

MAHARASHTRA ANIMAL & FISHERY SCIENCES UNIVERSITY  
*Bombay Veterinary College,*  
*Parel, Mumbai – 400 012*

**INSTRUCTIONS TO TENDERER**

Sir (s),

- I) The following documents along with your quotation should be submitted otherwise tender will not be entertained:
1. Letter of indent (with name of bidder, date, and seal)
  2. Schedule of Requirements
  3. Questionnaire (signed and stamped)
  4. Manufacture's/ Authorized dealers certificate (signed and stamped)
  5. Price Schedules (price list, discounts, taxes etc).
  6. Envelope A and envelope B, enclosed in a big envelope (all properly sealed)
  7. Signed , properly stamped copy of terms and conditions
  8. Declaration 1 and 2 duly signed and stamped
  9. Demand Draft **of Nationalized Bank only**, of Rs. 500/- (Rs. Five hundred only)
- II) Each column of the tender document be filled properly and every paper / document enclosed with bid documents must be duly signed / stamped by the authorized signatory of the firms / Company.
- III) Instructions to Bidders and General Conditions of Contract are enclosed herewith for information and furnishing all information required by the bidding document.
- IV) The Associate Dean, Bombay Veterinary College reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Yours sincerely,

**Associate Dean,**

Bombay Veterinary College

**MAHARASHTRA ANIMAL AND FISHERIES SCIENCE UNIVERSITY  
BOMBAY VETERINARY COLLEGE  
PAREL, MUMBAI – 400 012**

Form No \_\_\_\_\_

Price Rs. 500.00

Issued on \_\_\_\_\_

Name of the party to whom form is issued : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Assistant Registrar	Receipt No. & Date
Bombay Veterinary College	

**Schedule**

- 1) Date of sale of Tender forms : 15/04/2017 to 06/05/2017 ( 10.30 am to 3.30 pm)
- 2) Last date of receiving tenders : 09/05/2017 up to 5.00 pm
- 3) Date of opening of tenders : 12/05/2017 at 2.30 pm

**Note :**

- The tender forms are also available on our University website [www.mafsu.in](http://www.mafsu.in) and College website [www.bvc.org.in](http://www.bvc.org.in).
- It is necessary to submit a separate Demand Draft **of Nationalized Bank only**, of Rs. 500/- (Rs. Five hundred only) drawn and payable at Mumbai in favor of “ **Pay & Accounts Officer, MAFSU, Mumbai .**” along with duly filled downloaded tender form as a tender fpr, fees **Without this DD the tender form submitted to office will not be accepted for further processing.**

Yours sincerely,

**Associate Dean,**

Bombay Veterinary College

**LETTER OF INDENT**

To,

**The Associate Dean,**  
Bombay Veterinary College  
Parel, Mumbai – 400 012

**Subject :** Letter of Indent and Discount Quote for Rate contract for Chemicals /Glassware's / Plastic wares / Disposables required by the Bombay Veterinary College, Parel, Mumbai -12

**Sir,**

In accordance with the Advertisement appeared in \_\_\_\_\_( Name of newspaper) on \_\_\_\_\_ 2017 and as per terms and conditions stated below, I am submitting herewith my Letter of Indent quoting therein minimum rates for Chemicals  Glasswares  Plasticwares,  Disposables  we offer (Please tick the appropriate Box, it may be more than one item, if applicable)

**Yours faithfully,**

**Signature of Bidder**

Signature with Date and Seal

**Enclosed :** 1. Letter of indent (with name of bidder, date, and seal)

1. Schedule of Requirements
2. Questionnaire (signed and stamped)
3. Manufacture's/ Authorized dealers certificate (signed and stamped)
4. Price Schedules (price list, discounts, taxes etc).
5. Envelope A and envelope B, enclosed in a big envelope (all properly sealed)
6. Signed , properly stamped copy of terms and conditions
7. Declaration 1 and 2 duly signed and stamped
8. Demand Draft **of Nationalized Bank only**, of Rs. 500/- (Rs. Five hundred only)

**WITNESS**

1<sup>st</sup>  
Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2<sup>nd</sup>  
Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MAHARASHTRA ANIMAL AND FISHERY SCIENCES UNIVERSITY, NAGPUR  
BOMBAY VETERINARY COLLEGE  
PAREL, MUMBAI – 400 012**

