the option to submit the tenders for any one or more schedules specified in the 'Schedule of Requirements' and to offer discounts for combined schedules. However, tenderers shall quote for the complete requirement of goods and services specified under each schedule on a single responsibility basis, failing which such tenders will not be taken into account for evaluation and will not be considered for award

7.2: Prices indicated on the Price Schedule shall be entered separately in the following manner:

- (i) the price of the goods, quoted (ex-works, ex-factory, ex-showroom, ex-warehouse, or off-the-shelf, as applicable), including all duties and sales and other taxes already paid or payable
 - a. on components and raw material used in the manufacture or assembly of goods quoted ex-works or ex-factory; or
 - b. on the previously imported goods of foreign origin quoted ex-showroom, ex-warehouse or off-the-shelf.
- (ii) any Indian duties, sales and other taxes which will be payable on the goods if this Contract is awarded;
- (iii) the price for inland transportation, insurance and other local costs incidental to delivery of the goods to their final destination; and
- (iv) the price of other incidental services listed in Clause 4 of the Special Conditions of Contract

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- 7.3: Prices quoted by the Tenderer shall be fixed during the Tenderer's performance of the Contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITT Clause 19.

8. Tender Currency

- 8.1: Prices shall be quoted in Indian Rupees:

9. Documents Establishing Tenderer's Eligibility and Qualifications

- 9.1: Pursuant to ITT Clause 7, the Tenderer shall furnish, as part of its tender, documents establishing the Tenderer's eligibility to tender and its qualifications to perform the Contract if its tender is accepted.
- 9.2: The documentary evidence of the Tenderer's qualifications to perform the Contract if its tender is accepted, shall establish to the Purchaser's satisfaction:
- a) that, in the case of a Tenderer offering to supply goods under the contract which the Tenderer did not manufacture or otherwise produce, the Tenderer has been duly authorized (as per authorization form in Section XIII) by the goods' Manufacturer or producer to supply the goods in India or is a Authorized Dealer of the Goods.
(The item or items for which Manufacturer's Authorization is required should be specified)
 - b) that the Tenderer has the Financial, Technical, and Production capability necessary to perform the Contract and meets the criteria outlined in the Qualification requirements specified in Section-VII.

10. Documents Establishing Goods' Conformity to Tender Documents

- 10.1: Pursuant to ITB Clause 5, the Tenderer shall furnish, as part of its tender, documents establishing the conformity to the tender documents of all goods and services which the tenderer proposes to supply under the contract.
- 10.2: The documentary evidence of conformity of the goods and services to the tender documents data, and shall consist of:
- (a) A detailed description of the essential technical and performance characteristics of the goods;
 - (b) A list giving full particulars, including available sources and current prices, of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two years, following commencement of the use of the goods by the Purchaser;

11. Earnest Money Deposit

- 11.1 Pursuant to ITT Clause 5, the Tenderer shall furnish, as part of its tender, earnest money deposit in the amount as specified in Section-V - Schedule of Requirements.
- 11.2 The earnest money deposit is required to protect the Purchaser against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 11.7.
- 11.3 The earnest money deposit shall be denominated in Indian Rupees and shall:
- (a) at the tenderer's submit the EMD through online e-portal only; and
 - (b) remain valid for a period of 45 days beyond the original validity period of tenders, or beyond any period of extension subsequently requested under ITT Clause 12.2.

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- 11.4 Any tender not secured in accordance with ITT Clauses 11.1 and 11.3 above (unless the category of tenderer has been specifically exempted by the Government) will be rejected by the Purchaser as non-responsive, pursuant to ITT Clause 19.
- 11.5 Unsuccessful Tenderer's tender securities will be discharged/returned as promptly as possible as but not later than 30 days after the expiration of the period of tender validity prescribed by the Purchaser, pursuant to ITT Clause 12.
- 11.6 The successful Tenderer's earnest money deposit will be discharged upon the tenderer signing the Contract, pursuant to ITT Clause 26, and furnishing the performance security, pursuant to ITT Clause 27.
- 11.7 The earnest money deposit may be forfeited:
- (a) if a Tenderer
 - (i) Withdraws its tender during the period of tender validity specified by the Tenderer on the Tender Form; or
 - (ii) Does not accept the correction of errors pursuant to ITT Clause 19.3; or
 - (b) in case of a successful Tenderer, if the Tenderer fails:
 - (i) to sign the Contract in accordance with ITT Clause 26; or
 - (ii) to furnish performance security in accordance with ITT Clause 27.

