BIHAR AGRICULTURAL UNIVERSITY

SABOUR-813210, (BHAGALPUR), BIHAR

Tender Notice No. 21

Sealed tenders/quotations are invited through registered / speed post / courier services only from Reputed / Registered, Supplier / Dealers / Firms / Company / Enterprises for the supply of items for the implementation of Radio Frequency Identification (RFID) system and technology for University Library, Bihar Agricultural University, Sabour, Bhagalpur. Sealed envelope containing full information along with supporting documents must reach in the office of the undersigned on or before **18/01/2018 up to 4.00 P.M**. and the same will be opened on **19/01/2018 at 3.00 P.M.** Details are available on www.bausabour.ac.in.

O/I Central Store (H.Q.)

BIHAR AGRICULTURAL UNIVERSITY

SABOUR, BHAGALPUR – 813 210 (BIHAR)

www.bausabour.ac.in

TENDER DOCUMENT
FOR

"**Supply of items for the implementation of Radio Frequency Identification (RFID) system and technology for University Library, Bihar Agricultural University, Sabour, Bhagalpur**."

O.O. No. 21/CS(HQ)/BAU, Sabour   **Dated: 22/12/2107**

BIHAR AGRICULTURAL UNIVERSITY

SABOUR (BHAGALPUR)
PIN: 813210 (BIHAR)
www.bausabour.ac.in

O.O. No. 21/CS(HQ)/BAU, Sabour   **Dated: 22/12/2017**

<u>NOTICE INVITING TENDER/QUOTATION</u>

Sealed tenders/quotations are invited in 2- Bid Systems (Technical Bid & Financial Bid) from Manufacturer/Authorized Distributors or Dealers for the "**Supply of items for the implementation of Radio Frequency Identification (RFID) system and technology for University Library, Bihar Agricultural University, Sabour, Bhagalpur."** The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. BAU, Sabour reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

Terms and Conditions:

1. The technical and financial bids should be quoted separately and put in different sealed envelopes marked "Technical bid" and "Financial bid" as applicable. These separate bids envelopes are to be put in an outer envelope which should also be sealed and marked as **"Supply of items for the implementation of Radio Frequency Identification (RFID) system and technology for University Library, Bihar Agricultural University, Sabour, Bhagalpur.**

2. The bidder must submit the OEM or their Authorized Distributor Certificate on their letterhead in the name of tenderer duly mentioned tender reference number along with the technical bid. If not found with technical bid the tender will be summarily rejected.

3. The Vendors/OEM have executed same nature of work in the last 3 years. The details of such institutions and work order with name of equipments may also be enclosed with the bids.

4. The RFID equipment should be fully compatible and certified to work on standard Koha Library Management Software being used by BAU on Cloud without any loss of features or additional costs.

5. The technical and financial bids should be submitted in original. The financial bid should include the cost of main equipments /items and its accessories. If there is any separate cost for installation etc. that should be quoted separately.

6. Each individual sealed envelope as well as the outer envelope should be marked with the following reference on the top left hand corner: **O.O. No.21/CS (HQ)/BAU, Sabour, Dated: 22/12/2017.**

7. The printed literature and catalogue/brochure giving full technical details should be included with the technical bid to verify the specifications quoted in the tender. The bidders should submit copies of suitable documents in support of their reputation, credential and past performance. All pages should be self attested with Co. Seal.

8. The rates should be quoted in figures (typed or printed) and cutting will not be accepted. The final amount should be in figures as well as in words. If there are cuttings, they should be duly initialled, failing which the bids are liable to be rejected.

9. Any bids received after **4:00 P.M. on 18/01/2018** shall not be considered. Offers received within the stipulated period only will be considered. University shall not be responsible for any postal delay. All tender documents should be sent through courier, speed post or registered post only.
    The postal address for submitting the tenders is:

    Officer-In-Charge,
    Central Store(HQ)
    Bihar Agricultural University
    Sabour, Bhagalpur (Bihar), Pin-813210

10. The Technical Bids will be opened on **19/01/2018 at 3.00 P.M.** in the presence of representative of the firm duly authorized .The date & time for opening of Financial Bids will be informed later on to the technically qualified bidders. In case the date mentioned

above is declared Government Holiday, the date shall automatically be shifted to next working day.