**TERMS AND CONDITIONS**

- 1) The Letter of Indent will be accepted in **letter form (AS ENCLOSED)**.
- 2) The Letter of Indent / Discount Quote will be **non – transferable**
- 3) The Letter of Indent should be from the Manufacture or Authorized Dealer only and should carry a Certificate / Undertaking regarding same on a letterhead (**Properly signed and stamped**).
- 4) For consideration, the Letter of Indent should be accompanied by i) Price List ii) Address of Authorized Distributor / Authorized Dealer in Mumbai city iii) The Percentage of Discount Offered and iv) List of current clients with their telephone numbers/ email addresses. (v) Taxes, if any, applicable (vi) prices quoted should be FOR BVC, Mumbai
- 5) No Letter of Indent shall be considered if the contents are erased, illegible or overwritten. Any corrections should be scored and rewritten under the initials. As far as possible the Letter of Indent should be without any corrections.
- 6) The Associate Dean reserves the right to accept or reject any proposal without giving any explanation.
- 7) If it is found subsequently, after rate contract is finalized, that the firm is not abiding with the terms and conditions of the contract, the Associate Dean Reserves the right to black list the firms, and cancel the rate contract at any stage with a plain notice to said firm.
- 8) The tender will be opened on **12-05-2017 at 02.30 P.M. in the Conference Hall of Bombay Veterinary College Parel, Mumbai-12** in the presence of tenderers/ Bidder's representative and tender opening committee's of the college who choose to attend at the time, date and place specified in the schedule of requirements. If required, at the time of

opening the tender. The Associate Dean or Tender Opening Committee can ask for specific documents which will have to be called for / provided at that time.

- 9) The tender notice, tender form and details of terms & conditions, specification of each item can be downloaded from the University website [www.mafsu.in](http://www.mafsu.in). The bidder who downloaded the tender form from the website should note that the downloaded tender form along with the terms & conditions will not be accepted without the cost of the tender form i.e. Rs 500/- (Rs. Five Hundred only) for each item in the form of Demand Draft of the nationalized bank only..
- 10) The College has adopted two bid system therefore “**TECHNICAL BID**” (Envelope A) & “**FINANCIAL BID**” (envelopeB) should be kept separately in two different sealed envelopes, superscripted thereon **TECHNICAL BID** and **FINANCIAL BID** and then enclosed within a larger sealed packet / envelope. The larger outer cover should indicate Tender Number, Name of the equipment and opening date on the top of the right hand corner. The technical bids will be opened on **12-05-2017 at 2.30 p.m.** at first instance. A competent committee will evaluate the same. **If the technical specifications are as per the tendered specifications, then it will be accepted and preferred. Otherwise, in case where the technical bid fails the requirements, the Financial Bid will not be opened and the bid will be rejected. At the Second stage, financial bids of only technically accepted offers shall be opened for further evaluation and ranking before awarding the contract.**
- 11) The tender forms are also available on our University website [www.mafsu.in](http://www.mafsu.in) and College website [www.bvc.org.in](http://www.bvc.org.in). It is necessary to submit a separate Demand Draft of **Nationalized Bank only**, of Rs. 500/- (Rs. Five hundred only) along with duly filled downloaded tender form drawn and payable at Mumbai in favor of “**Pay & Accounts Officer, MAFSU, Mumbai**”. **Without this DD the tender form submitted to office will not be accepted for further processing.**
- 12) The tenderers/ bidder as furnished should remain open and valid **for 6 months** from the date of opening the tender.
- 13) Tenderer/ bidder will not be allowed to withdraw his tender after opening the same

- 14) The tenderer/ bidder will be liable to be rejected outright if while submitting:
  - a) The tenderer/ bidder has not specifically mentioned the rates as required
  - b) All the rates quoted are **not in ink**.
- 15) The terms and conditions herein contained shall form part of and shall take effects as if they were included in the contract agreement to be entered into by a successful tenderer/ bidder.
- 16) Before signing the agreement bond the tenderer has to produce Income Tax Clearance certificate.
- 17) Even though the tender is technically accepted but after receiving of the said chemical/glassware/ plasticwares etc., the technical specifications given in the tender document does not match with supplied chemical/glassware/ plasticwares etc., the Associate Dean reserves the right to reject the purchase order and the purchase order will be given to the next tenderer/bidder after negotiations. The said firm will not be entrusted with any University for future purchase of the chemical/glassware/ plasticwares etc., in the future and may be black listed.
- 18) **In case of disputes, if any, in future or at any stage of Rate contract finalization, it is in the jurisdiction of Parel/ Dadar area only.**
- 19) The Documents / Papers to be submitted with Technical Bid and Financial Bids in addition to the document mentioned on first page of the tender document are as follow:-

### **ENVELOPE-A (TECHNICAL BID)**

1. Check list (duly ticked and signed)
2. Duly filled in letter of indent, in a prescribed format and duly signed.
3. Technical Bid consisting of all technical details along with commercial terms & conditions.
4. Attested and stamped copy of the Product catlog/ Literature / leaflets consist of detailed description of goods essentially technical and performance characteristics.
5. Self attested and stamped copy of the Manufacturers certificate/ Manufactures Authorization Certificate in case the bidder is quoting as an agent on behalf of a manufacturer. Address

of at least one Authorized Distributor / Authorized Dealer in Mumbai city, with a letter in its support.