12. Period of Validity of Tenders

- 12.1: Tenders shall remain valid for 90 days after the deadline for submission of tenders prescribed by the Purchaser, pursuant to ITT Clause 16. A tender valid for a shorter period shall be rejected by the Purchaser as non-responsive.
- 12.2: In exceptional circumstances, the Purchaser may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable or fax). The earnest money deposit provide under ITT Clause 15 shall also be suitably extended. A Tenderer may refuse the request without forfeiting its earnest money deposit. A Tenderer granting the request will not be required nor permitted to modify its tender.

13. Format and Signing of Tender

On e-portal

D. Submission of Tenders

14. Sealing and Marking of Tenders

- 14.1 The Tenderers shall submit through e-procurement portal only

15. Deadline for Submission of Tenders

- 15.1 Through e-portal as per the date mentioned

16. Modification and Withdrawal of Tenders

- 16.1: as per e portal guidelines

E. Tender Opening and Evaluation of Tenders

17. Opening of Tenders by the Purchaser

- 17.1 Through e-portal of GOK
- 17.2 The Purchaser will prepare minutes of the tender opening.
- 17.3 The tenderers shall Submit Sample within the stipulated date given by university, failing which their tenders be rejected.

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18. Preliminary Examination

- 18.1: The Purchaser will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order. Tenders from Agents/Authorized Dealers, without proper authorization from the manufacturer as per Section-XIII, shall be treated as non-responsive.
- 18.2: Where the Tenderer has quoted for more than one schedule, if the earnest money deposit furnished is inadequate for all the schedules, the Purchaser shall take the price tender into account only to the extent the tender is secured. For this purpose, the extent to which the tender is secured shall be determined by evaluating the requirement of earnest money deposit to be furnished for the schedule included in the tender (offer) in the serial order of the Schedule of Requirements of the Tender document.
- 18.3: Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, or between original and duplicate the lower of the two will prevail. If the supplier does not accept the correction of errors, its tender will be rejected and its earnest money deposit may be forfeited.
- 18.4: The Purchaser may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Tenderer.
- 18.5: Prior to the detailed evaluation, pursuant to ITT Clause 20, the Purchaser will determine the substantial responsiveness of each tender to the tender documents. For purposes of these Clauses, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Performance Security (GCC Clause 4). Applicable law (GCC Clause 15), and Taxes & Duties (GCC Clause 18) will be deemed to be a material deviation. The Purchaser's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 18.6: If a tender is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Tenderer by correction of the non-conformity.

19. Evaluation and Comparison of Tenders

- 19.1 The Purchaser will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to ITT Clause 7 for each schedule separately. No tender will be considered if the complete requirements covered in the schedule is not included in the tender. However, as stated in ITT Clause 7, Tenderers are allowed the option to tender for any one or more schedules and to offer discounts for combined schedules. These discounts will be taken into account in the evaluation of the tenders so as to determine the tender or combination of tenders offering the lowest evaluated cost for the Purchaser in deciding award(s) for each schedule.
- 19.2 The Purchaser's evaluation of a tender will exclude and not take into account:
- (a) In the case of goods manufactured in India or goods of foreign origin already located in India, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the Tenderer;

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- (b) Any allowance for price adjustment during the period of execution of the Contract, if provided in the tender.

19.3 The Purchaser's evaluation of a tender will take into account, in addition to the tender price (Ex-factory/ex-warehouse/off-the-shelf price of the goods offered from within India, such price to include all costs as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods, and Excise duty on the finished goods, if payable) and price of incidental services, the following factors, in the manner and to the extent indicated in ITT Clause 19.4 and in the Technical Specifications:

- (a) Cost of inland transportation, insurance and other costs within India incidental to the delivery of the goods to their final destination;
- (b) Delivery schedule offered in the tender;
- (c) Deviations in payment schedule from that specified in the Special Conditions of Contract;
- (d) The availability in India of spare parts and after-sales services for the goods / equipment offered in the tender;

19.4 Pursuant to ITT Clause 19.3, one or more of the following evaluation methods will be applied:

(a) *Inland Transportation, Insurance and Incidentals:*

- (i) Inland transportation, insurance and other incidentals for delivery of goods to the final destination as stated in ITT Clause 7.2 (iii).

