



Dr. PANJABRAO DESHMUKH KRISHI VIDYAPEETH

KRISHI NAGAR P.O., AKOLA – 444 104 (Maharashtra)

E-TENDER NOTICE

2024-25

E- Tender No.GAD/Store/e-Tender/Con.Gown/2163/2024, Date: 11th October, 2024

**e-Tenders are invited from the eligible suppliers / manufacturers for
'supply of Convocation Gowns'**

| Name of work | Cost of the work (Approximate) | Earnest Money Deposit (E.M.D.) | Tender cost |
|----------------------------------|-----------------------------------|-----------------------------------|----------------|
| Supply of 'Convocation Gowns' | Rs. 83.00 lakhs | Rs. 1.00 lakh | Rs. 5,000/- |

The e-Tender uploaded on **www.mahatenders.gov.in** and tender documents are also available on university website **www.pdkv.ac.in** for information.

Dean (Agri.) and Chairman,
Convocation Gowns Purchase Committee,
Dr. Panjabrao Deshmukh Krishi Vidyapeeth,
Krishi Nagar, Akola - 444 104

Tender Schedule

| Sr. No. | Particulars | Date | Time |
|----------------|--|--------------------------|-------------|
| 1 | Floating of online tender | 11.10.2024 | 18.00 |
| 2 | Pre-Bid Meeting in physical mode | 17.10.2024 | 11.00 |
| 3 | Last date of submission of technical and financial bid | 24.10.2024 | 17.00 |
| 4 | Opening of technical bid | 24.10.2024 | 18.00 |
| 5 | Opening of financial bid | 30.10.2024 | 15.00 |
| 6 | Display of approved list of tenderer | 04.11.2024 | 15.00 |
| 7 | Tender Cost | Rs. 5000/- | |
| 8 | EMD | Rs.1,00,000/- | |
| 9 | Security deposit | 3% of total order placed | |

E-TENDER FOR SUPPLY OF CONVOCATION GOWNS.

Tender Cost: Rs. 1000.00

To,

Dean (Agri.),
and Chairman for Convocation Gowns Purchase Committee (CGPC),
Dr. Panjabrao Deshmukh Krishi Vidyapeeth,
P.O. Krishi Nagar, Akola- 444 104 (M.S.)

Dear Sir,

1. In response to the tender notice published on web site www.pdkv.ac.in & on website of Govt. of Maharashtra, <https://.mahatenders.gov.in> I/We submit herewith the on line tender for the supply of Convocation Gowns.
2. I/We have thoroughly examined and understood the terms and conditions of the tender mentioned in **Appendix-I** and I/We agreed to abide by them in full.
3. I/We offer to undertake the Supply of Convocation Gowns and quoted the rates inclusive of all taxes etc as given in **Appendix-II**. (in respective BOQs (PDF). (It is agreed that no additional charges other than those mentioned in Appendix-II would be payable to me/us.)
4. I/We accept that the rates offered shall remain **valid up to 31st March, 2025**. I/We further agreed that if the date up to which the offer would remain open be declared as holiday for office, then offer will remain open for acceptance till next working day.
5. I/We shall be bound by communication of acceptance of the offer, dispatched within prescribed time.
6. I/We accept that the right to accept or reject whole or part of the tender without assigning any reason is reserved with the University. The decision of the University will be final and shall be binding on me/us.
7. As per the terms and conditions of tender an amount of **Rs.5000/- as tender cost & Rs. 1,00,000/- towards EMD** is to be paid through e- payment option only.
8. I/We agreed to undertake to Supply of Convocation Gowns at location of office mentioned in final supply order and as per the specification of the final orders within four weeks from the date of supply order or the date specified in the supply order.
9. **As per the terms and conditions Part-I of Appendix-I, I/We are submitting my/our offer in respective BOQs for Supply of Convocation Gowns.**

10. I/We hereby declare that the entries made in this tender form, i.e. in Part II of Appendix-I are binding on me/us. I/We shall be bound by the Act to my/our authorized representative duly constituted Attorney Shri _____ whose signature is appended hereto in the place specified for the purpose and of any other person who in future may be appointed by me/us in his place to carry on the business of this concern/agency/firm. The intimation of such change will be communicated to the Chairman, Convocation Gown Purchase Committee and Dean, Faculty of Agriculture, Dr. PDKV, Akola.

The following documents duly filled in and signed are enclosed along with the tender. The part 1 of Appendix-I being the terms and conditions is retained by me/us for my/our information and record.

