

# **TENDER DOCUMENT**

## **FOR**

**Procurement of printing services for  
Kachacha File, Envelope Window Cover and  
Institute Letter Pad**



**at**

**सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत, गुजरात**

**Sardar Vallabhbhai National Institute of Technology, Surat, Gujarat**



**SARDAR VALLABHBHAI  
NATIONAL INSTITUTE OF TECHNOLOGY,  
SURAT, GUJARAT-395007.**

(An Institute Of National Importance, Ministry of Education, Govt. of India)

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**SCHEDULE–A**

**Important Dates:**

- |    |                                  |   |                     |
|----|----------------------------------|---|---------------------|
| 1. | Downloading the Tender Document  | : | 12.10.2023          |
| 2. | Last Date of Receipt of Tender   | : | 21.10.2023, 5.00 PM |
| 3. | Date of Opening of Technical Bid | : | 23.10.2023, 5.00 PM |

**NOTES:**

1. Bidders should download the tender document from the Institute's website [www.svnit.ac.in](http://www.svnit.ac.in)  
under section: Tenders and Enquiries and Central Public Procurement Portal (e-publishing)  
<https://eprocure.gov.in/epublish/app>
2. Bidders may send their offer by **Hand Delivery/Courier/Post etc.** mentioning over the envelope **The printing of Kachcha File, Envelope Window Cover (White), Envelope Window Cover (White) and Printing of Institute Letter Pad.** However, SVNIT, Surat accepts no responsibility for offers received after the due time and date.
3. **Printing Services- Kachcha File, Envelope Window Cover (White), Envelope Window Cover (White) and Printing of Institute Letter Pad**

**The Director,  
Kind Attention: Faculty I/c Central Store,  
S. V. National Institute of Technology,  
Ichchhanath, Dumas Road, Surat  
Pin code: 395007, State: Gujarat.**

4. **Bidder should sign and stamp all the pages of the duly filled tender document in the testimony of having read all the terms & conditions laid down in the tender document.**
5. A demand draft of Rs 5,000.00/- (**Rupees Five Thousand Only**) towards refundable **Earnest Money Deposit (EMD)** from a **Nationalized/Public Sector/Private Sector Bank** in favour of "**Director, SVNIT, MHRD Fund**" payable at **Surat** placed in a separate envelope marked "**Earnest Money Deposit**" (EMD) should accompany tender bid documents. The demand drafts should be valid for **90 days**. The tender will not be considered for evaluation without EMD. The EMD of the successful bidder will be

returned to them within 60 Days without any interest after deployment of services. The EMD of unsuccessful bidders will be returned to them at the earliest and latest on or before the 45 days after the award of the contract. No interest will be paid on the EMD submitted by the bidders.

6. The **Technical Bid Cover** must include Signed copy of **Annexure II, Annexure – IV, IV(A) & IV(B), Annexure –V, V(A), V(B), VIII**, proof of Payment of EMD/Demand Draft. The Demand Draft of **EMD** placed in a separate cover. The **Separate sealed covers of Technical Bid & EMD** shall be put together in a **Single Sealed Cover**. The **Price Bid Cover** includes the **BOQ/Annexure – VI** shall be put together in a **separate Single Sealed Cover**. Both the **Technical Bid Cover** and **Price Bid Cover** should be placed in the Single sealed envelope while submitting the Bid.
7. **All Documents attached for claiming the Proof under Technical Bid should be self-attested and attached strictly as per the sequence of the schedule serial only, otherwise tender documents will not be considered for further evaluation.** All documents should be prepared and the bidder should fill the marks as per the attached proof.
8. **Award of the contract:**

L1 will be decided on the basis of price quoted by the bidder for Printing Services- The printing of Kachcha File, Envelope Window Cover (White), Envelope Window Cover (White) and Printing of Institute Letter Pad on the total price quoted for all Services.