11. While quoting rates, the firm shall give an undertaking to the effect that "the terms/conditions mentioned in the Enquiry Letter/Tender Notice against which the rates are being quoted are acceptable to the firm". In case the firms do not give this undertaking, their rates will not be considered.

12. The quantity shown against the item is approximate and may vary as per demand of the University at the time of placing order.

13. All disputes shall be subject to Bhagalpur Jurisdiction only.

14. All tenders in which any of the prescribed conditions is not fulfilled or any condition is put forth by the tenderer shall be summarily rejected.

15. BAU, Sabour reserves the right to cancel the tender at any point of time without assigning any reason.

Note: Price bids of only those bidders will be opened whose technical bids are found suitable by the committee constituted for the purpose. Date and time of opening of price bids will be decided after technical bids have been evaluated by the committee. Information in this regard will be intimated to the technically qualified bidders. In exceptional situation, an authorized committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.

16. **Tender Cost & Earnest Money Deposit (EMD)/Security Deposit:**
Bidder needs to submit the non-refundable Tender Fee of **Rs. 500/- (five hundred Only)** in the form of a DD (Demand Draft) and **EMD of Rs. 30,000=00** issued in favour of **Comptroller, Bihar Agricultural University, Sabour, Payable at Sabour**, from any Nationalized Bank, must be enclosed in the envelope containing the financial bid. None submission of EMD will lead to rejection of the tender. All the bidders are required to enclose self-addressed **Rs. 35.00** stamped envelope.

17. The bidders shall keep their bid valid for minimum 90 days from the date of opening of the financial bid.

18. Manual and documentation: All the manuals necessary for operating and servicing the equipment (including details of electronic circuits) will have to be provided along with the instrument.

19. Bidders should go through the tender terms, conditions and specifications carefully and fill in the attached compliance statement accurately and unambiguously. They should ensure that all the required documents are furnished along with the bid.

20. Selected bidder will have to deposit 10% as the security deposit in the form of PBG (Performance Bank Guarantee) valid till the guarantee period/ defect liability period.

21. Guarantee/warranty period for 3(three) years.

22. Supply should be made within 3(three) months from the receipt of the work order/supply order.

Sd. /-

Officer-In-Charge,
Central Store (HQ)
Bihar Agricultural University,
Sabour, Bhagalpur- 813 210

EQUIPMENT DETAILS

"**Supply of items for the implementation of Radio Frequency Identification (RFID) system and**

technology for University Library, Bihar Agricultural University, Sabour, Bhagalpur."

Sl. No.	Name of the Items	Description/Configuration
Hardware/Software Requirements (Sl. No.)	Description for Hardware/Software Requirements	Configurations with Make and Model
1	**RFID Tag :**	
1.1	The chip-set must comply with ISO/IEC 15693-1, 15693-2 AND 15693-3	
1.2	External Dimensions should not exceed 49.5mm x 81mm<0.5mm in thickness	
1.3	Aluminium-etched antenna on PET substrate with printable paper/PP top	
1.4	The adhesive material on the tag must be of high strength and durable, suitable for application on paper, vinyl or plastics surfaces found in library materials.	
1.5	Bi-directional passive RF link operating at 13.56MHz frequency tuned to work at optimum performance on books, plastics and vinyl materials.	
1.6	Tags have anti-collision capabilities enabling multiple items to be simultaneously identified and read.	
1.7	Tags include an security bit (EAS or AFI) that can be turned on or off multiple times by devices included in proposed solution	
1.8	Total Memory: 1024 bits or more organized in 4 bytes (32 bits) block type.\nUsable Memory: 896 bits or more	
1.9	At least 100,000 write cycle /10 years data retention	
1.10	Tags are programmable so that information on the tags may be added, deleted or edited	
1.11	The proposed tags must work with the library circulation system from tagging to check in and check out of items without alterations to the system design.	
1.12	Warranty for the operational lifetime of the tag must be at least 10-years. Any problem tags must be replaced at no cost	