The above costs will be added to the tender price.

F. Award of Contract

20. Post qualification

- 20.1: The Purchaser will determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated responsive tender meets the criteria specified in ITT Clause 9.2 (b) and is qualified to perform the contract satisfactorily.
- 20.2: The determination will take into account the Tenderer's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT Clause 9, as well as such other information as the Purchaser deems necessary and appropriate.
- 20.3: An affirmative determination will be a prerequisite for award of the Contract to the Tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Purchaser will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform the contract satisfactorily.

21. Award Criteria

- 21.1: Subject to ITT Clause 22, the Purchaser will award the Contract to the successful Tenderer whose tender has been determined to be substantially responsive and has been determined as the lowest evaluated tender, provided further that the Tenderer is determined to be qualified to perform the Contract satisfactorily.

22. Purchaser's right to vary Quantities at Time of Award

22.1: The Purchaser reserves the right at the time of Contract award to increase or decrease by up to 25 percent of the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

23. Purchaser's Right to Accept Any Tender and to reject any or all tenders

23.1: The Purchaser reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to affected Tenderer or Tenderers.

24. Notification of Award

24.1: Prior to the expiration of the period of tender validity, the Purchaser will notify the successful tenderer in writing by registered letter or by cable/telex or fax, to be confirmed in writing by registered letter, that its tender has been accepted.

24.2: The notification of award will constitute the formation of the Contract.

24.3: Upon the successful Tenderer's furnishing of performance security pursuant to ITT Clause 26, the Purchaser will promptly notify the name of the winning Tender to each unsuccessful Tender and will discharged its earnest money deposit, pursuant to ITT Clause 11.

24.4: If, after notification of award, a Tenderer wish to ascertain the grounds on which it's tender was not selected, it should address its request to the Purchaser. The Purchaser will promptly respond in writing to the unsuccessful Tenderer.

25. Signing of Contract

25.1: At the same time as the Purchaser notifies the successful tenderer that its tender has been accepted, the Purchaser will send the Tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

25.2: Within 21 days of receipt of the Contract Form, the successful Tenderer shall sign and date the Contract and return it to the Purchaser.

26. Performance Security

26.1: Within 21 days of the receipt of notification of ward from the Purchaser, the Successful Tenderer shall furnish the Performance Security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents or in another form acceptable to the Purchaser.

26.2: Failure of the successful Tenderer to comply with the requirement of ITT Clause 25.2 or ITT Clause 26.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the earnest money deposit, in which event the Purchaser may make the award to the next lowest evaluated Tenderer or call for new tender.

SECTION-III: GENERAL CONDITIONS OF CONTRACT

TABLE OF CLAUSES

Clause No.	Topic Number	Page No.
1	Definitions	13
2	Application	13
3	Standards	13
4	Performance Security	13
5	Inspection and Tests	14
6	Packing	14
7	Delivery and Documents	15
8	Insurance	16
9	Transportation	16
10	Incidental Services	16
11	Spare Parts	16
12	Warranty	16
13	Payment	17
14	Prices	17
15	Contract amendments	17
16	Delays in Supplier's Performance	17
17	Liquidated Damages	17
18	Termination for Default	18
19	Applicable Law	18
20	Notices	18
21	Taxes and Duties	18

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SECTION-III: GENERAL CONDITIONS OF CONTRACT

General conditions of Contract

1. Definitions

1.1: In this Contract, the following terms shall be interpreted as indicated:

- a) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations;
- c) "The Goods" means all the equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract;
- d) "services" means services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning provision of technical assistance, training and other obligations of the Supplier covered under the Contract;
- e) "GCC" means the General Conditions of Contract contained in this section.
- f) "SCC" means the Special Conditions of Contract.
- g) "The Purchaser" means the Rani Channamma University, "Vidya Sangama", Belagavi represented by the Registrar, VTU.
- h) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
- i) "Consignee" shall means Receiving Authority of the ordered Goods.
- j) "The State" means the Karnataka State.
- k) "The Government" means the Govt. of Karnataka State
- l) "The Project Site" or Destination, where applicable, means the place or places named in SCC.
- m) "Day" means working day.

