

**No. HPU/UIIT/2008-Equipment:
UNIVERSITY INSTITUTE OF INFORMATION TECHNOLOGY
HIMACHAL PRADESH UNIVERSITY
SHIMLA 171 005**

Dated: Shimla – 5, the

“SHORT TERM TENDER NOTICE”

Sealed tenders addressed to the undersigned are invited for the purchase of apparatus for **Digital and Electronics Laboratory** to be established in University Institute of Information Technology as per Specifications listed in the tender document; so as to reach this office on or before _____. The form along with specification quantity and the terms and condition of the tender can be obtained from the office of UIIT on any working day between 10.00 A.M. to 5.00 P.M. by submitting a Demand Draft of Rs. 1000/- (Rupees One thousand only) on counter till 5.00 P.M. or by post by sending Rs. 1100/- (Rupees One thousand one hundred only) in the shape of crossed Bank Draft Drawn in favour of University Institute of Information Technology, Himachal Pradesh University, Shimla – 171 005.

**Director (UIIT)
H.P. University,
Shimla – 171 005.**

M/S _____

TERMS AND CONDITIONS

1. The quotes should be done strictly as per the specifications given in the list of apparatus provided with this document
2. The rates quoted shall be valid up to One year or till fresh rates are approved which ever is later.
3. The insurance charges, if any, should be mentioned. The original payees receipt will be required along with the bill for payment insurance charges.
4. Taxes etc., if any, should be given in detail.
5. All quotations should be FOR University Institute of Information Technology and should include packing and forwarding charges and must not be ex-works/ex-godown/ex-mill etc.
6. Where full specifications are not incorporated against any articles in the tender or where specifications are such that the supplier cannot quote the suppliers should give their own specifications in detail (illustrative literature, if any should also accompany duly stamped and signed).
7. Please also indicate whether or not you will be in a position to give a demonstration of your equipment, if desired.
8. Safe delivery of apparatus should be assured by the manufacturer. Any breakage/ damage in transit shall be at the risk of the supplier. The entire supply will be properly finished and touched up wherever necessary at destination before the same is finally accepted by the Store Purchase Inspection Committee.
9. All containers, packing cases, gunny bags will be deemed to be not returnable unless specifically stated in the quotations.
10. The supplier shall dispatch material 'freight paid' in all cases. In the event of their failure to do so a penalty of 5% shall be charged on the amount paid a freight by the consignee on their behalf.
11. The delivery of the material will have to be made within 30 days from the date of supply order.
12. The inspection of the goods will be carried out by the consignee at the destination and rejected goods will have to be removed by the party/ parties at their own cost within 10 days of the dispatch of advice from the Indenting Officer, failing which the goods will lie at suppliers risk or may be disposed off by the University by Public auction, if so considered necessary.
 13. (i) The rejected goods will have to be replaced within 15 days from the date of dispatch of notice intimating that goods have been rejected, failing which the Indenting Officer will be entitled to make risk purchases without any further notice.
 - (ii) If the supplier/ claim that the goods supplied by him/ them are strictly according to the approved samples/ specifications he/ they may file an appeal to the Registrar under intimation to the Indenting Officer within 5 days of the receipt of the notice from the Indenting Officer, where such an appeal has been failed, the Indenting Officer will hold the goods with him till final decision.

14. All tenders should be accompanied with an earnest money of Rs. 10,000/- (Rupees Ten thousand only) in the shape of FDR/ Call Deposit receipt in the name of the University Institute of Information Technology, H.P. University, Shimla-171005. The above amount of earnest money shall be forfeited to the University if any successful tenderer fails to supply the goods within the time fixed by the indenting officer. The successful bidder will have to submit security amount in the shape of FDR valid till the expiry of warranty period of goods.
15. No tender will be considered unless and until all the documents are properly signed and supported with FDR/ Call Deposit Receipt and earnest money.
16. The supply must be completed satisfactorily within the stipulated period failing which the indenting officer will have the right to purchase or allow the Indenting Officer to purchase the goods at suppliers risk, provided that where goods are not supplied according to the specifications and on account of urgency of the demand, the Indenting Officer decides to retain the inferior goods, the supplier will be entitled to receive the proportionate payment with due regard to the quality of the material supplied.
17. The tender may be accepted in-part or whole.
18. The University reserves the right to enter into parallel rate contract with two or more firms and to enter into negotiations with the concerned firm if so required.
19. The rate and units shall not be over-written. Amount shall be both in figures and words. No Tenders should be written before all the item in the schedule for which a tenderer does not wish to quote. All corrections must be signed in full by the tenderer.
20. The signatures on the tender and sample etc. (sent there with) will be deemed to be the authorized signatures of the tenderers.
21. In case of controlled goods by the Govt. the tenders must be sent subject to the control rate and other conditions and supplier will be paid at the controlled rate on the rates offered by the supplier whichever is lowest.
22. In case of any dispute the decision of the Vice-Chancellor, H.P. University, shall be final and binding.
23. The University reserves the rights to accept or reject any or all of the tenders and increase or decrease the quantity as mentioned in the enquiry without assigning any reason and no claim will be admitted in this regard.
24. Payment will be made by cheque drawn on State Bank of India, on presentations of bill/s after successful completion of supplies. Consignment through Bank will not be entertained.
25. In the even of tender being accepted, the tenders will be converted into contract which will be governed by these terms and conditions.
26. The above conditions will be enforced unless written orders or the Store Purchase Officer are obtained relaxing any specific conditions in any particular instance.

27. The tender not strictly in accordance with the above conditions are liable to be rejected.

28. The indenting officer, H.P. University, Shimla – 5, shall have the right to accept or reject any or all tenders and increase or decrease the quantity, as mentioned in the inquiry without assigning any reason.

READ AND ACCEPTED

Director (UIIT)
Indenting Officer
H.P. University, Shimla – 5.

(Signature of the tenderer(s)with seal

Signatures are essential, failing which tender will not be accepted.