Yours faithfully,

Place :

Date :

Signature of the Supplier
(Tenderer)

Capacity in which signing: _____

Name and Address of the firm/supplier/tenderer: _____

Registration No. of Supplier/tenderer: _____

List of Documents (Checklist)

- i) Tender Form
- ii) Part II of Appendix -I

On line Receipt No.: _____ Date: _____ Rs. _____

Signature of constituted Attorney/
Authorized representative

Signature: _____ Date: _____

Name & Address: _____

(The duly filled scan copy of the Part II please be attached)

APPENDIX-I

Terms and conditions governing “Supply of Convocation Gowns”

Part-I

1. Online tenders are invited from manufacturers/suppliers who are willing to undertake supply of Convocation Gowns as per the specifications mentioned in **Appendix-II**, as per the schedule enclosed.
2. **Pre-Bid Meeting attendance is compulsory** to inspect the samples of Convocation Gowns in physical mode.
3. The tenderer those present in the pre-bid meet will be eligible to submit tender or participate in the tender process, otherwise tender will be rejected.
4. The tender has to submit online for **Supply of Convocation Gowns** in BOQs (PDF format).
5. The price both in words and figures should be quoted in Appendix-II in respective **BOQ of Supply of Convocation Gowns** separately. **The rates will valid up to 31st March 2025.**
6. **The intending supplier should quote the rates inclusive of all expenses, all charges with delivery at office of the Registrar, Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola.** The Convocation Gowns will have to be supplied as per the specifications within **Four WEEKS** or as per the last date mentioned in the final supply order. In case the tenderer requires more time than as stipulated above for effecting actual supply of a particular item shall specifically mention in the tender form.
7. Undersigned will reserve full rights to accept or reject the offers.
8. The tenderer shall have to deposit **Rs. 1,00,000/- against Earnest Money Deposit (E.M.D.) through e-payment option only.** The tender without E.M.D. or less E.M.D. will not be considered. If the tenderer having **exemption for EMD**, he should attach the copy of the certificate issued by the **CSPO/DGS&D/NSIC/DIC**, **highlight the issuing authority & date of validity and produce the original certificate for verification before finalization of rate.**
9. The tenderer has to sign an **“Agreement” on stamp paper of Rs. 500/-** after finalization of tender process. The agreement received with seal and signature of tenderer will become legal agreement between the tenderer and the University, which will be binding on tenderer within university jurisdiction.
10. If the tenderer **fails to comply** supply order within the specified period, his order will be cancelled and **EMD will be forfeited.**
11. On acceptance of the rates as per the approved tender, the supply order will be placed by O/o The Registrar, Dr. PDKV, Akola. **The supplier has to deposit 3% Security deposit against the order placed.**

12. The right to accept or reject whole or part of the tender or all tenders without assigning any reasons thereof is reserved by the University.

13. The quantity of convocation gowns may differ based on the requirements.

Encl: Part-II of Appendix-I

Dean (Agri.)
and Chairman, CPGC, Dr. PDKV,
P.O. Krishi Nagar, AKOLA – 444 104 (M.S.)

Place: Akola

We have accepted above terms & condition and agreed to abide by them.

Signature with seal of tenderer:-

Capacity in which signing:-

Name and address of the firm/supplier/tenderer:-

Registration No. of firm/tenderer:-

APENDIX -I

Part-II

Undertaking to be given by the tenderer for “Supply of Convocation Gowns”

Whereas, the Dean (Agri.) and Chairman, Convocation Gowns Purchase Committee, Dr. PDKV,P.O. Krishi Nagar, AKOLA – 444 104 (M.S.) has called the tenders for Supply of Convocation Gowns as per the enclosed Appendix-II.

The terms and conditions of this tender, which shall be the agreement between the above tender calling authority and myself/us.

Enclosed: Appendix-II

Signature of the Supplier:_____

Name of the Supplier:_____

Capacity in which signing:_____

Full address of the Supplier with Seal/Stamps_____

Place:

Date:

(Duly signed copy of the certificates may please be attached)

(To be printed on the letter head of the firm)

Format 1

No.

Date:

NO DEVIATION CERTIFICATE

To,

Dean (Agri.),
and Chairman for Convocation Gowns Purchase Committee,
Dr. Panjabrao Deshmukh Krishi Vidyapeeth,
P.O. Krishi Nagar, Akola- 444 104 (M.S.)

Dear Sir,

We submit herewith a no deviation statement giving comparison of our technical offer and the specification of the items mentioned in the tender no. ----- Due on -----

Signature of Bidder with Seal

(To be printed on the letter head of the firm)

Format 2

No.