2. Application

2.1: These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

3. Standards

3.1: The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned; to the authoritative standard appropriate to the Goods' country of origin and such standards shall be the latest issued by the concerned institution.

4. Performance Security

4.1: Within 21 days of receipt of the notification of contract award, the Supplier shall furnish Performance Security to the Purchaser for an amount of 5% of the Contract Value, valid up to 60 days after the date of completion of performance obligations including Warranty obligations. In the event of any correction of defects or replacement of defective material during the Warranty period, the Warranty for the corrected/replaced material shall be

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- extended to a further period of 12 months and the Performance Bank Guarantee for proportionate value shall be extended 60 days over and above the initial Warranty period.
- 4.2: The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 4.3: The Performance Security shall be denominated in Indian Rupees and shall be in one of the following forms:
- (a) A Bank guarantee, issued by a nationalized/scheduled bank in the form provided in the tender documents or another form acceptable to the Purchaser; or
 - (b) A cashier's check or Banker's certified check, or crossed demand draft or pay order drawn in favor of the Purchaser.; or
 - (c) Specified small savings instruments duly pledged to the Purchaser.
- 4.4: The performance Security will be discharged by the Purchaser and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations, under the Contract.
- 4.5: In the event of any contract amendment, the Supplier shall, within 20 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the duration of the Contract as amended for 60 days after the completion of performance obligations

5. Inspections and Tests and Execution of Work

- 5.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing in a timely manner of the identity of any representatives retained for these purposes.
- 5.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery and/or at the Goods final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data - shall be furnished to the inspectors at no charge to the Purchaser.
- 5.3 Should any inspected or tested Goods fail to conform to the specifications, the Purchaser may reject the goods and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.
- 5.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at Project Site shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the Purchaser or its representative prior to the Goods shipment.
- 5.5 Nothing in GCC Clause 7 shall in any way release the Supplier from any warranty or other obligations under this Contract.
- 5.6 Manuals and Drawings
- 5.6.1 Before the goods and equipment are taken over by the Purchaser, the Supplier shall supply operation and maintenance manuals together with drawings of the goods and equipment. These shall be in such detail as will enable the Purchaser to operate, maintain, adjust and repair all parts of the equipment as stated in the specifications.

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5.6.2 The manuals and drawings shall be in the ruling language (English) and in such form and numbers as stated in the contract.

5.6.3 Unless and otherwise agreed, the goods and equipment shall not be considered to be completed for the purpose of taking over until such manuals and drawings have been supplied to the Purchaser.

5.7 For the System & Other Software the following will apply:

The Supplier shall provide complete and legal documentation of hardware, all sub-systems, operating systems, compiler, system software and the other software. The Supplier shall also provide licensed software for all software products, whether developed by it or acquired from others. The supplier shall also indemnify the purchaser against any levies/penalties on account of any default in this regard.

5.8 Acceptance Certificates:

5.8.1 On successful completion of acceptability test, receipt of deliverables etc, and after the purchaser is satisfied with the working of the system, the acceptance certificate signed by the supplier and the representative of the purchaser will be issued. The date on which such certificate is signed shall be deemed to be the date of successful commissioning of the systems.

5.8.2 The training as per Clause 24 of Special Conditions of Contract shall be conducted on the dates mutually agreed upon and within two months from the date of acceptance of supply.

6. Packing

6.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt, and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

6.2 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided for in the Contract including additional requirements, if any, specified in SCC and in any subsequent instructions ordered by the Purchaser.

6.3 Packing Instructions: The Supplier will be required to make separate packages for each Consignee Each Package will be marked on three sides with proper paint/indelible ink the Following:

i) Project ii) Contract No. iii) Suppliers Name, and iv) Packing List Reference number.

7. Delivery and Documents

7.1: Delivery of the Goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in the Notification of award along with supporting documents.

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8. Insurance

8.1: The goods supplied under the Contract shall be fully insured against loss or damage during transportation, storage and delivery.

9. Transportation

9.1: Where the Supplier is required under the Contract to transport the Goods to a specified place of destination within the State defined as project site, transport to such place of destination in State including insurance, as shall be specified in the Contract, shall be arranged by the Supplier, and the related cost shall be included in the Contract price.

