

उत्तराखण्ड मुक्त विश्वविद्यालय, हल्द्वानी, (नैनीताल)

Uttarakhand Open University

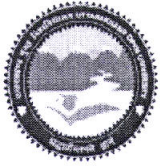
Tender Notice for Supply of Pre-Printed Envelops Year 2020-21

Time Table

1	Date of availability of tender documents at uktenders.gov.in	04 th March 2020 11:00 AM (IST)
2	Start date of downloading of tender documents	04 th March 2020 11:00 AM (IST)
3	Last date of submission of original tender fee, bid security and affidavit at university office in physical form	27 th March 2020 05:00 PM (IST)
4	BID SUBMISSION CLOSING DATE and TIME	27 th March 2020 05:00 PM (IST)
5	BID OPENING DATE and TIME	28 th March 2020 11:00 AM (IST)
6	Place of Opening of proposals	Conference hall Uttarakhand open university, Teenpani bypass Haldwani Distt Nainital Uttarakhand

Note: 01.

- a. The following documents has to be submitted in University by Post / By Hand on or Before Last date in original otherwise the tender submitted on line will not be considered:-
 1. **Rs 590.00 University Cash Receipt / Demand Draft of Tender Documents Fees including GST in Original.***
 2. **Rs 10,000.00 University Cash Receipt / Demand Draft for EMD in Original.***
 3. **Non Blacklisted affidavit in Original.***
 - b. Scanned Copy of documents related to Technical Bids & financial Bids will be uploaded on <http://uktenders.gov.in> by the tenderer.
02. Rates will also be entered in Financial Bids in <http://uktenders.gov.in> by the tenderer.
03. The tenderer can take sample of envelopes for size, type, printing material, model and paper GSM used to make envelope from University on any working day before the last date of tender.
04. The tenderer are requested to read the terms and conditions carefully and fill the bid form accordingly.
05. University will not responsible for any postal delay.



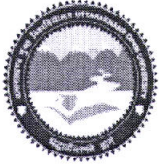
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General Terms and Conditions:

- The tenderers must have valid DSC to upload the tender.
- Self attested photo copy of valid GST Number of Firm / Owner / Proprietor must be uploaded with technical bid.
- Self attested photo copy of valid PAN Card of Firm / Owner / Proprietor must be uploaded with technical bid.
- Taxes will be deducted as per Government rules at source (from the bill).
- Two bid System Tender process will be adopted :
- The following documents are to be submitted in University by Post / By Hand on or Before Last date in Original otherwise the tender submitted online will not be considered. :
 - i- Rs 590.00 University Cash Receipt / Demand Draft of Tender Documents Fees in Original
 - ii- Rs 10,000.00 University Cash Receipt / Demand Draft For EMD in Original
 - iii- Non Blacklisted affidavit in Original
- Documents related to "TECHNICAL BID" & "FINANCIAL BID" must be uploaded on "<http://uktenders.gov.in>" by the tenderer.
- Conditional tenders shall not be accepted.
- Tender Cost Rs.590.00 (with GST) is to be deposited in University account either in shape of University Receipt or through Bank Demand Drafts, in favor of Finance Officer, Uttarakhand Open University, payable at Haldwani. Demand Draft must have validity of 90 days and made from any Nationalized Bank.
- E.M.D. Rs. 10,000.00 is to be deposited in University account either in shape of University Receipt or through Bank Demand Drafts, in favor of Finance Officer, Uttarakhand Open University, payable at Haldwani. Demand Draft must have validity of 90 days from any Nationalized Bank.
- The turnover of firm /owner/proprietor must be not less than Rs 5.00 Lakh (Rs Five Lakhs) for each year.
- The tenderer has to submit Non Black Listed affidavit in Rs 100.00 stamp paper in prescribed format.



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- The rates must be quoted on line in "<http://uktenders.gov.in>" financial bids where space is provided.
- Only those tender's financial bids will be open whose technical bids will be found eligible.
- E.M.D. of unsuccessful bidders will be returned as per rules of the University.
- Tenderer may see the Sample of envelope at University on any working day.
- The rates of 1000 Envelop as a unit must be quoted in figures and words both.
- Terms and conditions laid down in purchase order must be accepted unconditionally unless otherwise stated.
- The quantity mentioned in tender document may increase or decrease at the time of placing purchase order.
- The successful bidder has to deposit Job Security amount Rs 25,000.00 (Rs Twenty Five Thousand Only) at the time of agreement in the form of Demand draft in favor of Finance Officer, Uttarakhand Open University payable at Haldwani.
- The successful bidder has to enter into an agreement to this effect on Rs. 100.00 non-judicial stamp paper.
- The rates accepted, shall remain valid for one complete year from contract signing date, but contract can be extended as per requirement of University without any change in rates and terms conditions.
- University reserves the right to cancel the agreement at any stage.