1.13	The tag must be readable and writable within the library required range for various functions at return chute, self loan station, circulation assistant, and security gates.	
1.14	The adhesive used must be low acid, or neutral PH. Manufacturers are to ensure that the adhesive will not damage the book-page under shelving and circulation conditions.	
2	**Small Disc Tag (4cm):**	
2.1	The chip-set must comply with ISO/IEC 15693-1, 15693-2 AND 15693-3	
2. 2	External Dimensions should not exceed 40mm diameter<0.5mm in thickness	
2.3	Aluminium-etched antenna on PET substrate with printable paper/PP top	
2. 4	The adhesive material on the tag must be of high strength and durable, suitable for application on plastics surfaces found in library materials.	
2.5	Bi-directional passive RF link operating at 13.56MHz frequency tuned to work at optimum performance CD and DVD materials.	
2.6	Tags have anti-collision capabilities enabling multiple items to be simultaneously identified and read.	
2.7	Tags include an security bit (EAS or AFI) that can be turned on or off multiple times by devices included in proposed solution	
2.8	Total Memory: 1024 bits or more organized in 4 bytes (32 bits) block type. Usable Memory: 896 bits or more	
2.9	At least 100,000 write cycle /10 years data retention	
2.10	Tags are programmable so that information on the tags may be added, deleted or edited	
2.11	The proposed tags must work with the library circulation system from tagging to check in and check out of items without alterations to the system design.	
2.12	Warranty for the operational lifetime of the tag must be at least 10-years. Any problem tags must be replaced at no cost	
2.13	The tag must be readable and writable within the library required range for various functions at return chute, self loan station, circulation assistant, and	

	security gates.	
2.14	The adhesive used must be low acid, or neutral PH. Manufacturers are to ensure that the adhesive will not damage the CD/DVD under shelving and circulation conditions.	
3	**Circulation Assistant:**	
3.1	Allows library staff to perform normal circulation functions (borrow and return) using existing LMS Client with RFID enabled items. It is capable of sending (simulating a barcode scan) item ID or accession number to the LMS client.	
3.2	Allows encoding of RFID tag and viewing RFID tag information.	
3.3	Operating at 13.56MHz frequency	
3.4	Compliant to ISO 15693 (ISO 18000-3 MODE 1)	
3.5	Able to turn on or off the security bit in RFID Tag after successful returning or borrowing transaction	
3.6	Process multiple items affixed with RFID Tag up to 10 items stacking up to the maximum height of 200mm.	
3.7	Small form factor RFID Reader with low profile pad antenna not more than 8mm thickness for non-obstructive work flow at staff counter.	
3.8	External dimensions of pad antenna should not exceed 340mm x 240mm x 8mm	
3.9	Power supply and consumption: 12V DC, max 6W	
3.10	Transmitting power: 1.2W ± 1dB	
3.11	Should not read items unintentionally at a distance of 100mm and beyond from the side of the pad antenna	
3.12	Interface: USB 2.0	
3.13	RFID Reader Standard conformity: Europe - EU 300 330, USA - FCC 47 CFR Part 15, EMC – 301 489	
3.14	Auto switch off RF power to conserve energy if idling for a pre-set time.	
3.15	Able to support scanning of patron card (bar-coded card or smart card or proximity card or magnetic card) with additional card reader	
3.16	Auto synchronization with LMS operating mode and switch automatically to borrow or return mode for changing of RFID tag security status.	
3.17	Provide sound or visual confirmation upon successful	

		checked in/out of items	
3.18		Supports short cut keys or hot keys to switch manually to borrow or return mode.	
3.19		Circulation assistant application window should not occupy more than 5% of the desktop screen space.	
3.20		Circulation assistant application window must be able to move freely on the screen, pin to the bottom right corner with a click of a button, auto hide when not in use.	
3.21		Circulation assistant application window should be colour coded (user configurable) for easy identification of the different mode of operation.	
3.22		Able to handle LMS pop up windows (for any exceptions while scanning multiple items) and pause for user to read the pop up message and resume sending the next Item ID when user close the pop up windows	
3.23		Provides auto and manual conversion of tags from old data format to new data format	
3.24		Can be configured to synchronize with more than one LMS client software.	
3.25		Can support issuing of items for internal reference without turning off the security status.	
3.26		Default language is English. Able to set Circulation Assistant UI language to other languages	
4		**RFID Security Gates Designer Clear:**	
4.1		Detect secured items leaving library and provide Audio (Buzzer) and Visual (flashing LED light) alert	
4.2		Operating at 13.56MHz frequency	
4.3		Compliant to ISO 15693 (ISO 18000-3 MODE 1)	
4.4		Compliant to ETSI EN 300 330 (EM Emission), ETSI EN 301 489 (EM Immunity), ETSI EN 50364 (Human Exposure), EN 60950 (Electrical Safety), FCC and UL.	
4.5		External dimensions per panel: 1846mm x 546mm x 45mm (HxLxW)	
4.6		Base Plate dimensions: 620mm x 80mm	
4.7		Interface: Ethernet	
4.8		Power supply and consumptions: 240V AC 5/60Hz, 2.5A, 17W (for a standard 2 column gates)	
4.9		Integrated bi-directional patron counter to count	