10. Incidental Services

10.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) Performance or supervision of the on-site assembly and/or start-up of the supplied Goods;
- (b) Furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) Furnishing of detailed operations and maintenance manual for each appropriate unit of supplied Goods;
- (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- (e) Training of the Purchaser's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance and/or repair of the supplied Goods.

10.2 Prices charged by the Supplier for incidental services, shall be included in the Contract Price for the Goods.

11. Spare Parts

11.1 As specified in the SCC, the Supplier may be required to provide , notifications, and information pertaining to spare parts manufactured or distributed by the Supplier, such spare parts as the Purchaser may elect to purchase from the Supplier, providing that this election shall not relieve the Supplier of any warranty obligations under the Contract; and

11.2 The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods, such as gaskets, plugs, washers, belts etc. Other spare parts and components shall be supplied as promptly as possible but, in any case, within 3 months of placement of order.

12. Warranty

12.1 The Supplier warrants that the Goods supplied under this Contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the State.

12.2 This warranty shall remain valid for hours of operation or 12months after the Goods or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for 18 months after the date of shipment from the place of loading whichever period concludes earlier.

13. Payment

- 13.1: The method and conditions of payment to be made to the Supplier under this Contract shall be specified in the SCC.
- 13.2: The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and the Services performed, and by documents, submitted pursuant to GCC Clause 7, and upon fulfillment of other obligations stipulated in the contract.
- 13.3: Payments shall be made promptly by the Purchaser but in no case later than ninety (90) days after submission of the invoice or claim by the Supplier.
- 13.4: Payment shall be made in Indian Rupees.

14. Prices

- 14.1: Prices payable to the supplier as stated in the contract shall be firm during the performance of the contract.

15. Contract Amendments

- 15.1: No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

16. Delays in the Supplier's Performance

- 16.1: Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser in the Schedule of Requirements.
- 16.2: If at any time during performance of the Contract, the Supplier or its sub-contractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidate damages, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 16.3: A delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 17, unless an extension of time is agreed upon pursuant to GCC Clause 16.2 without the application of liquidated damages.

17. Liquidated Damages

- 17.1: If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10% of the Contract Price. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 18.

18. Termination for Default

18.1: The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

- a) If the Supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 16; or.
- b) If the Supplier fails to perform any other obligation(s) under the Contract.
- c) If the Supplier, in the judgement of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

18.2: In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 18.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

19. Applicable Law

19.1: The Contract shall be interpreted in accordance with the laws of the Union of India.

20. Notices

20.1: Any notice given by one party to the other pursuant to this Contract shall be sent to other party in writing or by cable or facsimile and confirmed in writing to the other Party's address specified in SCC.

20.2: A notice shall be effective when delivered or on the notice's effective date, whichever is later.

21. Taxes and Duties

21.1: Suppliers shall be entirely responsible for all taxes (including Sales tax), duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser.

SECTION-IV: SPECIAL CONDITIONS OF CONTRACT

TABLE OF CLAUSES

Clause No.	Topic Number	Page No.
1	Definitions (GCC Clause-1)	20
2	Inspection and Tests (GCC Clause 5)	20
3	Delivery and Documents (GCC Clause 7)	20
4	Incidental Services (GCC Clause 10)	20
5	Payment (GCC Clause 13)	20
6	Notices (GCC Clause 20)	20

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SECTION-IV: SPECIAL CONDITIONS OF CONTRACT

Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of contract. Whenever there is conflict, the provisions herein shall prevail over those in the general conditions of Contract. The corresponding clause number of the General Conditions is indicated in parentheses.

1. Definitions

- a) The Purchaser is **Registrar, RCU, Belagavi**
- b) The Supplier is.....

2. Inspection and Tests (GCC Clause 5)

The following inspection procedures and tests are required by the Purchaser;
As prescribed in (GCC Clause-7)

3. Delivery and Documents (GCC Clause 7)

Upon delivery of the Goods, the supplier shall furnish to the Purchaser the following documents:

- i. One Original and two Copies of the supplier invoice preferred in the name of Registrar, RCU showing contract number, goods' description, quantity, unit price, total amount and; duly certified by the Consignee.