Being L1 will not be the sole criteria for eligibility for award of contract. The feasibility of the price determination method adopted by the bidder will be examined by the committee on scheduled date & time and pertaining bidder needs to be present in front of the committee to explain the same.

The qualification and disqualification of financial bid evaluation will be decided by the committee. And the decision of the committee will be final and binding to all bidders.

In case two or more bidder is L1 for Printing Services- than the work will be awarded on the basis of **HIGHER AVERAGE TURNOVER** of last three financial Year (**2020-2021, 2021-22 and 2022-2023**), if required for tie-breaking, the Turnover of 2022-23 can be used for Breaking the Tie. If further, required for tie-breaking, the Turnover of 2021-22 can be used for breaking the Tie. If further, required for tie-breaking, the Turnover of 2020-21 can be used for breaking the Tie. If the tie still persists, then the merit list will be decided by either a toss of a coin (in case of tie-breaking amongst two) or a draw system (in case tie-breaking amongst more than two) in the presence of the concerned bidders.

9. Not, withstanding the above, the Institute reserves the right to accept or reject any tender and to cancel the bidding process and reject all the quotations at any time prior to the award of the contract.
10. Payment will be made after completion of the work upon the certification from the committee.
11. The bidder who has been awarded **L1** after opening the financial bid will not be permitted to make any changes in the prices. Also, if the bidder is not able to fulfill the contract requirement, a penalty of 200% of the quoted price will be imposed by the SVNIT on the bidder. The bidder has to deposit the amount within a week of awarding the work.

- 12.** The bidders whose bid is accepted will be notified of the award of the contract by the institute. The terms and conditions of the accepted offers shall be incorporated in the contract.
- 13.** The submitted tender should be valid for 90 Days from the tender due date.
- 14.** All disputes shall be subject to Surat Jurisdiction only.

**Note:**

**Bidders who do not comply with any point of the tender document will be treated irresponsible. No communication will be made, and allotment will be offered to the next bidder in the merit list.**

**Director, SVNIT**

**Tender for Printing Services- The printing of Kachcha File, Envelope Window Cover (White), Envelope Window Cover (White) and Printing of Institute Letter Pad.**

1. Sealed Tenders are invited through CPP Portal (e-publishing) of Ministry of HRD, Govt. of India <https://mhrd.euniwizarde.com/> from interested and eligible firms/companies/ proprietors/individuals for award of a light and sound arrangement contract on the following terms and conditions.

A.	List & Specifications of Items required : The printing of Kachcha File, Envelope Window Cover (White), Envelope Window Cover (White) and Printing of Institute Letter Pad.	Annexure– I
B.	Checklist of Tender	Annexure–II
C.	Instruction of Tenders	Annexure– III
D.	Letter of Undertaking (A) Format of particulars of tender. (B)Format for NON-BLACKLISTING of supplier	Annexure –IV
E.	Form for financial capacity description Form A: Format for Bank Account details of the bidder Form – B :Solvency Certificate	Annexure-V, V(A) &V(B)
F.	Price bid/quoted price format	Annexure–VI
G.	General Conditions of Contract	Annexure–VII
H.	Scan and Signed copy of Integrity Pact	Annexure–VIII
I.	Special Terms & Conditions Of Contract	Annexure–IX

**2. Important Dates and availability of tender documents**

a.	Last date of submission of tender -----through offline mode.
b.	<b>Download the tender documents:</b> Website of SVNIT: <a href="http://www.svnit.ac.in">www.svnit.ac.in</a> and Central Public Procurement Portal (e-publishing) <a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a>
c.	<b>Opening of Technical Bid</b> of the tender on ----- at the office of Central Stores, Administrative Building, SVNIT
d.	Tender document <a href="http://www.svnit.ac.in">www.svnit.ac.in</a> and <a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a>