6. Duly completed Questionnaires.
7. Certified copy of PAN / ITCC issued by Department of Income Tax.
8. Self attested and stamped copy of the **Shop registration certificate**.
9. Self attested and stamped copy of the Certified copy of Sales Tax / CST clearance certificate VAT/BST Registration certificate.
10. Self attested and stamped copy of the Users list, and photocopies of the purchase order received for the said item during last five years.

### **ENVELOPE-B ( FINANCIAL BID)**

1. Price schedule / list duly completed enclosed with bidding documents. Financial bid indicating item-wise price for the items mentioned in the Technical Bid. **Prices should be FOR, BVC, Mumbai.**
2. **Discount offered should be mentioned clearly ( item wise and firm wise)** Self attested and stamped copy of the Percentage of Discount Offered (mentioned clearly for each type of item).
3. **Terms and conditions, if any, should be mentioned clearly**

Yours sincerely,

**Signature of Bidder**

Associate Dean,

Bombay Veterinary College

### **SCHEDULE OF REQUIREMENTS**

Sr. No.	Brief Description of Goods	Accounting Unit	Quantity	Delivery Schedule
				30 days or as mentioned in the purchase order

**1. Inspection and Tests:-**

(i) Certificate showing country of origin\_\_\_\_\_

(ii) Test certificate / inspection certificate with date, name of Issuing Agency content of specifications (To be filled by bidder)

2. **Packing:** The consignment may please be shipped in cardboard packing only. If the consignment is dispatched in wooden packing, the tenderer is required to send the Phytosanitary certificate from the country of origin for this purpose.

3. **Insurance:** Insurance shall be arranged by the purchaser, if the purchase order are placed on FOB value otherwise shall be arranged by the beneficiary.

4. **Distribution of dispatch Documents:** All shipping documents and consignment shall be sent through our nominated consolidators.

5. **Incidental Services:** Banking charges outside India shall be borne by supplier.

6. **Warranty:** Minimum 24 months from the date of purchase

7. **Payment:** Payment for goods supplied from abroad or locally will be effected through cheque only and all the charges outside India will be supplier's account as per the norms of payment. The bill will be paid after the installation is complete, along with delivery documents, installation report, performance, bank guarantee, warranty certificate valid from the date of completion of installation and satisfactory completion certificate is obtained from Associate Dean.

8. **Installation:** As per purchase order clause, failing which Liquidated Damage clause shall apply.



9. **Prices:** Be quoted on FOR (site of purchaser) for imported goods. Prices shall be quoted in Indian Rupees otherwise it shall be treated as non-responsive and rejected. If the Indian Agent provides any Indian made item free of cost with the Imported items / Instrument to meet the tender specification, the cost of the free item may be disclosed so as to deduct the same from the FOR value. The price of Indian made item which will be supplied free of cost shall be provided in Indian currency.
10. **Resolution of disputes:** By mutual consultation failing which it will be resolved under Arbitration & Conciliation Act,1996.
11. **Taxes and duties:-** A Foreign Supplier shall be entirely responsible for payment of all taxes, stamp duties, license fees & other levies for imported and within India in case of local supplier. The supplier may charge full Sale Tax/VAT etc as no form 'C' or 'D' will be issued by the Institute for availing concessional rate of S.T. etc. However, the Institute will issue Custom Duty Exemption Certificate for the imported stores being a research Institute.

Yours sincerely,

**Signature of Bidder**

Associate Dean,  
Bombay Veterinary College

**QUESTIONNAIRE**

Bidders should furnish specific answers to all the questions given below. In case a question does not apply to a bidder, the same may please note that if the answers so furnished are not clear and / or are evasive, the bid is liable to be ignored.

1. Bid No \_\_\_\_\_ Date for bid/ tender opening on \_\_\_\_\_

2. Offer is open for acceptance \_\_\_\_\_

3. Brand of goods offered: \_\_\_\_\_

4. Name & address of bidder/tenderer \_\_\_\_\_

5. Station of Manufacturer \_\_\_\_\_

6. Quote your permanent Income Tax A/C No. \_\_\_\_\_

7. Confirm whether you have attached your latest / current ITCC or certified photocopy thereof. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

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8. Please indicate:

Name & full address of your Banker  
(s):

9. Whether you are

(i) Manufacture of the goods quoted;  
or

(ii) Manufacture's authorized agent for  
those goods

10. State whether business dealings with  
you have been currently banned by any  
Ministry / Dept. Of Central Govt. or any  
State Govt.