4. Incidental Services (GCC Clause 10)

The following services covered under clause 10 shall be furnished and the cost shall be included in the contract price:

Nil

5. Payment (GCC Clause 13)

i

Sl. No.	Particulars of	Amount to be released in (%)
1	On Delivery & After Successful Installation and after Certification of receipt, verification and acceptance of Goods by the Consignee	95%
2	After Warranty Period (Subject to BG/FD/DD)	5%

- i. *Against Supplies Invoices as Specified in SCC Clause 3.*
- ii. Subject to recovery of statutory levies as applicable.
- iii. Against Photo copy of the IT PAN Card.

6. Notice (clause 20)

For the purpose of all notices, the following shall be the address of the Purchaser and Supplier.
The Purchaser is **Registrar, RCU, Belagavi.**

The Supplier is (To be filled in at the time of Contract signature)

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SECTION-V: SCHEDULE OF REQUIREMENTS

(To be inserted in the Tender Documents by the Purchaser, as applicable. The Schedule should cover, at a minimum, the required items, quantities, services, delivery period(s) and earnest money deposit (EMD).

Part – I

Sl. No	Item Particulars	Unit/Qty per annum	Estimation	Delivery Schedule	EMD in Rupees	Period
1	Tender for Pre-Printing and Supply of Degree Certificates, to RCU Examination Section, Belagavi	30,000 No's	Rs. 4,00,000/-	Delivery in 10 days from date of issue of PO to RCU Examination Section, Belagavi	₹.20,000/-	02 years

Part – II (Incidental Services)**

Nil

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SECTION-VI: TECHNICAL SPECIFICATIONS

Specification for Degree Certificates:

01	Paper	Non-Terrible Paper (Cut Sheets)
02	GSM	150 GSM
03	Size	(A4 size)
04	Minimum no of security features	13 (As mentioned below)
05	Printing colour	Multi-colour
06	Size, Dimensional accuracy	Degree Certificates must all be of exact A4 (8.27" x 11.69") size and edges must be sharp and must not jam when used in a high-speed printer
07	Packing	Degree Certificates must be packed in bundles of not more than 250 sheets and edges and concerns must not wrap.
08	Hologram Attachment	Hologram should be affixed to each degree certificate. The holograms should be purchased from the supplier as per our specifications and design. Only design and specification should be provided and No Holograms should be supplied from RCU.

CLAUSES

1. The tenderer / bidder should be is a registered company with ISO certification. Copies of registration certificate along with ISO certification to be enclosed with a bid. (ie. ISO-9001 and ISO-27001 for security).
2. To protect the highly confidential nature of this job, outsourcing the job in-full or part is strictly prohibited. The tenderer / bidder should have in house facility for the entire process of pre-printing the certificate.
3. A minimum of 13 security features to be incorporated in the **Degree Certificates**
4. The tenderer / bidder should be registered as a security printer approved by the Indian Banks association, Mumbai.
5. The tenderer/ bidder should have supplied security documents to the Universities established under UGC/AICTE.
6. The paper to be used shall be as per the specifications mentioned and compatible with the work order.
7. The paper must be compatible for lamination also and there should not be any harm/damage to the paper if it is laminated.
8. The tenderer/ bidder must have done high volumes of security job for government establishments/ educational institutes continuously for three years and must provide proofs for carrying out such work.
9. The tenderer/ bidder must submit 10 pre-printed samples with variable data printing for the provided specification and must have all the properties mentioned in the specification.

Details of Security Features of Degree Certificates

SI No	Features	Description
1	High Resolution Boarder	Intricately designed BOARDERS can be achieved through high resolution printing. The designs get destroyed when scanned or copied, making accurate reproduction of the document difficult and tedious.