### 3. Nature and Scope of Work

- (i) The contract involves Printing Services- The printing of Kachcha File, Envelope Window Cover (White), and Printing of Institute Letter Pad.
- (ii) The contract price is inclusive of all taxes and duties per item including GST. The bidder has to bear all incidental cost/tax connected to the execution of the contract.
- (iii) The tender may be canceled without assigning any reason and EMD shall be returned within 45 days of cancellation of the Tender.
- (iv) Revocation/withdrawal from tender at any stage before or after opening of price bid shall entail forfeiture of EMD.
- (v) Bringing in outside influence or entering into unsolicited correspondence/ communication will entail rejection of tender and a proceeding for blacklisting.
- (vi) The qualification and disqualification of financial bid evaluation will be decided by the committee and the decision of the committee will be final and binding to all bidders.
- (vii) The list of items for Printing Services is mentioned in the annexures.

### 4. Eligibility

- (i) **Status:** The Bidder shall necessarily be a legal entity either in the form of a sole proprietorship, partnership or a Limited Company registered under the Companies Act. A proof of status should be submitted by the bidder.
- (ii) **Financial Capacity:** The bidders should have the minimum average turnover of Rupees Eight Lakhs during the last three financial years (i.e. F. Y. 2020-2021, 2021-22 and 2022-2023). Relevant proof for supporting the above shall be submitted failing which tender shall be treated as invalid. The firms must be willing and/or capable to sustain itself financially till bills are processed & payment released.
- (iii) **Experience:** At least two order of work in IITs/NITs/IITs/Centrally funded University/State University/Government Funded organization/Private Firms/Private Organizations. Order copies with CRAC and completion certificate should be attached along with the tender towards proof of the capacity and past credentials.
- (iv) **Registration:** The Bidder should be registered under GST Act,
- (v) Latest Solvency Certificate Minimum of Rs. 10 Lakh in a prescribe format is required from any scheduled or nationalized bank (issued after date of publication of this tender). (ANNEXURE V(B))
- (vi) A certificate (Affidavit) to be signed by MD / CEO of the company that they have not been debarred or blacklisted for any services, supplies or products dealing in, by any organizations or educational institute/ university or state/ central government and no criminal case/legal proceeding or industrial dispute is pending or contemplated against them. (ANNEXURE IV(B))

## Annexure-I

### List of Items Required under Rate contract for Providing Service

Sr. No.	Description	Quantity
1	<b>Kachcha File</b> Card No. 900 with printing of Institute Name & Logo & 3 eyes with 18" long green lace "As per sample" (Hindi & English) (Good Quality)	5000 Nos.
2	<b>Envelope Window Cover (White)</b> Size- 9" x 4" Printing of Institute Name & Logo "As per Sample" (Hindi & English) (Good Quality)	3000 Nos.
3	<b>Envelope Window Cover (White)</b> Size- 11" x 05" Printing of Institute Name & Logo "As per Sample" (Hindi & English) (Good Quality)	3000 Nos.
4	<b>Printing of Institute Letter Pad</b> On snow white thick "Executive Bond" paper of 90 GSM one side with four color Size –A4 i.e. 210 mm x 297 mm (watermark logo print) As per enclosed specimen where each pad contained 100 sheets of pakka gum bound with title cover of thick paper on top and bottom on cardboard 2.5 Lbs. (Hindi & English) (Good Quality)	250 Nos.
<b>Note: Samples attached in the same Tender Document.</b>		

### **Terms and Conditions**

- a. Overall lowest price will only be considered for awarding of the Purchase Order.
- b. The brand or make of each item should be specifically stated and wherever necessary, Complete set of specifications and dimensions should be given.
- c. All the applicable taxes, Insurance charges, Packing and Forwarding charges, if not included in the prices quoted, should be clearly specified.
- d. The period of validity of the quotation should be at least 45 Days. Offers subject to prior sale may please be avoided.
- e. The delivery period is to be clearly mentioned in the quotation.
- f. The mode of delivery of the items may be mentioned. The delivery should be F.O.R. Surat or at the Institute.
- g. All concessions available to an educational institution should be specified and also taken into account while quoting.
- h. Payment is normally made by cheque /NEFT/RTGS drawn on the S.V.N.I.T. Branch Office of State Bank of India, Surat-395007 within a period of thirty days from the date of receipt of stores.