**11. Details regarding Taxes:**

A. PAN No.

B. Local Sale tax No.

C. Central Sale tax No.

D. Excise No.

E. VAT No.

F. Central Excise Commission

G. Central Excise Region

H. Central Excise Range

**12. Details regarding Bank:**

a. Bank Name

b. Branch

- c. A/c. No.
- d. IFSC No
- e. NEFT No.
- f. MICR No.
- g. Email
- h. Address in detail with  
telephone no. of the  
office
- i. City
- j. State

**Signature of Witness**

**Signature of Bidder/ tenderer**

**(Name, stamp/ official seal of the firm)**

## DECLARATIONS

### DECLARATION-I

(The following declarations shall be made herein by the tenderer)

- l) The Associate Dean, Bombay Veterinary College, may **rescind** all contracts by two weeks notice to me / us writing:
- a) If I / We assign or subject my/our contract without their approval or if I / We attempt to do so.
  - b) If I / We decline, neglect or delay to comply with any demand or requisition or in any other way fails to perform or observe any condition of the contract or am/ are in the opinion of the Associate Dean, Bombay Veterinary College, shall be final, not likely to carry out contract satisfactorily.
  - c) If I / We or any of my / our partner become insolvent or apply for relief as an insolvent, debtor(s) or make any composition with my / our creditors or attempt to do so.
  - d) If I / We or any of my / our agents or servants shall,
    - i) be guilty of fraud in respect of the contract, or any other contract entered into by me / us with the Associate Dean, Bombay Veterinary College or
    - ii) directly or indirectly given promise or offer any kind of bribe gratuity gift, loan requisite, reward of advantage pecuniary or otherwise to any officer or person in the employment of the Govt. in any way relating to such officer's or persons in office or employment or attempt to do so.
  - e) If any such officer or persons nominated in Clause become in any way directly or indirectly interested in the contract.
  - f) In case of such rescission / my / our security deposit, with (The Associate Dean, Bombay Veterinary College) shall stand forfeited.

***This letter of declaration should be on the letter head of the tenderer/ bidder and should be signed by a competent person and having the power of attorney to legally bind the tenderer.***

(Signature)

Name of the signatory in Block Letters with  
seal/ stamp

## **DECLARATION-II**

(The following declarations shall be made herein by the tenderer/bidder)

- 1) I / We hereby declare that the terms and conditions of this tender and that contract agreement form have been seen and read by me / us (or read translated and explained to me / us) and I/We accept the said terms and conditions of both the forms viz. general conditions of tender and specific conditions of tender without reservation.
- 2) I / We hereby bind myself / ourselves to the Associate Dean, Bombay Veterinary College on behalf of the (Name of Firm) to provide during the period under contract, the surity of services at our own rates tendered herewith by me/us.
- 3). The Associate Dean, Bombay Veterinary College reserves the rights to add, alter and delete any of the condition mentioned in this document.
- 4). The Associate Dean, Bombay Veterinary College reserves the rights to reject the lowest or any or all tenders without assigning any reason whatsoever.
- 5). The Associate Dean, Bombay Veterinary College will not be responsible for any delay or non receipt of tender during transit by post.

**(Signature)**

**Name of the signatory in Block Letters  
with official seal/stamp**

## CHECK LIST

- LETTER OF INDENT, in the prescribed proforma duly signed, stamped and witnessed
- TERMS AND CONDITIONS, duly signed and stamped
- ENVELOPE-A (TECHNICAL BID)- see all the requirements of it, and seal it properly
- ENVELOPE-B (FINANCIAL BID) - see all the requirements of it, and seal it properly
- BIG ENVELOPE (Keep envelope A and B in it), and seal it properly
- SCHEDULE OF REQUIREMENTS- see all the requirements of it
- QUESTIONNAIRE (duly SIGNED AND STAMPED)
- MANUFACTURE'S/ AUTHORIZED DEALERS CERTIFICATE (SIGNED AND STAMPED)
- PRICE SCHEDULES (PRICE LIST, DISCOUNTS, TAXES ETC).
- DECLARATION 1 AND 2 DULY SIGNED AND STAMPED
- DEMAND DRAFT **OF NATIONALIZED BANK ONLY**, OF RS. 500/- (RS. FIVE HUNDRED ONLY)