

Annexure-I

*** Mandatory Information on a separate sheet**

Demand draft in favor of "Dayalbagh Educational Institute" for Rs. 236.00 Tender Fees Rs. 200/- and GST Rs.36) and the following details must be provided by the bidders:

- (a) Name of the Company :**
- (b) Address :**
- (c) Company/Firms contact details :**
(Phone No., Mobile No. e-mail ect.
- (d) GST Number :**
- (e) Name of the contact person with Phone no. :**
- (f) Tender fees : Rs.236/-**
- (g) Demand Draft No. :**
- (h) Date of Demand Draft :**
- (i) Name of the Bank :**

General Terms & Conditions

Note: Bidders must submit the following primary information/documents with the quotation. Bidders will have to indicate these particulars in their quote failing which the offer may be rejected. Please do produce the related documents whenever required by the Institute.

1. Trade License/Company Registration No.
2. Goods / Service Tax Regn. No.
3. Income Tax PAN No.
4. Firm's Bank A/c details
5. Bidders are requested to quote rate(s) per unit(s) only in the recognized Accounting units otherwise your quotation will not be accepted.
6. Bidders should be OEM/Authorized partner/Authorized dealer of OEM.
7. Bidders should quote rates as per details/specifications mentioned in notice inviting Tender and **enclose a sample of paper required to be purchased.**
8. Bidders should quote rates on FOR/Free Delivery at the sites specified in the Notice inviting Tender, inclusive of all charges else should mention estimated cost of packing, forwarding, insurance and freight by Rail/Road/Post etc. as the case may be.
9. Bidders must indicate if their rate is inclusive of Taxes and duties, if any.
10. In case opening date of Tender happens to be holiday, tender will be received and opened on the next working day at the same time and same place. Quotation received after the closing date will not be entertained and revision in the price will render the bid invalid. Quotation should indicate clearly the period of Validity, preferably not less than 45 days.
11. In case of an offer for items having multiple options, you should clearly indicate item-specific price(s). Please quote separate item-wise rate(s), when quotation has been asked for so. For every offer, packing and forwarding charges, Taxes etc. should be shown separately.
12. Bids will be evaluated after equated comparison of offers upon calculating all tax/duty/cess/surcharge/discount/packing/transportation costs, other charges with price and non-compliance of technical and commercial terms will render a bid liable for rejection.
13. Bidders will have to submit Bills/Invoices on dispatch of stores, if ordered, to this office in triplicate duly pre-receipted and supported by the relevant delivery documents for audit and payment directly in your bank account through RTGS/NEFT. Generally, payments can be expected within one month and are made against acceptance of supplies/installation of equipment or jobs completed as per tender document and in deserving cases, against shipment documents.
14. No insurance charges are allowed unless otherwise specified and agreed to by us. In the absence of any specific instructions, it will be the responsibility of the supplier to ensure a consignment against transit risk at his own expense if he so desires.
15. The Institute is not bound to accept the lowest rate or any other offer and the acceptance of the offer is entirely at the discretion of the Committee.
16. All purchases are subject to the approval of the Governing Body of the Institute.
17. The Institute reserves the right to select certain items in single or multiple units and reject the others or all as mentioned in the schedule and to revise or alter the specifications before acceptance of any tender and accept or reject any or all tenders, wholly or partly or close the tender without assigning any reason whatsoever.
18. The Bidder shall be required to submit the amount of **Earnest Money Deposit (EMD)** by way of demand drafts/banker's cheque/FDRs as mentioned in the Notice Inviting Tender which is refundable and a non-refundable **Tender Fee** for an amount of **Rs 236/-** (Rupees two hundred thirty six only) by way of demand drafts/banker's cheque. The demand drafts shall be drawn in

favour of “**Dayalbagh Educational Institute, Agra**” payable at **Agra**. The demand drafts (validity 45 days beyond final bid) for earnest money deposit & tender fee must be enclosed in the envelope containing the bid.

- a.) The firm(s) that are registered with the National Small Industries Corporation (NSIC) / or Small-Scale Industries (SSI) are exempted from furnishing the EMD. Self-attested photocopy of the valid registration certificate must be enclosed with their bid.
 - b.) The demand drafts for EMD & tender fee must be enclosed in the envelope containing the technical/price bid and super-scribed with tender number and due date of submission on it. Any technical/price bid is found without the demand drafts of EMD and tender fee will be rejected. The Institute will not be liable to pay any interest on such an amount. The EMD shall be forfeited, if the Bidder withdraws its bid during the period of validity of Tender.
19. The bidders may seal technical and financial bids separately and put these two sealed envelopes in a bigger envelop, super-scribed with tender number and due date of submission on it. **Bids are invited under single stage bidding system (Single Stage Single Envelop System).**
 20. Arbitration and Laws: In case of any dispute or difference arising out of or in connection with the tender conditions / order and Contract, the Institute and the Supplier will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Agra only. The resolution of the Arbitrator shall be final and binding on both the parties.
 21. Jurisdiction: The courts at Agra alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender /contract. It is specifically agreed that no court outside and other than Agra court shall have jurisdiction in the matter.

Registrar, DEI