

E-TENDER FOR SUPPLY OF ANSWER SHEETS & SUPPLEMENTS FOR THE YEAR 2025-2026
(Valid up to 31st March, 2027)

Tender Cost: Rs. 2500.00

To,

The coordinator,
Purchase Committee for procurement of printed Answer sheets & Supplements,
& Head, Dept. of Agricultural Economics and Statistics,
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 printing Answer sheets & supplements .
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 printed Answer sheets & supplements 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, 2027**. 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.2500/-** as **tender cost** & **Rs. 25000/- towards EMD** is to be paid through e- payment option only.
8. I/We agreed to undertake to supply of printed Answer sheets & supplements at location of office mentioned in final supply order and as per the specification of the final orders within six weeks from the date of supply order or the date specified in the supply order.
9. I/We also agreed to undertake to supply of printed Answer sheets & supplements to other offices of University spread over Vidarbha region under same terms and conditions against the supply orders.
10. **As per the terms and conditions Part-I of Appendix-I, I/We are submitting my/our offer in respective BOQs for Answer sheets & supplements.**
11. 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, Central 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) Original Price list
- iii) 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 Answer sheets & supplements”

Part-I

1. Online tenders are invited from manufacturers/authorized dealers of manufacturers/ authorized suppliers/stockiest/dealers/Printers who are willing to undertake supply of **printed Answer sheets & Supplements** as per the make mentioned in **Appendix-II**, as per the schedule enclosed.
2. The tender has to submit online for supply of **printed Answer sheets & supplements** in BOQs (PDF format). While the catalog must be submitted in hard copies to the Coordinator Answer sheets & supplements purchase Committee and Head, Department of Agricultural Economics and Statistics, Dr. PDKV, Akola.
3. The price both in words and figures should be quoted in Appendix-II in respective **BOQ of printed Answer sheets & supplements** separately. **The rates will valid up to 31st March 2027.**
4. The intending supplier shall also have to mention, the detailed specifications, name of manufacturer/make,
5. The tenderer must attach adequate documents to prove their authorization claims, **the authority letter should include the details of manufacturers/authorized dealers of manufacturers/ authorized suppliers/stockiest/dealers/Printers regarding their full address, contact person, e-mail address, fax no. and address of the website** and if not attach the University reserves rights to accept or reject tenders of these agencies. The decision of the University regarding this will be final and shall be binding on tenderer.
6. **The intending supplier should quote the rates inclusive of all expenses, all charges with free delivery as mentioned in Appendix-II at respective office of the University.** The Answer sheets & supplements will have to be supplied as per the specifications within **SIX 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 supplier will have to supply the commodities as per the order to different colleges/KVKs/Departments/Schemes/Projects/Agril. Schools/laboratories of the University located anywhere in all districts of Vidarbha region till date of validity of rates.
9. This University do have exemption in Octroi & excise duty, the certificates will be provided along with the supply order if necessary.
10. The purchase committee reserves the right to obtain the materials by negotiations from one or more of the supplier, in case the rates, quality, make, specifications or other terms and conditions etc. of supplier/ manufacturer are not found suitable, to this University. it reserves the right to call for break up of cost shown in tender.
11. The tenderer shall have to deposit **Rs. 25000/- 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 **UDYAM/MSME/CSPO/DGS&D/NSIC/DIC**, **highlight the issuing authority & date of validity and produce the original certificate for verification before finalization of rate.**
12. 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.

13. If the tenderer **fails to comply** supply order within the specified period, his order will be cancelled and **EMD will be forfeited**.
14. On acceptance of the rates as per the approved tender, the supply order will be placed by Dy. Registrar (Acad.). **The supplier has to deposit 3% Security deposit against the total order place by respective offices.**
15. The Dy. Registrar (Acad.) also reserves the right to accept or reject the supplies in full which do not strictly stick up to the specifications.
16. The tenderer are bound to supply printed Answer sheets & supplements of only genuine quality paper of the make/model/specification etc. tendered by him and ordered for supply by the university/offices. The University has liberty to ask for production of sufficient proof that the manufacturer is rendering adequate business support to the tenderer/supplier or university will have the right to get satisfied approaching the manufacturer without noticing to the tenderer for genuinity of commodities and authority to supplier.
17. The requirement of printed Answer sheets & supplements depends upon number of students register for the particular semester /year within the jurisdiction of Dr. P.D.K.V., Akola. Purchase shall be affect as per requirement.
18. In case of poor response from the suppliers, from the first call, the items of poor response will be retendered if felt necessary.
19. Final payment of printed Answer sheets & supplements will be made only after complete delivery of the commodities and after the completion of the entire official formalities at the respective office/Division of the University.
20. The bill should be presented in triplicate in the name of respective authority as quoted in final supply order. For any delay (interest or any other kind of compensation) the University will not make any extra payments. This contract will be governed as per terms and conditions mentioned above, agreement made and the provisions contained in M.A.U. Account Code, 1991. Delay in supply within the prescribed time limit or the extended time limit, making of supplies not up to the standard specification and performance or non-observance or non-acceptance of these terms and conditions by the tenderers shall constitute breach of contract and the security deposit or any other deposit of the tenderer shall be forfeited by the University besides other actions or reduction bills of supplies and/or other legal actions and finally the decision of the University shall be binding on the tenderer.
21. 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.
22. The manufacturers/authorized dealers of manufacturers/ authorized suppliers/stockiest/dealers/Printers should submit sample paper of printing along with the tender. Photocopy of tender uploaded on website.
23. After the final order the sample Answer sheet & Supplement should be get approved from the concerned authority of the University before making the final supply.
24. **The rates for Answer sheets & supplements would be valid till 31 March 2027.**

