

**UNIVERSITY OF LUCKNOW
LUCKNOW -226007**

SHORT TERM TENDER NOTICE NO.: JEE B.Ed. 2016, L.U. /1/2016



Dated: April 05th, 2016

**Short term Tender/Bid invited
for supply of different items in JEE B.Ed. 2016**

Non transferable

**JEE B.Ed. 2016
UNIVERSITY OF LUCKNOW
LUCKNOW -226007**

TENDER NOTICE NO. JEE B.Ed. 2016,L.U. /1/2016

Dated: 05th APRIL, 2016

Tenders for Carry / Luggage bags with one pocket & zips, carry bags with 4 wheels 24''x15''x10'', printing of Counselling Booklets & File Covers, Generator 10 KVA trolley fixed and Digital Signature for Lucknow University, Lucknow.

Sealed tenders are invited from registered, experienced & reputed firms under **Two Bid systems, i.e. Technical Bid & Financial Bid** for the above items University of Lucknow, Lucknow. The tender document is available on University web site www.lkouniv.ac.in to enable the bidders to download tender document for submitting their bids on University of Lucknow against the tender notice.

1. Detailed description of the item required along with specification is annexed.

2. **Time Schedule:**

Date of downloading of Bid document: **06.04.2016 onwards till 10.04.2016, 2:00 pm**

Last Date & Time for receipt of tenders: **12.04.2016 till 2.00 pm**

Date & Time for opening of Bid: **12.04.2016 at 4:00 pm in Committee room, Administrative block of University of Lucknow.**

Place of submission of tender: Proctor Office, University of Lucknow, Lucknow.

3. **Cost of Tender Form:** Rs. 500.00 in form of bank draft from any Nationalized Bank in favor of "**Finance Officer, University of Lucknow**" payable at Lucknow must be enclosed with tender form. Cost of tender form is Non-refundable.

4. Validity of Tender: 90 days from the date of opening of tender.

5. The interested firms may put the document completed in all respects along with Earnest Money Deposit (EMD) in the name of "**Finance Officer, University of Lucknow**", **Lucknow-226007** in form of bank draft only from any Nationalized Bank. **Tenders/Bids not accompanied by the requisite Demand Drafts shall not be considered and shall be rejected.**

6. Earnest money deposit detail

• Carry/ Luggage Bags	:	Rs. 5,000/- EMD
• Carry Bags with wheels	:	Rs. 5,000/- EMD
• Printing of Counseling Booklets	:	Rs. 50,000/- EMD
• File Covers with black & white print	:	Rs. 10,000/- EMD
• Generator 10KVA silent with Trolley Installed	:	Rs. 10,000/- EMD
• Digital Signature	:	Rs. 10,000/- EMD

Any bid not accompanied with required EMD as given above shall not be considered.

7. The University of Lucknow, reserves all right to amend or withdraw any of the terms and conditions contained in tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of University of Lucknow in this regard shall be final and binding on all.

**State Coordinator,
JEE B.Ed. 2016,
University of Lucknow,
Lucknow- 226007**

Instructions to Bidders

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Pre Qualification Requirement of Bidders

1. Tenders are invited from registered and reputed firms having experience in the field.
2. For printing work the firms should be SSI registered having atleast 2.0cr. turnover and experience of more than 5 years.
3. **Capacity**-The firm should be capable of mobilizing adequate arrangement for the supply of aforesaid items required in the University of Lucknow, Lucknow.
4. **Penalty**- Penalty @ 10% of the value of the order shall be imposed for every day of delay in the supply of the full order.
5. **Arbitration**- In case of any dispute, the decision of University of Lucknow shall be binding. University of Lucknow has the right to cancel all or any of the tenders without assigning any reason. .
6. **Legal Jurisdiction**- For legal dispute, if any, the jurisdiction will be limited to the District of Lucknow.
7. Rates quoted by the firms (L 1) are negotiable. .
8. **Technical and financial bids**, duly signed and stamped, to be **kept separately in sealed envelopes**. The envelope containing bids should be marked on top as “**Technical/Financial bids for scientific equipment (specify the name).**”
9. Tender should be addressed to **State Coordinator, JEE B.Ed. 2016, University of Lucknow, Lucknow-226007**.
10. With tender form, specification of above items supplied must be written, sealed and signed by the authorized signatory.
11. Non compliance of order, in time, will be treated as non compliance of the terms and conditions.
12. Supply of the Counseling Booklet is to be done to the concerned City Coordinator at the counseling centers. (List of counseling centre / cities attached)
13. No advance amount will be given.
14. Quantity to be supplied and work to be completed may change at the time of order.
15. Without assigning any reason any tender or all tenders can be cancelled by the University authorities at any stage.
16. Affidavit will be given by the bidder that they will follow the all the mentioned terms and conditions.
17. Payment will be made to the firms after deducting the Taxes if applicable through the Finance & Accounts office of the University of Lucknow.
18. Incomplete and conditional tenders will not be accepted.