	patron in and out.	
4.10	True 3D Detection. Detect library items in any orientation	
4.11	Able to detect and read multiple items simultaneously	
4.12	Enhanced security with virtually no false alarm	
4.13	Full height coverage of up to 1.9m from the floor	
4.14	High quality acrylic panel with UL 94 HB rating	
4.15	Multiple lane configuration which provide detection range of 1.0 meter on RFID Book Tag between 2 panels	
4.16	Aisle width and gate panel position must be compliant to ADA standards or local disabilities acts. Allow accessibility to wheelchairs.	
4.17	Standalone operation without the need to check item status from server online	
4.18	Option to mount directly on the floor or on a platform	
4.19	Provides dry contact (NC or NO) for connection to trigger CCTV recording, door access system and locking of barrier gates on alarm event.	
4.20	Allowed real-time status monitoring showing patron count, alarm count and items IDs that trigger the gate alarm.	
4.21	Provide statistics on library patronage and incidents reports which includes but not limited to: - Alarms per day - Gate alarms - Average time in library - Branch daily patron counts - Traffic per day - Library utilization - Traffic per hour average - Traffic per hour total	
4.22	Log all alarm incidences	
4.23	Each panel complete with antenna, long range reader and controller which can function by its own without the need to connect to another panel	
4.24	Each panel is capable of detecting secured RFID tags and trigger its buzzer and LED. For multiple lane configuration, only the lane with an unchecked item will light up. LED and buzzer on other panels and other lanes will not be triggered	
4.25	Security compatibility: EAS, AFI & white list	
4.26	Able to keep buffer of patron count and other parameter in the event of connection failure or power	

	supply disruption	
5	**Mobile Scanning Unit:**	
5.1	Enable staff to perform stock take without the need to remove items from shelf	
5.2	Enable staff to search for specific item or a list of items	
5.3	Enable staff to identify out of place item while scanning the shelf.	
5.4	Provides function to blast the RFID Tag security (turn on or off or custom)	
5.5	Enable staff to look up for items from stock take alert list while performing the stock take scanning.	
5.6	Provide voice prompt when an item in the alert list or search list is found. The voice prompt should read out the item title and call number.	
5.7	Provide light indicator on the handheld scanner when item is found.	
5.8	Operating at 13.56MHz frequency	
5.9	Compliant to ISO 15693 (ISO 18000-3 MODE 1)	
5.10	Read multiple items simultaneously with 100% successful read at the speed of not less than 18,000 items per hour	
5.11	The LCD display (smartphone), showing the software UI and scanning status must be separated from the handheld RFID scanner. Both are connected via Bluetooth 2.0.	
5.12	Battery operated with up to 10 hours continuous scanning and 60 hours of standby.	
5.13	Handheld reader will go into energy saving mode when not in used	
5.14	Provides visible RFID handheld scanner battery power level on the smartphone.	
5.15	Lightweight at 430g and ergonomic design which minimize fatigue after long hours of usage	
5.16	Able to read RFID Book tag at a distance of 0mm ~ 250mm.	
5.17	Produce audible sound when items are read. No repeated reading of same item.	
5.18	Allow staff to enter item ID/Accession number directly into smartphone for searching or import from a list of items for searching	
5.19	Proposed smartphone must be running Android OS	

