

## **TENDER**

Enq. No. KUDSIT/ 0004/ KC /2022-23 Date:01.07.2022 Due on: 11.07.2022 03.00 P.M

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On behalf of Kerala University of Digital Sciences, Innovation and Technology (DUK), the Vice Chancellor invites offers for “**Purchase of Self-adhesive book covers to the Knowledge Centre - 250 Rolls**” with following specifications from experienced and qualified vendors.

### **1. Technical requirements**

#### **Purchase of Self-adhesive book covers to the Knowledge Centre - 250 Rolls**

Specification	Value	Compliance (Yes/ No)
Size of Roll:	375 MM (Width) x 15 Mtr. (Length)	
Features of Self-adhesive book covers	Self-Adhesive & Acid-Free Glue helping in easy lay Made of premium Quality Material Should not get Yellow or Shrink with age	

### **Terms & Conditions**

- Supplier should have proven experience in supply of indented item or similar nature items.
- Should Enclose copy of GST & PAN
- Tender Documents shall be available only on the Internet and shall not be available for sales elsewhere. Cost of tender document, Rs.295/- as applicable to be submitted along with the tender.
- Delivery at the store should strictly be completed within the stipulated period of delivery i.e. four weeks from issue of purchase order.
- Supplier will have to pay penalty on non-delivery after expiry of delivery date @ 0.5% per week subject to maximum of 10%.
- The tenderer must pay earnest money along with his tender as given in the notice inviting tenders failing which the tender will be summarily rejected. Earnest Money Deposit of Rs. 1250/- be paid as demand draft favoring The Vice Chancellor, Kerala University of Digital Sciences, Innovation and Technology payable at Trivandrum. No interest shall be paid by DUK on the Earnest Money Deposited by the tenderer. EMD of unsuccessful bidders will be returned without any interest, upon finalization of contract or on expiry of validity of offer. EMD of the successful tenderer will be returned without any interest, after receipt of performance security.
- The award the contract to the successful Bidder whose bid has been substantially responsive and has been the lowest evaluated bid, provided further that the lowest Bidder is ready to perform the contract satisfactorily. The successful Bidder has to provide order acknowledgement within 14 days from the date of Purchase Order.
- Supply at Kerala University of Digital Sciences, Innovation and Technology, Trivandrum Technical literature/ hand book /data sheets if any etc. must be sent along with the bid.
- DUK reserves the right to cancel the order in case the item is not supplied within the stipulated period or non - fulfilment of contractual obligations.
- The courts at Thiruvananthapuram shall have jurisdiction over any dispute regarding this

tender.

- No advance payment. DUK shall make payment within 30 days of satisfactory acceptance of the items supplied. Any condition for payment of advance shall not be acceptable to this institute. In case of any defects to the materials supplied by the bidder, it should be replaced prior to release of the payment.
- Quoted rate: The quoted rates shall be inclusive of all taxes and also the bidder shall include charges like GST, freight, handling, loading, unloading, insurance premiums and placement at the facility and commissioning and installation if any . No compensation will be paid in case of any upward revision in the statutory taxes and levies or introduction of new taxes and levies.
- Firm period of Tender will be 90 days from the date of notification.
- Last date of receipt of filled in Quotations is 11.07.2022 03.00 P.M & Bid opening on same day at, 3.30 pm
- DUK reserves the right to accept any quotation and to reject any or all quotations.

Place: Techno city

Date: 01.07.2022

Vice Chancellor  
Sd/-

**DUK**  
**BID FORM**

To,

Kerala University of Digital Sciences, Innovation and Technology  
Technocity Campus, Mangalapuram  
Thiruvananthapuram 695 317

Dear Sir,

Sub: Bid form

Ref:

1. Having examined the conditions of tender contract, the receipt of which is hereby duly acknowledged. i/we undersigned, offer to supply all hardware & software and execute all works in conformity with tender specifications referred above and also to the said terms & conditions from the sum shown in the commercial bid(s) attached herewith and made part of this bid.
2. I / We undertake, if our Bid is accepted to complete delivery & commissioning of all Items specified in the contract within 30 days calculated from the date of issue of your purchase order/LOI.
3. We understand that you are not bound to accept the lowest or any bid, you may receive.
4. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specification of the items quoted by me/us.
5. I / We hereby confirm that all the items supplied are in proper working condition and tested successfully.
6. The tender document for the works mentioned above have been obtained by me from the URL **<https://duk.ac.in>**, the official website of Digital University and I / we hereby certify that I / we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.

7. My /our GST & PAN Numbers are as follows.

GST Registration Number. ....

PAN Number. ....

MSME Details: Yes/No (enclose details)

8. Dated this ..... day of..... 2022.

Duly authorized to sign the bid for and on behalf of -----

[To be submitted in letter head of the supplier

## Financial Bid

Tender Enq. No. \_\_\_\_\_

Total amount for providing **Purchase of Self-adhesive book covers to the Knowledge Centre - 250**

### Rolls

at DUK as per the terms and conditions contained in the Tender document shall be Rs.

\_\_\_\_\_ (Rupees. \_\_\_\_\_) including all taxes.

SL No.	Item Description	Qty	Amount (Incl of all taxes)
1	<b>Purchase of Self-adhesive book covers to the Knowledge Centre -</b>	<b>250 Rolls</b>	
Total Amount			

[To be submitted in letter head of the supplier]