**Annexure –II**

**CHECKLIST FOR TENDERER**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Yes/No</b>	<b>Page No.</b>
1.	Have you filled in and signed the details and enclosed relevant documents?		
2.	Have you read and understood various Conditions of the tender and willing to abide by them?		
3.	Have you submitted the EMD of <b>Rs. 5,000/- (Rupees Five Thousand Only)</b> to the Office of Central Store.		
4.	Have you taken prints of all the sections of the Tender in the prescribed paper size and signed on all pages of the Tender document?		
5.	Have you attached proof of having met the Eligibility criteria?		
6.	Have you attached a self-attested copy of the documents to show the financial status of the tenderer?		
7.	Have you attached the self-attested experience certificate issued by the organization /Govt. Depts./etc. If any?		
8.	Has your Bid been submitted as per the requirements of the Tender?		
9.	Is your BOQ/financial Bid submitted as per the prescribed Formatting the tender document.		
10.	Have you submitted the tender documents in two parts within the respective cover in the office of Central Store.		

**Signature of Tenderer**

### **ANNEXURE– III**

#### **SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT**

#### **INSTRUCTIONS TO TENDERERS**

1. The tenderer shall submit the tender in two parts to the office of Central Store consisting of Part-I(technical) and Part-II-Financial Bid (i.e., BOQ/Price Bid) each in separate cover. The EMD of Rs 5,000/- (Rupees Five Thousand Only) needs to be submitted along with the tender to the Office of Central Store in a sealed cover. The EMD of the successful bidder will be returned to them within 60 Days without any interest after deployment of services. The EMD of unsuccessful bidders will be returned to them at the earliest and latest on or before the 45 days after the award of the contract. No interest will be paid on the EMD submitted by the bidders. Tenders not accompanied with EMD shall be considered as invalid and rejected.
2. Duly filled in tenders are to be submitted to the Office of Central Store within the date & time mentioned in the Notice Inviting Tender. No tender is acceptable through any other mode.
3. The Part-I offer of those Tenderers, whose EMD is found in order and submitted as prescribed, will be opened immediately thereafter. Otherwise, the offer will be considered as invalid and other parts will not be opened.
4. The tender shall be valid for 90 days for acceptance from the date opening of the price bid & withdrawal in between shall entail the forfeiture of Earnest Money.
5. Tenders not received in the prescribed forms as specified in the invitation will be liable for rejection
6. The Tenderer(s) shall duly fill in all particulars in the format as at **Annexure- IV(A)** and it shall form part of tender document under Techno-Commercial bid non-submission of duly filled in & signed form of tender shall be the tender invalid.
7. The invitation to Tender, Instructions to Tenderers, Special Conditions (SCC) of Contract & General Conditions of Contract (GCC), form of tender along with the rates quoted against each item in the “Schedule of Rates” with the Letter of Acceptance and Work Order for awarding of the work and Bidder’s Letter of acknowledgement shall form the contract. In case of any conflict between the terms mentioned in General Conditions of Contracts and Special Conditions of Contract, The Latter shall prevail.
8. Bidders registered with any of the following agencies/bodies as per public procurement policy for Micro & Small Enterprises (MSE) order 2012 are exempted categories from payment of EMD provided that the registration Certificate issued by any one of these below mentioned agencies must be valid as on close date of tender. Micro small or medium enterprises who have applied for registration or renewal of registration with any of these agencies/bodies but have not obtained the valid Certificate as on close date of tender are not eligible for exemption.
  - a. Khadi and Village Industries Commission (KVIC)
  - b. National Small Industries Corporation (NSIC)
  - c. Any other body specified by Ministry of MSME/GOI
9. If any dispute arises regarding payment of wages and other statutory dues to the workmen deployed at SVNIT, SVNIT will NOT be held responsible for that under any circumstances. All bidders must take these into account at the time of bidding.
10. SVNIT will not pay the development charges or interest rates under no circumstances.
11. The Tenderers shall furnish the following documents as part of Technical Bid.