	with memory expansion slot to store up to 1,000,000 inventory records, and up to 5000 search items records.	
5.20	Provides synchronizing software to synchronize data to /from smartphone to PC.	
5.21	Provides way to export stock take results and search item results to csv format for reconciliation with LMS.	
5.22	Enables search item list and alert list to be uploaded from PC to smartphone.	
6	**Management Console:**	
6.1	Enables library staff access to all the RFID equipment in the network	
6.2	Provides 3 access levels as follow: 1. View and monitoring only – Able to monitor all the RFID equipment connected to the system 2. View, monitoring and reporting – Able to monitor all the RFID equipment as well as generate reports 3. IT support – Full access rights to make alterations to configurations.	
6.3	Can be installed on any PC in the library network	
6.4	Easy to use, intuitive GUI with "tool tips" – call out boxes that describe the functionality	
6.5	Featured "Dashboard" for monitoring of all RFID Library equipment, colour-coded icons (red, green, grey) indicating the status and visual alert on receipt paper low, LMS offline, etc.	
6.6	Provides a good range of reporting options in both text and graphical formats which include but not limited to the list below: 1. Transaction viewer 2. Security Gate alarms reports 3. Visitor count reports 4. Library usage and visitorship analysis reports 5. Payment transactions and summary reports 6. Kiosk usage analysis reports 7. Transactions reports	
6.7	Allows admin staff to manage users which include: 1. Add user 2. Delete user 3. Reset password 4. Change user access rights	

6.8	Configurable to user authentication via library domain	
6.9	Enables selection of application language	
6.10	Enables grouping of RFID equipment into libraries, sections or subsections.	
6.11	Easy configuration of workflows, borrowing steps, and user interaction.	
6.12	Easy configuration of the look and feel of the GUI of all RFID equipment via the management console	
6.13	Enables deployment of software version upgrades of all RFID equipment via the management console	
6.14	Allows setting of offline policy which include but not limited to the following: 1. Offline loan quota 2. Offline loan period 3. Offline loan period by item type	
6.15	Allows import and regular update of library holding list (csv file) – customizable field and field structure	
6.16	Allows import and regular update of library patron list (csv file) – customizable field and field structure	
6.17	Allows import and regular update of weed list (csv file) – customizable field and field structure	
6.18	Enables configuration of email alerts which include but not limited to below: 1. Gate Alarms 2. Hardware error 3. LMS offline 4. Receipt paper low /out	
6.19	Configurable data archiving schedule and intervals	
6.20	Enables setting of library opening and closing time by branch	
6.21	Enables access to support team for remote support session	
7	**24/7 Check-in Chute (Drop Box):**	
7.1	Enables multiple items to be returned at a time	
7.2	Allow returning of all types of library items such as CD/DVDs, books, video/audio cassettes, periodicals, etc.	
7.3	Able to operate 24 hours a day and 7 days a week reliably	
7.4	Instant loan cancellation of the items to LMS and item security turned on.	
7.5	Able to integrate with the current Library Management system using SIP2 protocol	

7.6	Self locking door / flap that stay at lock position all the time to prevent unauthorized items being thrown into the check-in chute. Only authorized library item will be able to opened the self locking door / flap.	
7.7	Audible alarm if door /flap left opened and unlocked.	
7.8	Capable of printing return receipt. Can be configured to turn off receipt printing.	
7.9	Provides LED indicator showing operating modes	
7.10	Manual switchable to lock the Check-in chute prevent items to be returned.	
7.11	Operating at 13.56MHz frequency	
7.12	Compliant to ISO 15693 (ISO 18000-3 MODE 1)	
7.13	Connecting to LAN directly without the need for a dedicated PC next to it.	
7.14	Robust and vandal proof construction	
7.15	Wall mounted	
7.16	Compact size for wall opening not exceeding 500 x 500mm	
7.17	Power supply and consumptions: 240V AC 5/60Hz, 1.5A, 12W	
7.18	Operating / storage temperature: 0 °C up to 50 °C Operating / storage humidity: 0% to 85% (relative humidity, non-condensing)	
7.19	Able to store all transaction at centralized location	
8	**V5 Self Loan Station:**	
8.1	Enable self borrowing and returning of library materials. Configurable to turn on or off each functionality	
8.2	Enable renewal of items, viewing account status and activity, viewing reserved items. Configurable to turn on or off each functionality	
8.3	Vandal-proof floor standing kiosk enclosure with key lock access for changing of receipt paper roll	
8.4	Capable of printing receipt or sending email receipt to patron (LMS dependent).	
8.5	Configurable receipt format through management console	
8.6	Key-less access for changing of receipt paper roll	
8.7	All self check components must be mounted inside the kiosk enclosure and allowed easy relocation when needed	