Date:

UNDERTAKING FOR DELIVERY

We -----, the manufacturer of -----
----- (name of item) do undertake to deliver the material mentioned in the tender No. -----
----- Due on ----- --- within the stipulated delivery period
mentioned in the tender form.

For and on behalf of-----

Seal of the manufacturer / Supplier

(To be printed on the letter head of the firm)

Format 3

No.

Date:-

UNDERTAKING FOR DEMONSTRATION

We -----, the manufacturer of -----
(Name of item) do undertake to demonstrate the material mentioned in the tender No. -----
----- Due on -----, as and when asked by the purchasing authority.

For and on behalf of -----

Seal of the manufacturer / supplier

(To be printed on the letter head of the firm)

Format 4

No.

Date:

DECLARATION

To,

Dean (Agri.),
and Chairman, Convocation Gowns Purchase Committee,
Dr. Panjabrao Deshmukh Krishi Vidyapeeth,
P.O. Krishi Nagar, Akola- 444 104 (M.S.)

I, the undersigned for and behalf of M/s. ----- hereby accept and agree with the fall clause, penalty clause and risk purchase clause for the tender No. ----- due on ----- as published in the manual of the office procedure for purchase of stores by the government departments of the government of Maharashtra.

For and on behalf of-----

Seal of the Bidder

APENDIX II

| SN | Particulars for Supply | Qty. | Rate per gown |
|----|---|-----------|---------------|
| 1 | <u>Velvet Gown & Cap for Hon'ble Governor with:</u> <ul style="list-style-type: none">- Rich jardosi and zari work on front, back and sleeves,- French zari work on front, bottom and sleeves,- 2 badges with jardosi work Velvet Cap with <ul style="list-style-type: none">- Zari work- Golden tassel (will be designed exclusively, as per sample) | 01 no. | |
| 2 | <u>Velvet Gown & Cap for Dignitaries with:</u> <ul style="list-style-type: none">- Jardosi and zari work on front, back and sleeves,- French zari work on front, bottom and sleeves,- Indori border on front, bottom and sleeves,- 2 badges with jardosi work Velvet Cap with <ul style="list-style-type: none">- Zari work- Golden tassel (will be designed as per sample) | 04 nos. | |
| 3 | <u>Supply of Convocation Gowns of Safron Colour:-</u> Selected Satin cloth, wearable for average height and weight of student covering knees, Pleats at backside, two belts of same cloth to tie the gown. (will be designed as per sample) | 5000 nos. | |
| 4 | <u>Supply of Green Colour Convocation Gowns:-</u> Selected Satin cloth, wearable for average height and weight of student covering knees, Pleats at backside, two belts of same cloth to tie the gown. (will be designed as per sample) | 400 nos. | |
| 5 | <u>Supply of Dark Brown Colour Convocation Gowns:-</u> Selected Satin cloth, wearable for average height and weight of student covering knees, Pleats at backside, two belts of same cloth to tie the gown. Zari border on front sides. (will be designed as per sample) | 50 nos. | |

Note :- The rate for one unit to be quoted by bidder shall be inclusive of all taxes, expenditures and freight.

Place:

Date:

Name and Signature of E-tenderer
(Seal)

Check list of documents to be uploaded along with a tender

The following documents should be uploaded by the tenderer in the form of PDF files / scanned image sign the same order as mentioned below, on the e-Tendering website during Online Bid Supply stage.

| Sr. No. | Documents |
|---------|---|
| 1 | Covering letter for tender on the letter head mentioning official address, Contact No, email address and website address. |
| 2 | Online payment receipt of EMD and fee receipt towards submission of tender form (Copy of PRN No.). |
| 3 | EMD Exemption certificate issued by CSPO/DGS&D/NSIC/DIC – (If any) |
| 4 | GST registration certificate. |
| 5 | GST - C/S GST Clearance certificate (e.g., form 415 in case of Bidders from Maharashtra) or cop of application submitted to concerned authority for issuing tax clearance certificate (e.g., Form 414 In case of Bidders from Maharashtra). |
| 6 | Income tax returns or balance sheets for last three financial years (not necessary if already submitted in the financial year) |
| 7 | If any, experience certificate of parallel work. |
| 8 | If any, documents in support to reveal capacity for supply of Convocation Gowns. |
| 9 | Declaration of the tenderer. |
| 10 | No Deviation Certificate in prescribed proforma only (FORMAT 1). |
| 11 | Undertaking for Delivery (FORMAT 2). |
| 12 | Undertaking for Demonstration (FORMAT 3). |
| 13 | Undertaking by bidder about risk purchase, fall clause, penalty clause (FORMAT 4). |

Signature of Bidder with Seal