

Tender Conditions

1. Sealed tenders will be received by the Registrar, Mother Teresa Women's University, Kodaikanal upto 18.03.2023 at 3.00 p.m for **Supply of Answer Booklets (42 pages) with OMR Sheet** as per the specifications given in the tender schedules.
2. The tenders shall be submitted in sealed cover mentioned as for Supply of Answer Booklets (42 pages) with OMR Sheet for use of Mother Teresa Women's University due on 18.03.2023 at 3.00 p.m.
3. If the last day fixed for the receipt of tender happens to be a holiday tenders will be received on the next working day upto 11.00a.m.
4. Each tender shall accompany with an EMD of fixed rate of Rs. 3 lakhs The EMD in the form of the Demand Draft drawn in any Nationalized bank in favour of the Registrar, Mother Teresa Women's University, payable at Kodaikanal. Tenders without EMD will summarily be rejected. EMD will not carry any interest. Tender documents can be had from the office on payment of Rs.5000/- with 12% GST.
5. Tenders received late will be returned to the tenderer unopened.
6. The entries in the tender scheduled shall be as for as possible without scoring and corrections and over writings and shall be legible. The unavoidable correction or scoring shall be attested by full signature of the tenderer. The tenderer should sign on each page of the tender document.
7. In the tender schedule, the tenderer should quote his bid amount for each item separately in figures and words in the corresponding column, along with the applicable GST.
8. If the rates quoted in the schedule differ in words and figures, the lowest quoted rate will be taken.
9. No revision of rates will be accepted. Rates quoted shall be form and final.
10. The rates quoted shall be for delivery at University campus inclusive of charges such as packing and forwarding. Discount if any should be indicated prominently. The tender is solely responsible till delivery in good condition at University, Attuvampatty, Kodaikanal.

11. The Tenderer should supply the materials as per the specifications given in the tender schedule. Tender documents are not transferable.
12. Tender shall be submitted only in this official form and the tenderer should sign on each page of the tender enclosed without any omission. Tenders with price variation will not be accepted. The tenderer should quote the Tax Registration No, TIN, GST No. etc. The qualification criteria mentioned in the specification should be fulfilled without fail.
13. The tender shall be valid for a period of 45 days from the date of opening, Tenderer should not withdraw his tender after the tenders are opened. In case, the tender is withdrawn after opening, the EMD will be forfeited.
14. The EMD of the unsuccessful tenderers will be refunded on their request immediately after the disposal of tender by the competent authority.
15. The successful tenderer shall also furnish the security deposit at 5% of the value of order. The Security Deposit will be refunded after one year from the date of supply of materials.
16. In case of failure by the tenderers to supply the items demanded within the prescribed time limit or rejection of the goods by the University, the Registrar shall have the power to procure the goods from other sources. The excess cost and expenditure will be worked out and recovered from tenderer.
17. Successful tenderer should execute an agreement on stamp paper to the value of Rs. 20/- within seven days from the date of receipt of intimation about acceptance of the tender. Failure to execute the agreement within the stipulated time, will entail forfeiture of the EMD and cancellation of the tender.
18. Any dispute arising out of this contract shall be settled only within the jurisdiction of Kodaikanal.
19. The authority competent to accept the tender reserves the right to cancel the tender without assigning any reasons therefore.
20. Regarding the acceptance of supply with reference to the specifications and quality of materials supplied, the decision of the Registrar shall be final. The rejected materials should be removed from the University within 15 days at Tenderer's cost.
21. This University's General rules for the supply of the materials and works will apply in this case also.

22. If the tenderer fails in the due performance of his supply within the time fixed, the tenderer is liable to pay as liquidated damages upto 2% per month for the supply value of such portion of the materials as have not been delivered.
23. To be refunded after specified period or warrantee/Guarantee period.
24. The Successful tenderer should produce income-tax clearance certificate. In the case of partnership firms, this should be produced for each of the partners and the firm.

S.No	Description of goods	Quantity
1	<p>OMR Answer booklets – 42 pages for Multi color, 110 GSM (A Grade ITC Paper) Printing and supply of Answer Booklets with pages (Inner Pages 70 GSM, Front page 110 GSM)</p> <p>Each page containing rules with micro line (security feature) as margin and University logo and page number on the right side and all pages will stitched with white thread. (Each 200 Booklets 1 Box)</p>	250000 Nos

Date of Tender Committee Meeting will be informed through our University website on 18.03.2023.

vn.  7/3/23
Registrar

7/3/23