SCOPE OF WORK

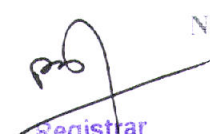
- Supply of printing of high quality laminated envelopes to carry study materials through courier / By Post / Bulk Dispatch may weigh up to 6-7 Kg.
- Supply of envelopes of different sizes for miscellaneous office use.

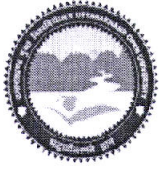
OPENING OF TENDER

- The Required documents* in original related to tender must reach to the office of the Registrar, Uttarakhand Open University, Behind Transport Nagar, Vishwavidyalay Marg, Teenpani Haldwani, Nainital-263139, by only REGISTERED SPEED POST / BY HAND on or before last date of receiving the tender by 5 PM.

Page- 4

Teenpani Bypass, T.P. Nagar, Haldwani-263139
Nainital (Uttarakhand) Phone No. +91-5946-286000 Fax No. 264232
Website: www.uou.ac.in, E-mail: info@uou.ac.in


Registrar
Uttarakhand Open University
Haldwani (Nainital)



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- Bids will be open at 11.00 AM in the presence of tenderers or their representative on Date fixed at University conference hall.
- If there is Holiday on the bid opening date, tender will be opened on next working day.
- The representative must have authorization letter and valid ID Proof to participate in tender process from their organization otherwise they will not be allowed to take part in tender process.
- Late received of required documents will not be entertained. University will not be responsible for any cause of delay.

PAYMENT

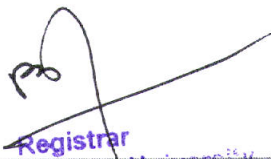
- Request for advance payment shall not be entertained.
- Payment shall be made only after satisfactory consignment of order supplied to the Store Department & verified by the authorized officer/ committee.
- Supply should be made in accordance with the purchase order.

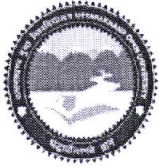
PENALTY

- Penalty may be imposed against the firm (if the supply is of inferior quality, delayed & part supply of consignment) penalty will solely on the discretion of the Competent Authority of Uttarakhand Open University which may varies from 5-10% of the order value.

DISPUTE

- In case of any dispute, decision of Honorable Vice Chancellor, Uttarakhand Open University will be final and binding upon both the parties.


Registrar



उत्तराखण्ड मुक्त विश्वविद्यालय, हल्द्वानी, (नैनीताल)

Uttarakhand Open University

TECHNICAL BID

For supply of Pre-Printed Envelopes

SI No.	Requirement	Uploaded (Y/N)	Enclosure No.
01.	Tender form fee Rs. 590.00 (including GST)	Bank Draft/ University Receipt No.	
02.	EMD Detail Rs. 10,000.00	Bank Draft/ University Receipt No.	
		Name of Bank	
		Date	
03.	Non Black Listed affidavit		
04.	Self attested GST Registration certificate		
05.	Self attested PAN Card		
06.	CA report (for turnover not less than Rs. 5 Lack)	Year	Turnover
		2016-2017	
		2017-2018	
		2018-2019	
07.	Income tax return certificate proof	Year	
		2016-2017	
		2017-2018	
		2018-2019	
08.	Experience certificate related to envelop supply to any Government department/ Government University/ college etc. (self attested photocopy of Purchase order/ chalan received/bill paid copy etc.)		

(Signature and seal of the Tenderer)



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Uttarakhand Open University

Registrar
Uttarakhand Open University,
Haldwani -263139

On Rs. 100/- Non Judicial Stamp Paper

PROFORMA FOR NONE BLACKLISTING

UNDERTAKING

I / we do hereby declare that our firm is not black listed or debarred or prohibited by Government of Uttarakhand /Government of India or any State Government / Board / Universities, since inception of the firm / Company, and no enquiry is pending against my/our firm/company and no criminal case is pending against the firm/company.

I further undertake and understand that if above declaration proves to be wrong incorrect or misleading, our tender/ contract stands to be cancelled/ terminated.

Signature of Authorized Person:

Name and seal of the firm:

Date:

Page- 8


Registrar
Uttarakhand Open University
Haldwani (Nainital)

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