- a. Category of Tenderer, whether Proprietary Firm, Registered Firm, Registered Partnership Firm, Private Limited Company, Public Limited Company, Co-Operative Society etc. along with following documents:

1. Incase of Proprietary Firm, attested copy of affidavit of Sole Proprietary.
2. Incase of Partnership Firm, attested copy of Partnership deed along with amendments if any and proof of registration if any.
3. Incase of Limited Companies, Memorandum & Articles of Association, Certificate Incorporation, Authorized, Subscribed and paid-up capital.
4. Incase of Co-Operative Society, attested copy of the certificate of registration from the Registrar of Co-Operative societies.

If required the original documents will have to be produced for verification, if asked.

- b. Tender by a partnership firm shall be signed in the firm's name by one of the partners duly authorized by other partners. Tender by Joint Stock Company shall be signed in the name of the company, by a person duly authorized on its behalf. A power of attorney or other satisfactory proof showing that the person signing the tender document on behalf of the company is duly authorized to do so, shall accompany the tender. Tender submitted without furnishing the full particulars or tender documents without strictly adhering to the directions given herein shall be rejected.

- c. Bidder should provide undertaking whether the tenderer or any of the Proprietor, Partner, Director, Shareholders or their spouse working as bidders in SVNIT or any Government Department/Public Undertaking has been:

1. Blacklisted.
2. Removed from the approved list of bidders.
3. Demoted to a lower class of job.
4. Under Orders for banning or suspending business with him/them. If yes, give the details indicating the period.

12. Bidder's Background: Persons convicted for any criminal offense involving moral turpitude/economic offenses (other than freedom struggle) would not be eligible for execution of Contract and if such a person procures any Contract by suppression of information, it will be canceled.

13. Documents to be submitted

- i. Income Tax Return preceding 3 years. Financial Year 2020-2021, 2021-2022 and 2022-2023 for preceding three years from the date of tender.
- ii. Details of the bank account indicating the name of bank branch & account number to which payment is to be made in the Mandate Form. (AS PER ANNEXURE IV AND V)
- iii. Copies of Permanent Account Numbers (PAN Card).
- iv. GST Registration Number and copy of Certificate of Service Tax registration. (if applicable)

14. Bid Opening Procedures

- i. The Technical Bids may be opened at SVNIT Surat, on the specified date & time by the Committee authorized by the competent authority of SVNIT Surat.
- ii. The financial bids of those bidders whose Technical Bids are accepted, shall be opened by the Committee on the specified date and time.

15. Clarification on Technical Bid Evaluation

- i. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Institute may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to

- request by the Institute shall not be considered.
- ii. If a bidder does not provide clarifications of its bid by the date and time set in the Institute's request for clarification, the bid may be rejected.
- iii. Institute also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.
- iv. SVNIT, Surat reserves the right to reject any tender/bid wholly or partly without assigning any reason

#### 16. Technical Bid Evaluation

The Bidder has to quote mandatory for all the items provided in the BOQ. Techno-commercial bids will be evaluated based on submitted documents. The committee of SVNIT will prepare a list of firms based on compliance of terms and conditions of the tender. The tenders, which do not conform to the conditions stated in the tender, shall be rejected. Price bids of only technically qualified bidders will be opened on a later date to be notified on the Institute website or informed through mail

#### 17. Financial Bid Opening Procedure

The financial bid (BOQ) shall be in excel sheet form. The Financial Bids (BOQ) of all techno-commercially qualified Bidders may be opened on the scheduled date and time.