**State Coordinator,
JEE B.Ed. 2016,
University of Lucknow,
Lucknow- 226007**

Specification
University of Lucknow

Sl.No.	Item(s)	Unit(s)	Specifications
1.	Carry luggage bags	700	15''x12''x8'' with one pocket & zip
2.	Carry bags with wheels	50	24''x 15''x 10''
3.	Printing of A4 size Counselling Booklets of approximately 100 pages	310000 (Approximately)	Glossy cover page of 100 GSM (Black & white) and inside pages of 70 GSM, map litho paper back to back printing (Black & White).
4.	File Cover with black and white print	310000 (Approximately)	File cover of 25cm (breadth) x 35cm(height) mill made card sheet of 300 GSM, single colour, black printed on cover outside and cover inside, double hols eyelet for tag. Booklet will be stapled at two places.
5.	Generator	01	10 KVA, Trolley installed
6.	Digital Signature	300 (Approximately)	Digital Signature Certificate Class-II Validation 2 years with token.

Note:

1. The quality may vary.
2. The details of examination cities are enclosed.
3. *Since the number of pages on the booklet may vary, therefore the bidders are required to quote on the basis of number of pages.
4. The delivery of items no.1 and 2 is required in a week from the date of order.

University of Lucknow
Technical Bid

The bidders should furnish the under mentioned information and also enclose the copy of the respective document as mentioned below failing which their bids will not be considered.

1. Name of the Firm along with Full Address:

2. Name of the Proprietor:

3. Telephone / Mobile Number:

4. Bank Account Number:

5. Income Tax Permanent Account Number:

(Please enclose photocopy)

6. Registration with Trade Tax:

Trade Tax Reg. No.

C.S. T. No.

ST/VAT No.

TIN No.

7. Income Tax Return for the past year (Please enclose photocopy):

8. Firm deed & Registration of the firm: (Please enclose photocopy):

9. **(a) Demand Draft towards the cost of the Tender Form (Rs. 500/=):**

Draft No.

Name of the issuing Bank

Date:

(b) Demand Draft for the Earnest Money Deposit: Rs. 5, 000/- EMD

For Item No.1 (Carry luggage bag):

Draft No.

Name of the issuing Bank

Date:

(c) Demand Draft for the Earnest Money Deposit: Rs. 5, 000/- EMD

For Item No.2 (Carry bags with wheels)

Draft No.

Name of the issuing Bank

Date:

(d) Demand Draft for the Earnest Money Deposit: Rs. 50,000/- EMD

For Item No.3 (Printing of Counseling Booklets)

Draft No.

Name of the issuing Bank

Date:

(e) Demand Draft for the Earnest Money Deposit: Rs. 10,000/- EMD

For Item No.4 (File cover and black & white print)

Draft No.

Name of the issuing Bank

Date:

(f) Demand Draft for the Earnest Money Deposit: Rs. 10,000/- EMD

For Item No. 5 (Generator) 10 KVA on trolley installed.

Draft No.

Name of the issuing Bank

Date:

(g) Demand Draft for the Earnest Money Deposit: Rs. 10,000/- EMD

Demand Draft should be drawn in favor of Finance Officer, University of Lucknow,

Lucknow, payable at Lucknow. Tenders/Bids not accompanied by the requisite

Demand Drafts shall not be considered and shall be rejected.

Signature with seal and Date-

University of Lucknow
UP JEE B.ED. 2016

S.No.	Name of Counselling Centres / Cities
1.	AGRA
2.	ALIGARH
3.	ALLAHABAD
4.	AZAMGARH
5.	BAREILLY
6.	FAIZABAD
7.	GHAZIABAD
8.	GORAKHPUR
9.	JAUNPUR
10.	JHANSI
11.	KANPUR
12.	LUCKNOW
13.	MEERUT
14.	MORADABAD
15.	VARANASI

Financial Bid
University of Lucknow, Lucknow

S.No.	Item(s)	Unit(s)	Specifications	Unit Price in Rs. (In words & Figures both) Inclusive of all Taxes, Manpower & freight etc.
1.	Carry luggage bags	700	15''x12''x8'' with one pocket & zip	
2.	Carry bags with wheels	50	24''x 15''x 10''	
3.	Printing of A4 size Counselling Booklets of approximately 100 pages	Each file cover	Glossy cover page of 100 GSM (Black & white) and inside pages of 70 GSM, map litho paper back to back printing (Black & White).	
4.	File Cover with black and white print	Each file cover	File cover of 25cm (breadth) x 35cm(height) mill made card sheet of 300 GSM, single colour, black printed on cover outside and cover inside, double hols eyelet for tag. Booklet will be stapled at two places.	
5.	Generator	01	10 KVA, Trolley installed	
6.	Digital Signature	300 (Approximately)	Digital Signature Certificate Class-II Validation 2 years with token.	

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Signature with Seal and date-