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✧ 2013-14 ✧

**TENDER FORM FOR PURCHASE OF POLYBAGS,
POLY SHEET AND MULCHING SHEET**

**Centre of Excellence for Citrus
Horticulture Section
COLLEGE OF AGRICULTURE,
NAGPUR**

**TENDER FORM FOR PURCHASE OF POLYBAGS, POLY
SHEET AND MULCHING SHEET**
Horticulture Section,
COLLEGE OF AGRICULTURE, NAGPUR

To,
Professor of Horticulture,
Horticulture Section, College of Agriculture,
Nagpur.

Dear Sir,

1. In response to the tender notice published in the daily newspaper _____
dated _____ th _____

I/We submit herewith the tender form for providing Poly bags.

2. I/We have thoroughly examined and understood the General and specified terms and conditions of the tender form and I/We agree to abide by them in toto and in testimony I had signed the declaration and undertaking.
3. I/We agreed to provide the **polybags, poly sheet and mulching sheet** and accordingly have quoted the rates inclusive of all taxes, freight, etc as given in Appendix-II.
4. I/We shall be bound by communication of acceptance of the offer, dispatched within prescribed time.
5. I/We accept that the right to accept or reject whole or part of the tender without assigning any reason is reserved with the Professor of Horticulture, College of Agriculture, Nagpur. The decision of the Professor of Horticulture will be final and shall be binding on me/us.
6. A Demand Draft (D.D.) of EMD for providing **polybags, poly sheet and mulching sheet** payable at Nagpur bearing No. _____ & _____ dated the _____ 2013 in favour of the Professor of Horticulture, College of Agri., Nagpur is enclosed herewith.
7. I/We agree to provide Poly bags as per the specifications of the final orders for the period specified in special conditions of the concerned activity.
8. As per the terms and conditions, we are submitting our offer in two envelopes. The documents as per Appendix – I are enclosed in envelop no. 1. (Technical envelope) along with DD of EMD. The envelope no.-2, (Commercial envelope) contains rates quoted by me/us.

Signature of Tenderer

9. I/We also agree that Professor of Horticulture has full rights to open/consider the commercial envelope only, if Professor of Horticulture is satisfied with contents in Technical envelope. The decision of the Professor of Horticulture regarding this will be final and binding on me/us.

10. I/We hereby declare that the entries made in this tender form and enclosed draft of agree on apex are binding for me/us. To facilitate checking and as a step for ensuing that all documents are enclosed. I have numbered all documents and attested copies. As provided in this tender I have filled relevant entries in the checklist provided along-with this form & same is enclosed in Technical envelope.

11. Committee will open both the envelopes simultaneously but if the documents and EMD are not as per the terms and conditions then offer will not be considered.

The following documents duly filled in and signed, are enclosed along-with the tender.

Enclosures : 1) Envelop No. 1 (Appendix-I Part- I,II, III, along with Checklist and declaration)

2) Envelop No. 2 (Appendix II) along with the DD of EMD of Rs. 3,000/-.

Place _____

Yours faithfully,

Date _____

Name and Signature of
the Tenderer/Contractor

Phone No. _____ Mob. _____

Paste recent
passport size
photograph
with signature

Appendix – I (Part-I)
(This should be enclosed in envelope No. 1)
CHECKLIST MUST BE FILLED BY THE TENDERER

The documents enclosed with tender form are as listed below. Any omission makes the tender liable for rejection. Before sealing the tender please check up each item and score at the appropriate place with YES or NO. You must also quote the relevant page number. You may attach other information also but state in the list after numbering the same pages.

Sr. No.	Details	Whether Attached	Page No.
1	D. D. of E. M.D.	Yes / No	
2	Company profile, Information booklet if any	Yes / No	
3	Documents in support to reveal capacity to supply the material	Yes / No	
4	Identity Card and address proof	Yes / No	
5	Envelop 1 (Appendix – I, Part I, II, III and IV)	Yes/No	
6	Envelop 2 (Appendix-II for rate per Poly bags with specification)	Yes/No	
7	DD of tender form / Xerox copy of receipt of Tender form Rs. 1000/-	Yes/No	

The above details have been checked and found correct.