#### 18. Financial Bid Evaluation

- i. L1 will be decided on the basis of price quoted by the bidder.
  - ii. Being L1 will not be the sole criteria for eligibility for award of contract. The feasibility of the price determination method adopted by the bidder will be examined by the committee on scheduled date & time and the bidder needs to be present in front of the committee to explain the same.
  - iii. The qualification and disqualification of financial bid evaluation will be decided by the committee. And the decision of the committee will be final and binding to all bidders.
  - iv. In case two or more bidder is L1 any independently than the work will be awarded on the basis of HIGHER AVERAGE TURNOVER of last three financial Year (2020-2021, 2021-22 and 2022-2023), if required for tie- breaking, the Turnover of 2022-23 can be used for Breaking the Tie. If further, required for tie- breaking, the Turnover of 2021-22 can be used for breaking the Tie. If further, required for tie- breaking, the Turnover of 2020-21 can be used for breaking the Tie. If the tie still persists, then the merit list will be decided by either a toss of a coin (in case of tie-breaking amongst two) or a draw system (in case tie-breaking amongst more than two) in the presence of the concerned bidders.
19. Tenders containing over writing or erasing, without authentication with full signature in the pages(s) of "Schedule of Rates" (Financial Bid) and amount/quantity not shown in figures and words will be liable for rejection.
20. The rates quoted in the tender by the tenderer shall be in figure as well as in words. In case of discrepancy in the rate(s) amount between figure and words, the value written in words shall be taken as the finally quoted rate(s)/amount.
21. The rate in the tender shall cover/include all statutory duties/taxes/levies, as on date of tender, including GST.
22. Conditional tenders either in Part-I or Part-II of the tender shall be liable to be rejected.
23. Any request from the tenderer in respect of additions, alterations, modifications, corrections etc. of either terms and conditions or rates of his tenders after opening of the tenders, shall not be entertained under any circumstances. If the tenderer withdraws his tender after opening of the tender, but before the expiry of the validity period of the BOQ, the Earnest Money shall be forfeited.

24. By submitting a tender, the tenderer will be deemed to have satisfied himself that the rates quoted by him in the tender will be adequate to complete such work according to the specifications and conditions attached and he has taken into account all conditions and difficulties that may be encountered during its progress /execution. Any complaint in this regard after submission of offer shall not be entertained.
25. Authority of SVNIT Surat reserves the right to accept /reject any or all tenders without assigning any reason thereof or divide the work with multiple parties(bidder).
26. Tender documents are not transferable.
27. Proprietary Firm, Registered Firm, Registered Partnership Firm, Private Limited Company, Public Limited Company, Co-Operative Society etc. formed after the floating date of the tender are not eligible for participating in the tender.
28. It shall be the responsibility of the persons/firms submitting the tender to ensure that the tenders have been submitted in the formats and as per the terms and conditions prescribed in the SVNIT website and no change is made there in before submission of their tender. In the event of any doubt regarding the terms and conditions /formats, the person concerned may seek clarifications from the authorized officer SVNIT. In case any tampering/Unauthorized alteration is noticed in the tender submitted from the tender document available on the website, the said tender shall be summarily rejected
29. While re-submitting the tender, the tenderer should ensure that the details/ documents are submitted as per the checklist.
30. The Director SVNIT, Surat reserves the right to withdraw/relax/interpret any of the terms and conditions mentioned herein before; in such a situation the tenderer shall be given sufficient time to take the change into account.
31. Director may accept or reject any or all the tenders/bids in part or in full without assigning any reasons. In case of any dispute, pertaining to tender/bids, the decision of the Director of this institute shall be final.
32. **For any clarification:** Please contact:

Ms. Ramila Garasiya  
Superintendent, Estate & Store  
Member- Secretary, Tender Committee  
Sardar Vallabhbhai National Institute of Technology, Surat, Gujrat  
E-mail ID: rmg@svn timer.ac.in  
Mobile No. 9429370143; Office No.0261-2201736