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2	Foil Stamping	The UNIVERSITY LOGO is printed on the document. It can protect the document very well than holograms because the foil images become part and parcel of the paper. So, we cannot peel off.
3	Visible Fluorescent Ink	The colour of Passing certificate & Degree certificate is printed in visible ink changes to another colour and fluoresces under a UV light. This feature cannot be scanned or photocopied.
4	Bar code	This is a special technology it can be readable only with special equipments. RCU and prefix of SI No is printed in Car code Technology.
5	Penetrating numbering	SERIAL NUMBERS are printed using a TWO component ink. One component penetrates the paper fibres of the document. The other visible on the front and is surrounded by a halo. These numbers are virtually impossible to alter without detection.
6	Prismatic Printing	A multi-coloured pantograph is printed in which one colour gradually fades into the next. The Prismatic colour variations are difficult to reproduce on colour copiers and are extremely difficult to duplicate on colour printers generally associated with DTP systems.
7	Magic Text	A special design is printed or an image or Logo is incorporated which is not visible to the naked eye. A specially designed computer test film authenticates your document by making a secret message RCU visible clearly.
8	Micro Line Printing	A word or phrase so small that it appears to be a line or pattern to the naked eye. When magnified, a word RCU appears.
9	Void Pantograph	Warning messages hidden in decorative printed pantograph backgrounds which provide a wide range of effective protection against colour copiers or scanners/ Desktop Publishing Fraud. A COPY message is clearly visible in a photocopy of the document.
10	Simulated Water Mark	Transparent Penetrating ink printed on the document penetrates into fibres of the paper and produces a transparent image of RCU LOGO that replicates conventional watermarks put into the paper at the mill. These images are difficult to reproduce on colour copiers and scanners.
11	Laxmana Rekha	Words of RANI CHNNAMMA UNIVERSITY appear so small that it appears to be a line or pattern to the naked eye. When magnified, a word or message appears in reverse.
12	Invisible Ink Printing	An image of RCU LOGO is printed with Invisible Ink which is not visible to the naked eye unless it is exposed to Ultra Violet Black Light to make it visible.
13	Blind Embossing	An image of RCU LOGO is impressed into the document (raised on the one side, depressed on the other). It is generally covered by design for extra protection as it will be overlooked by the forgers.

In case of doubt as regards the quality of Materials used for the work, at any stage of execution or dispatch, the Purchaser reserves the right to get the Material tested of the Manufacturer at the risk and cost of the Supplier

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SECTION VII: QUALIFICATION CRITERIA

The prospective Tenderer should meet the following pre-qualification criteria. The Tenderer who do not comply with said criteria will not be evaluated and rejected out rightly without assigning any reasons. Firms / Companies intending to participate shall fulfill the following eligibility criteria:

1. Tenderer must be Public Limited / Private limited Company / Registered Company with registering authority as per Companies Act 1956, or State / Central Government organization. (Self-attested copy of Certificate of Incorporation must be attached along with Technical Tender)
2. Tenderer must have completed at least two financial years in the preceding 5 years as on 31st March 2019. (Audited report must be attached along with the Technical Bid)
3. The Tenderer must have an average consolidated turnover of Rs.10 Lakh for the previous three years 2016-17, 2017-18 and 2018-19. (A certificate from the Chartered Accountant must be attached with the Technical bid.)
4. The Tenderer should not have been black listed by any State or Central Government Department in India. Company / Firm should submit a self-declaration in this regard. Any false declaration would lead to rejection of bids. (Self-Attested declaration must be attached along with Technical Bid)
5. The Tenderer should have supplied pre-printed degree certificates or similar work in at least two state / central government universities or Departments as per specifications mentioned in Section –VI. (A copy of work order/Purchase order along with the satisfactory completion certificate from the customer must be attached along with the Technical Tender.).
6. The Tenderer must have valid GST registration Certificate. & must have valid PAN number. (Self-attested copies of registration certificates & copy of PAN certificate must be enclosed with Technical Bid)
7. The tenderer / bidder should be registered as a security printer approved by the Indian Banks Association, Mumbai.
8. Tenderer should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Karnataka & Other State.
(A self-declaration must be attached along with the Technical Bid)
9. The Tenderer shall be ISO 9001-2008 and ISO 27001 Certified company and copies of the same must be attached along with Technical bids (The self-attested copies must be attached along with Technical Tender)
10. The Sample of the items Classified in the Section –VI shall reach the office of the Registrar (Evaluation) Rani Channamma University, Belagavi on or before the last date submission of samples.

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SECTION VIII: TENDER FORM

Date :.....
IFT No :.....

To: (Name and address of purchaser)
**THE REGISTRAR
RANI CHANNAMMA UNIVERSITY,
VIDYA SANGAMA,
BELAGAVI-590 018**

Gentlemen and/or Ladies:

Having examined the Tender Documents including Addenda Nos..... [*insert numbers*], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver..... (*Description of Goods and Services*) in conformity with the said tender documents for the sum of (*Total tender amount in words and figures*) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this tender.