8.8	Operating at 13.56MHz frequency	
8.9	Compliant to ISO 15693 (ISO 18000-3 MODE 1)	
8.10	Able to read the information such as Item ID/accession number from RFID Tag to be sent to LMS for borrowing or returning process	
8.11	Able to integrate with the current Library Management system using SIP2 protocol	
8.12	Process multiple items affixed with RFID Tag up to ~~15~~ 20 items (~~20~~ 15mm thickness per item) placed at the RFID scanning area.	
8.13	Provides large LCD touch screen with display size larger than 21", 16:9 screen aspect ratio, and 1920 x 1080 resolution	
8.14	Graphic user interface with animated guidance.	
8.15	Provides at least 3 choices of workflows	
8.16	Support multiple languages on screen	
8.17	Support Unicode	
8.18	Able to support user PIN login. Onscreen alpha numeric keyboard for PIN entry	
8.19	Provides CCD Barcode scanner for scanning of barcode patron card. Able to read smart card or contactless card if required as an option	
8.20	Allows patron to view account information such as loan quota, number of item on loaned, etc.	
8.21	Allows checking in/out of all types of library items such as CD/DVDs, books, video/audio cassettes, periodicals, etc.	
8.22	Able to play promotional material when kiosk is idle	
8.23	Able to operate in offline mode during an LMS offline event. All offline transactions will be pushed to LMS when LMS back online.	
8.24	Provide offline transaction policies such as but not limited to below: • Apply different loan period for different types of library item • Apply offline loan quota • Synchronize and maintain a blacklisted member list and prevent them from borrowing • Able to prevent reference item from being checked out • Able to process multi-volume item and make sure a complete set of items being checked out.	
8.25	Allows real-time status monitoring from Management	

	Console /centralized monitoring system.	
8.26	Allows remote diagnostic and restart from Management Console /centralized monitoring system	
8.27	Able to send E-mail alert to a librarian or system support center when there is a connectivity problem, hardware malfunction, or running out of receipt paper.	
8.28	Able to provide visual cue on the monitor when system goes offline.	
8.29	Able to store all transaction logs locally and centralized location	
8.30	Provides reporting functionality through management console /centralized monitoring system to generate various types of reports for analysis.	
9	**Mifare Cards:**	
9.1	Mifare Cards – 2,000 Nos.	
9.2	Pre-printing University/Institution Name, Logo, etc. on Mifare Cards.	
9.3	Mifare Card Printer.	

TENDER FORM

To,

   1. The Comptroller
      Bihar Agricultural University
      Sabour, Bhagalpur (Bihar), Pin-813210

   2. Officer-In-Charge
      Central Store (HQ)
      Bihar Agricultural University
      Sabour, Bhagalpur (Bihar), Pin-813210

Subject: Tender Enquiry No.: 21/ CS(HQ)/BAU, Sabour Dated: 22/12/2017.

Sir,

I have gone through the terms and conditions laid down in the tender documents and accept the same.

I am hereby submitting the technical bid and enclosing the documents as per details given below:

CHECK LIST

S. No.   *Name of documents*

1. Cost of Tender documents (It downloaded the tender …………….. (Document) from University website within NIT schedule)

(DD No/Pay Order_____date_____Issuing Bank_____

_____ for Rs. 500.00 (Enclosed along with the technical bid).

2. Details of EMD-TDR/FDR No._____ date of issue_____

Name & address of Bank issuing DR/FDR_____ amounting to Rs._____ This EMD is being Encl. (along with the technical bid).

3. List of procurement agencies of repute to whom the tendered_____ products have been supplied during last twelve month with proof i.e. work order/supply order.

4. Authorized dealership/agency/distributor certificate issued by original manufacturer of the equipment/item for preceding two years to show financial status of the tenderer.