Place:

Date:

(Official Seal)

Signature of Tenderer

Appendix – I (Part –II)
“DECLARATION OF THE TENDERER”

- 1) That I / We _____ am / are the authorized nominee(s) of the firm _____ hereby submit tender to the University for the supply of **polybags, poly sheet and mulching sheet** to Horticulture Section, College of Agriculture, Nagpur under Dr.P.D.K.V. Akola.
- 2) I am to state that the information provided in the tender form is true and correct
- 3) I / We may be punished as per law for any wrong information, misleading facts provided in the tender form besides rejection of my / our tender.
- 4) In case of any dispute, the Jurisdiction will be Nagpur only.
- 5) I / We have carefully read all the general and specific terms and conditions of the tender and I solemnly declare that the same are acceptable to me/us and binding on me/us.

Place:

Signature of Tenderer:

Date:

Name of Tenderer: _____

Capacity in which signed : _____

Full address of the Tenderer : _____

With seal & stamp :

(Attach Identity card Xerox) _____

Phone No. : _____

Mobile No. : _____

APPENDIX I (PART – III)

Terms and Conditions for Tenderers for providing polybags, poly sheet and mulching sheet

A. GENERAL

1. Sealed Tenders are invited from different firms/ Manufacturers/ suppliers bid system to supply **polybags, poly sheet and plastic mulching sheet**. Tender form will be available on working day on payment of Rs. 1000/- in cash in the office of Professor of Horticulture, College of Agriculture, Nagpur.
2. The tender form will be accepted during working hours on any working day and latest **upto 1 p.m. on 21/09/2013** at C/o Professor of Horticulture, College of Agriculture, Nagpur and will be opened on the same day (if possible) at 3.00 p.m. in the o/o Professor of Horticulture in presence of members of Tender Committee and intending bidders who desires to attend. Only bidder or his representative will be allowed to remain present on production of Identity Card.
3. Tenders received late will not be considered. In case tenders are sent by Registered post, it shall be the responsibility of intending Tenderer to ensure that they are received before closing hours.
4. **Tenderer (s) must sign with seal on each page failing which College/University may reject tender in toto.**
5. The rates submission on PTF (Plain Tender form) costing Rs. 1000/- is mandatory and PTF should be purchased in the name of such firm who is expected to use it. Otherwise his tender form will be rejected.
6. If any dispute arises in this regard, then Tenderer can submit his appeal before Grievance Committee. The decision of Professor of Horticulture will be final and binding on Tenderers.
7. (a) The Tenderer should provide the following documents in Technical envelope with superscription **“TENDER FOR SUPPLY OF POLYBAGS, POLY SHEET AND PLASTIC MULCHING SHEET. D. D. of E. M. D. Rs. 3,000/-** (Rs Three thousand only) of Nationalised/Scheduled Bank payable at Nagpur.

The E.M.D. should be in the form of Demand Draft payable at Nagpur and should be drawn on any Nationalised/Scheduled Bank. It should be in favour of Professor of Horticulture, College of Agriculture, Nagpur. No interest shall be paid on EMD.

- 7(b) Tenderer shall have to produce the certificate of Manufacture or dealership should be attached with document of envelope No.1.