We undertake, if our tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this tender for the Tender validity period specified in Clause 14.1 of the ITT and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand that you are not bound to accept the lowest or any tender you may receive.

We clarify/confirm that we comply with the eligibility requirements as per ITT Clause 1 of the tender documents.

Dated this day of 20..

(signature)

(in the capacity of)

Duly authorized to sign Tender for and on behalf of

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PRICE SCHEDULE

Sl. No.	Item Description	Quantity and unit	FOR Destination Rate inclusive of GST		Total FORD Cost inclusive of GST
			In Figs.	In Words (Rupees)	
1	2	3	3	4	5
1	Pre-Printing and Supply of Degree Certificates	30,000			
	Total =				

Note: In case of discrepancy between unit price Total tender Prices in
and total price, the unit price will prevail Rs.(Words).....

Signature of Tenderer.....

Name and Address:.....

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SECTION X: CONTRACT FORM

THIS AGREEMENT made theday of....., 2020 and valid up to the ____ day of 20 Between (*Name of purchaser*) of (*Country of Purchaser*) (hereinafter called "the Purchaser") of the one part and (*Name of Supplier*) of (*City and Country of Supplier*) (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz., (*Brief Description of Goods and Services*) and has accepted a tender by the Supplier for the supply of those goods and services in the sum of (*Contract Price in Words and Figures*) (hereinafter called "the Contract Price").

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 referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Tender Form and the Price Schedule submitted by the Tenderer;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Purchaser's Notification of Award.

Notification of Award:
dtd.....

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 therein 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.

Brief particulars of the goods and services which shall be supplied / provided by the Supplier are as under:

SI No	Brief Description of Goods & Services	Qty. to be supplied	Unit Price	Total Price	Delivery Period
01					
02					

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TOTAL VALUE:
DELIVERY SCHEDULE:

The Contract shall be interpreted in accordance with the laws of the Union of India and restricted to Jurisdiction of Belagavi City only

All the terms and conditions as per tender documents and purchase order.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

said..... (For the Purchaser)

in the presence of:

Signed, Sealed and Delivered by the

said..... (For the Supplier)

in the presence of:

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SECTION XI. PERFORMANCE SECURITY FORM

To: (Name of Purchaser) WHEREAS..... (Name of Supplier) hereinafter called "the Supplier" has undertaken, in pursuance of Contract No..... dated,..... 20... to supply..... (Description of Goods and Services) hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a Guarantee:
THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of..... (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of.....20.....

Signature and Seal of Guarantors
.....
.....
.....
Date.....20....
Address:
.....
.....

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SECTION XII
(Please see Clause 11.2 (b) (ii) of the Instructions to Tenderers)

Proforma for Performance Statement for the last three years

IFT No..... Date of Opening..... Time Hours

Name of the Firm:

.....

Orders placed by (Full address of Purchaser)	Order No and Date	Description and Quantity of Goods ordered	Value of Order	Date of Completion of Delivery As per contract/Actual	Remarks indicating reasons for late delivery, if any	Has the goods/ equipment been satisfactorily functioning? (Attach a Certificate from the Purchaser)
1	2	3	4	5	6	7

Signature and Seal of the Tenderer: -----

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SECTION XIII: - MANUFACTURERS' AUTHORIZATION FORM

* (Please see Clause 11.2(a) of

Instructions to Tenderers)

No..... dated

To

Dear Sir:

IFT No.

We..... who are established and reputable manufacturers of(name and description of goods offered) having factories at(address of factory) do hereby authorize M/s(Name and address of Agent) to submit a tender, and sign the contract with you for the goods manufactured by us against the above IFT.

No company or firm or individual other than M/s..... are authorized to tender, and conclude the contract for the above goods manufactured by us, against this specific IFT. (This para should be deleted in simple items where manufacturers sell the product through different stockists.)

We hereby extend our full guarantee and warranty as per Clause 14 of the General Conditions of Contract for the goods and services offered for supply by the above firm against this IFT.

Yours faithfully,

(Name)
(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. It should be included by the Tenderer in its tender.

- Modify this format suitably in case where manufacturer's warranty and guarantee are not applicable for the items for which bids are invited.

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