5. Self attested copies of GST registration _____

6. Self attested copies to PAN (Permanent Account Number) _____

7. Self attested Registration certificate of the firm

8. Self attested Audited balance sheet of the firm of the last three years

9. Self attested Income tax return copy of the last three years

10. Self attested Experience certificate of the last three years.

11. Enclosure of detail technical specification and other required documents

12. Tender Documents duly signed on all pages _____

   Certified that each and every page of the tender documents are serially numbered and signed by me.

   Yours faithfully,

   Nature and Name of the authorized Signatory with seal

   Designation

   Name of the company (Tenderer)

DETAILS ABOUT TENDERER

(General & Financial)

1. (a) Name of the Tenderer: ……………………………………….

    (b)Status of the Tenderer: ………………………………………….

    (i)Manufacturer/Importer: ……………………………………….

    (ii) Proprietorship: ....

2. Partnership/Company

    Full Postal Address   ....

                               ....

                               ....

                               ....

3. Telephone No.:   ....

4. Mobile No.:   ....

5. Fax No.:   ....

6. E-mail Address: ....

7. Name of the persons who are responsible for conduct of business

8. (a) Names of procurement agencies with whom: ……………………..the tenderer is
    registered.
    (b) Names of procurement agencies to whom: ……………………..............
    Items have been supplied during last 12 months:……………….................
    (Copies of supply order not to be enclosed)

DETAILS ON FINANCIAL ASPECTS

9. Furnish the following information with documents:-

   (i) Income Tax PAN: …………….............................

   (ii) GST Registration: ....…………….................

10. Name and address of the Billing Agency/Distributor/Dealer, if any

FORMAT OF PRICE BIDS

S.N.	Tender items Sl. No.	Name of the items & Brand	MRP	Offered Rate per unit/each	Tax	Total Rate offered with tax
						(e + f)

Please Note: -

1. Price bids should be typed in the prescribed format only. Photo copy/Xerox Copy/ Duplicate Copy would not be accepted in any condition.

2. Authorized dealership/agency/distributor certificate issued by original manufacturer of the equipment/item should be enclosed

3. Rate of CMC/AMC should be quoted by the vender in a separate format (if applicable) after two years.

DECLARATION

I _____**Prop/Partner/Director of**

M/s_____hereby declare that the information given in this

Tender is true and correct to the best of my knowledge and belief.

**Signature and Name of the
Authorized Signatory**

Designation

Date

Place

Seal of the Tenderer

WARNING: Subsequently, if information furnished in this tender found incorrect, tenderer is liable to be penalized and the Blacklisting.

SPECIAL TERMS AND CONDITIONS FOR TENDERERS

The following terms and conditions should be complied with during submitting tender:-

1. Sealed Quotation/Tenders are invited in two bid systems.
2. Tenders should be submitted to the O/I Central Store, Bihar Agricultural University, Sabour, Bhagalpur, Bihar, Pin- 813 210 under the sealed envelopes.
3. The tenderer should quote typed rates in figures as well as in words. The tender should be signed by the tenderer himself/themselves or their authorized agent on his/her/their behalf. In case the tender is signed by the agent the authority letter in favour shall be enclosed with tender documents.
4. The tenderers should take care that the rate and amount are written in such a way that interpolation is not possible. No blank space should be left, which would otherwise make the tender liable for rejection.

5. Delivery schedule with definite date of delivery at destination (BAU, Sabour) taking into cognizance of transit facility must be indicated. This contractual delivery date/ period should be inclusive of all the lead time.
6. The tenderer submitting his tender would be deemed to be considered and accepted all the terms and conditions. No enquiries, verbal or written shall be entertained in respect of acceptance or rejection of the tender.
7. The quantity shown in the schedule may be increased or decreased depending upon the actual requirement.
8. This University reserves the right to cancel/ reject in or any part of the tender, which generally do not fulfil the condition stipulated in the tender without assigning any reason.
9. Any action on the part of tenderer to influence anybody of the University will make his/their tender liable for rejection.
10. The tenderers shall submit the offer in original copy of the tender documents duly signed on each page. Item wise rate indicating units can be offered on letter head of the firm, in case, space printed on financial form is not sufficient.
11. In case of placement of purchase order, the vendor (the tenderer whose tender is accepted) may comment on the purchase order within 10 days from the date of dispatch of purchase order otherwise it will be deemed that offer is acceptable to the vendor. Notwithstanding any other provision, the terms and conditions and any other provision included, in the purchase order will be treated as binding with "Errors & Omissions Expected". However, if the vendor notices of the order, he must bring the same in to the notice of tender/quotation and seek clarifications within the above stipulated time. Vendor will have to bear the responsibility for failure to take this action.
12. In University may in writing make any revision or change in the purchase order, including additions or deletions from the quantities originally ordered or in the specifications or drawing. If any such revisions/changes affect the price or delivery, the same shall be subject

to the adjustment of price/delivery, wherever required on a reasonable basis by mutual agreement in writing which should be communicated.