8. The Tenderer must submit Appendix II in commercial envelope with superscription of the material. **Envelop 1 and 2 should be enclosed in third Envelope with the same superscription.**
9. A Tenderer will not be permitted to withdraw or modify or amend the contents of the tender once submitted.
10. **In case of poor response from the tenderers, the decision of Professor of Horticulture will be final.**
11. The tender form **without E.M.D. will not be considered at all.**
12. The EMD amount of the bidder will be retained till the finalization of activity.
13. The Tenderer will be informed about the acceptance, if his/her tender is approved by the competent authority.
14. The Specimen of “**Agreement Bond**“ will be provided alongwith office order to the tenderers whose rates are accepted by the Competent authority . **The Tenderer shall have to execute agreement in the prescribed form on Government Court Fee stamp paper costing to Rs. 100/- which should be submitted to this office within 7 days from the date of issue of order.** The agreement received with seal and signature of Tenderers will become Legal Agreement between the Tenderers and the University, which will be binding on both parties.
15. This contract will be governed as per terms and conditions mentioned in the Agreement. Delay in execution within the prescribed time limit, making of facilities not upto the standard specification, and or non-observance or non-acceptance of these terms and conditions by the Tenderers, shall constitute **breach of contract** and the EMD deposited by the tenderer shall be forfeited by the Professor of Horticulture.
16. The firm who make any undue effort to bring the pressure from outside or from any University authority will be liable for outright rejection. **AND WILL BE BLACKLISTED FOR EVER.**
17. **The Professor of Horticulture reserves the right to accept or reject any or all the offers without assigning any reason.**
18. The terms of the supply of the material within one month from the date of issue of the supply order and F.O.R. at Horticulture Section, College of Agriculture, Nagpur.

Appendix – I (Part –IV)
“DECLARATION OF THE TENDERER”

- 1) That I / We _____ am / are the authorized nominee(s) of the firm _____ hereby submit tender to the University to supply Poly bags. I am to state that the information provided in the tender form is true and correct
- 2) I / We may be punished as per law for any wrong information, misleading facts provided in the tender form besides rejection of my / our tender.
- 3) In case of any dispute, the Jurisdiction will be Nagpur only.
- 4) I / We have carefully read all terms and conditions of the tender and I solemnly declare that the same are acceptable to me/us and binding on me/us.

Place:

Signature of Tenderer:

Date:

Name of Tenderer

: _____

Capacity in which signed

: _____

Full address of the Tenderer

: _____

With seal & stamp :

(Attach Identity card Xerox)

: _____

Phone No.

: _____

Mobile No.

: _____

(This should be enclosed in envelope No. 2)

Appendix –II

TENDER FOR THE SUPPLY OF POLY BAGS, POLY SHEET AND PLASTIC MULCHING SHEET

A. TENDER COST

Sr. No.	Particulars	Specification	Rate per kg or roll
1	Poly bags (10”X14”)	First grade 150 micron thickness, Black colour	
2	Poly bags (8”X12”)	First grade 150 micron thickness, Black colour	
3	Poly bags (6”X10”)	First grade 150 micron thickness, Black colour	
4	Poly bags (5”X8”)	First grade 150 micron thickness, Black colour	
5	Poly sheet (Solarisation Sheet)	150 /200 micron thickness, white colour	
6	Plastic mulching sheet	30 micron, 1.2 m x 400 m, silver black	

PLACE :

DATE :

**Signature of Tenderer
Name & Full Address**

(Stamp of Rs. 100/-or of appropriate value)

Affidavit/Indemnity Bond

My tender for supplying **polybags, poly sheet and plastic mulching sheet** at Horticulture Section has been accepted by the Professor of Horticulture, College of Agriculture, Nagpur

I,Mr.

.....

..... Aged, S/O

..... R/o(Address)

.....

the supplier, agree to abide by and fulfill all terms and conditions included from page No. **1 to 9** of the tender or in default to forfeit the EMD to the Professor of Horticulture, College of Agriculture, Nagpur subsequent upon failure in supply of material due to default.

I am fully aware that in case of any dispute, the decision of the Professor of Horticulture, College of Agriculture, Nagpur shall be final and binding on me.

Signature

Date _____

Full Name _____

Address _____

Ph. _____

Verification

Verified & signed at Nagpur on this (the day) (month), 2011

DEPONENT

I know the deponent

Advocate
In presence of

1. Witness; Signature _____
 Name _____
 Address _____

2. Witness: Signature _____
 Name _____
 Address _____

Place : Nagpur
Date :

Professor of Horticulture
College of Agriculture, Nagpur

(This should be enclosed in envelope no. 1)

Price Rs. 1000/-

Tender Sr. No. : _____

Issued to : _____

Money Receipt No.: _____ Date _____

Signature of the Cashier with office stamp: _____