Date:  
Place:

Signature of Tenderer with Organization Stamp

Name:

Designation:

**Annexure –IV**

**(Letterhead of Tenderer)**

Declaration Letter  
(To be enclosed with the Technical bid)

To,  
The Director,  
Sardar Vallabhbhai National Institute of Technology, Surat,  
Ichchhanath, Dumas Road, Surat -395007, Gujarat

Dear Sir,

Sub: Enquiry regarding at SVNIT, Surat

With reference to the above, I / We am / are offering rates for the above Services.

I / We hereby reconfirm and declare that I / We have carefully studied the tender document including instructions, terms & conditions, specifications, and all the contents stated therein. Further I / We accept all the terms and conditions of the tender documents in bid form and this acceptance shall prevail over any other conditions, if any given in our bid.

The rates quoted are inclusive of all kinds of Govt. Taxes and any other charges involved for all the items mentioned in the tender document if any such as packing, forwarding, transportation, insurance and any other cost incidental to delivery of services in Institute Central Store of SVNIT, Surat situated in campus of SVNIT, Surat Campus.

I/ We will be liable for forfeiture of my / our “SECURITY DEPOSIT” to SVNIT, Surat, in case I / We could not execute the awarded work. I / We will execute the work as per the rates quoted in the attached schedule for the entire period of contract or as mentioned in LOI/Work order and are also bound to undertake work by or the date specified in the letter of intent.

I / We have not been blacklisted by any of the firm / government agencies.

Thanking you, yours faithfully, Encl: As stated

Signature of Tenderer or their Authorized Person

Date: .....

Full Name.....

Place.....

Company Seal.....

Note: The above declaration, duly signed and sealed by the authorized signatory of the firm/company, should be enclosed with the Technical Bid document

**ANNEXURE–IV(A)**

**(ON LETTERHEAD OF THE FIRM)**

**Tender for the rate contract of providing the printing services for Kachacha File, Envelope Window Cover (9"x4" and 11"x05"), Institute Letter Pad**

**Detailed Particulars of the Tenderer:**

<b>Sr. No.</b>	<b>Particulars</b>	
1.	Name of Agency/Firm/Proprietor	
2.	Full Postal Address	
3.	Email ID	
4.	Mobile No.	
5.	Other business of the firm	
6.	Office/residence Ph. No.	
7.	Office/Work Email ID	
8.	Fax no.(if any)	
9.	Names of Proprietor/Director/Partner	
10.	PAN No.	
11.	GST Registration No.	
12.	Labor License No.	
13.	Volume of business in the FY	
14.	Income Tax Certificate	
15.	Past experience in similar business (enclose relevant documents/ order copies of other organizations)	

**Signature of Tenderer**

**ANNEXURE-IV(B)**

(To be enclosed with the Technical Bid)

**FORMAT FOR NON-BLACKLISTING OF SUPPLIER**

I/ We \_\_\_\_\_ Proprietor/Partner/Authorized Agent (strike out which is not applicable)  
of (Supplier) \_\_\_\_\_ do hereby declare and  
solemnly affirm that the individual/firm/company is not black-listed by the Union/State  
Government/Autonomous body.

Deponent

Address \_\_\_\_\_

I/ We hereby solemnly declare and affirm that the above declaration is true and correct to the best  
of my knowledge and belief. No part of it is false and nothing has been concealed.

Deponent

Dated: \_\_\_\_\_

**(Note: To be furnished on non-judicial stamp paper)**



**Annexure –V**

**FORM FOR FINANCIAL CAPACITY DESCRIPTION**

<b>Description</b>	<b>Financial Year</b>		
	2020-21	2021-22	2022-23
Annual Turnover			

**Signature of Tenderer**

**ANNEXURE–V (A)**

(To be enclosed with the Technical Bid)

**Format for Bank Account details of the bidder**

Name of the account holder (bidder)	
Complete address	
Contact number	
Email address	

**Bank Account details:**

Bank name	
Branch name	
MICR number	
Account type	
Account Number	
Please re-type Account number again	
IFSC code of the Bank	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or affected at all for reasons of incomplete or incorrect information, I would not hold the Institute responsible for this.