13. The University reserves the right to cancel the purchase order or any part thereof shall be entitled to revise the contract wholly or in a part by written notice the vendor if:-
    (a) The vendor fails to comply with the terms and conditions of the purchase order including specifications and other technical requirement.
    (b) The vendor becomes bankrupt or goes into liquidation.
    (c) The vendor fails to deliver the goods in time and or does not replace the rejected goods promptly.
    (d) A receiver is appointed for any of the property owned by the vendor.

14. Upon the receipt of the said cancellation notice, the University shall discontinue all works of the purchase order and matters connected with it.

15. Supply order will be issued as per the requirement of the University. The supplier will have to supply ordered materials within the delivery time mentioned in the supply order.

16. Unless otherwise specified in the order, the order price shall remain firm and will not be subject to escalation of any description during the dependency of the order, notwithstanding the change in the cost of material and components he/they may take clearance while the order is under execution even if the execution of the order for any reason whatsoever.

17. The offer of the tenderers shall remain valid for a period of 90 days from the date of opening of bid.

18. The University may its option, reject such defective materials at the vendor's expense in which event the vendor shall, without any cost to the University and as promptly as possible, remove such materials and furnish and install proper and acceptable material.

19. In the event of delay delivery and/or unsatisfactory manufacturing progress and supply, the University has the right to cancel the purchase order as whole or in part without liability for cancellation charges.

20. Timely delivery as mentioned in purchase order shall be in the essence of the order and no variation shall be permitted except with prior authorization in writing from the University.

21. In the event of delay in making delivery on the part of the vendor, it will be at University discretion to receive delivery with a reduction in price of the article/or equipment.

22. Forced measure shall mean and be limited to the following: -
    (a) Any war/hostilities
    (b) Any riot or civil communication
    (c) Any earthquake, flood, tempest, lighting or other natural physical disaster.
    (d) Any strike or lock up (Only those exceeding ten continuous days duration) affecting the performance of the vendor's obligation.
    The seller shall advise the University by Registered Letter duly certified by local chamber of commerce of statuary authorities the beginning and end of the above caused of delay within 7 days of occurrence and cessation of such forced measure concern. In the event of delay

lasting over one month, if arising our caused of force measure, the University reserves the right to cancel the order.

23. No payment shall be made for rejected materials not the tenderer would be entitled to claim for such items.

24. Rejected materials would be removed by the tenderer from the site within two weeks or the date of rejection at their own cost. In case they are not removed they will be auctioned at the risk and responsibility of the suppliers without any further notice.

25. In case of not honouring the supply order, the University will have the right to impose penalty as deemed fit and to resort to make purchase at the suppliers cost and risk and his security deposit may be forfeited in favour of the University cost and risk.

26. Rate should be qualified as basic rate plus tax applied.

27. In the case of non-supply order stores within stipulated time, it will be at the discretion of the University to accept delivery with late delivery clause @ 1% per week maximum to the extent of 10 % of the ordered value for delayed supply.

28. Tenderer hereby agree to all terms and conditions stipulated in tender and undertakes to sign the rate contract or supply order within the given days from the date of order failing which security shall be liable to be forfeited.

29. Disputes, if any, arising between the University and the bidder out of or in connection with the terms and conditions contained herein shall be referred for arbitration to the Bhagalpur jurisdiction. Disputes shall be decided keeping in view of the terms and conditions of the tender and Bihar financial rules applicable to the University.

30. Warranty 3 years from the date of installation will be provided.

31. PBG-The vendor shall furnish unconditional Performance Bank Guarantee issued by the nationalized bank in the shape of TDR/FDR in favour of Comptroller, BAU, Sabour @10% of the order value valid for 3 years and 2 months from the date of installation & commissioning.