Encl: 1) Part-II of Appendix-I
2) Appendix-II (Discount)

Coordinator Purchase Committee for Answer sheets & supplements and Head Department of Agricultural Economics and Statistics, 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 “The supply of Answer sheets & supplements”

Whereas, the Coordinator, Purchase Committee and Head, Dept. of Agricultural Economics and Statistics , Dr. Panjabrao Deshmukh Krishi Vidyapeeth, P.O. Krishi Nagar, Akola 444 104 (MS.) has called the tenders for supplies of printed Answer sheets & supplements as per the enclosed Appendix No.-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)

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 Preparation stage.

Sr. No.	Documents
1	Covering letter for tender “the supply of printed Answer sheets & supplements” on the company letter head mentioning official address, Contact No, email address and website address.
2	*EMD Exemption certificate issued by UDYAM/MSME /CSPO/DGS&D/NSIC/DIC – (If any)
3	* GST registration certificate.
4	*GST-C/GST-S 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)
5	Income tax returns or balance sheets for last two financial years (not necessary if already submitted in the financial year)
6	*Authorization certificate from manufacturers/authorized dealers of manufacturers/ authorized suppliers/stockiest/dealers/Printers (FORMAT 1).
7	*No Deviation Certificate in prescribed proforma only (FORMAT 2).
8	*Technical literature and Price list or leaflet.
9	Undertaking of Delivery from manufacturers/authorized dealers of manufacturers/ authorized suppliers/stockiest/dealers/Printers within prescribed period (FORMAT 3).
10	ISI mark certificate if asked for.
11	*Undertaking for demonstration from manufacturers/authorized dealers of manufacturers/ authorized suppliers/stockiest/dealers/Printers (FORMAT 4).
12	*Undertaking by bidder about risk purchase, fall clause, penalty clause (FORMAT 5).

Note: *The document is mandatory to submit

Signature of Bidder with Seal

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

Format 1

No.

Date:

AUTHORIZATION LETTER

To,

The Coordinator,
Purchase Committee for Printed Answer sheets, supplements &
Head, Dept. of Agricultural Economics and Statistics
Dr. Panjabrao Deshmukh Krishi Vidyapeeth,
P.O. Krishi Nagar, Akola- 444 104 (M.S.)

Sub: Authorization for submission of Tender for **Answer sheets & supplements**

Ref: Your Tender No. ----- Due on -----

Dear Sir,

With reference to the above, this is to inform you that. We, -----
are established manufacturers/authorized dealers of manufacturers/ authorized
suppliers/stockiest/dealers/Printers of -----, having factory/Office at-----
since 19-----/ 20-----.

We do hereby authorize M/s. ----- to quote and negotiate for item/s mentioned in
tender enquiry number ----- due on -----.

We further undertake that the product supplied by M/s. -----
Will be fully supported by us during and after the warranty period and all services will be attended
by us / our authorized service provider promptly.

The list of authorized service providers in India / Maharashtra is attached herewith.

Thanking you.

Authorized Signatory

Date:

Place:

Designation:

E-mail address:

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

Format 2

No.

Date:

NO DEVIATION CERTIFICATE

To,

The Coordinator,
Purchase Committee for Printed Answer sheets, supplements &
Head, Dept. of Agricultural Economics and Statistics
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 -----

Name of manufacturers/authorized dealers of manufacturers/ authorized suppliers/stockiest/dealers/Printers: Make & Model quoted:-

Specification of Answer sheets & supplements stated in Tender Enquiry step by step	Specification of Answer sheets & supplements offered by Bidder step by step	Whether there is any deviation from the tender specification Yes / No	If yes, indicate clearly the deviations and your justification for deviation
1	2	3	4

Signature of Bidder with Seal

Format 3

No.

Date:

UNDERTAKING FOR DELIVERY

We -----, the manufacturers/authorized dealers of
manufacturers/ authorized suppliers/stockiest/dealers/Printers 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 Supplier

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

Format 4

No.

Date:-

UNDERTAKING FOR DEMONSTRATION

We -----, the manufacturers/authorized dealers of manufacturers/
authorized suppliers/stockiest/dealers/Printers 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 supplier

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

Format 5

No.

Date:

DECLARATION

To,

The Coordinator,
Purchase Committee for Answer sheets, supplements &
Head, Dept. of Agricultural Economics and Statistics
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