I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

**Seal and signature of the bidder.**

**Certification from the banker:**

Certified that the particulars furnished above are correct as per our records.

Seal and signature of the authorized officer of the bank

**ANNEXURE-V (B)**

**Solvency Certificate**

[Format for Solvency Certificate-Issued after the date of publish of tender]

(To be enclosed with the Technical Bid)

To  
The Director,  
Sardar Vallabhbhai National Institute of Technology, Surat  
Ichchhanath, Dumas Road,  
Surat - 395007, Gujarat

**Solvency Certificate**

This is to certify that to the best of our knowledge and information,  
M/s.....(address) .....customer of our bank  
is respectable and treated as good for an engagement up to a sum of Rs.....(Solvency  
amount) .....only as on. .... (Date of Certificate).

This Certificate has been issued without any risk and responsibility on the part of the Bank or any of its  
officers. This certificate is issued at the specific request of the customer.

Yours Faithfully,

For.                      Bank

Bank Officer with designation

**ANNEXURE-VI**

**Rate contract of providing the printing services for Kachacha File, Envelope Window Cover (9"x4" and 11"x05"), Institute Letter Pad**

**BOQ (Bill of Quantity)/ PRICE BID/ QUOTED PRICE FORMAT**

<b>Sr. No.</b>	<b>Description of items</b>	<b>Qty. (Nos) (APPROX.)</b>	<b>Offered rate per unit</b>	<b>GST @ ____%</b>	<b>Total Amount</b>
1	Kachcha File Card No. 900 with printing of Institute Name & Logo & 3 eyes with 18" long green lace "As per sample" (Hindi & English) (Good Quality)	<b>5000 Nos.</b>			
2	Envelope Window Cover (White) Size- 9" x 4" Printing of Institute Name & Logo "As per Sample" (Hindi & English) (Good Quality)	<b>3000 Nos.</b>			
3	Envelope Window Cover (White) Size- 11" x 05" Printing of Institute Name & Logo "As per Sample" (Hindi & English) (Good Quality)	<b>3000 Nos.</b>			
4	Printing of Institute Letter Pad On snow white thick "Executive Bond" paper of 90 GSM one side with four color Size –A4 i.e. 210 mm x 297 mm (watermark logo print) As per enclosed specimen Each pad contained 100 sheets of pakka gum bound with title cover of thick paper on top and bottom on cardboard 2.5 Lbs. (Hindi & English) (Good Quality)	<b>250 Nos.</b>			
<b>Total Amount</b>					

## ANNEXURE-VII

### GENERAL CONDITIONS OF CONTRACT

#### **A. DEFINITIONS**

1. **Approved** means approved in writing, including subsequent written confirmation of previous verbal approval.
2. **Company** means National Institute of Technology Surat. (in short-SVNIT)
3. **Competent Authority** means Head of the Department and officer authorized in this regard.
4. **Contract** means the Invitation to Tender, Instructions to Tenderers, General Conditions of Contract, Special Conditions of Contract, Scope of Work showing approximate quantities, tender submitted by the tenderer including his price offer, Performance Guarantee Bond and other bonds, Letter of Acceptance, Work Order and any communication having the effect of amendment of the contract, and the contract agreement, unless otherwise specified.
5. **Contract Rate/Price** means the sum named in the tender that has been accepted subject to such additions thereto or deductions there from as may be made in course of the tender evaluation or thereafter.
6. **Contractor** means “the Tenderer” whose tender has been accepted and includes the Contractor’s authorized representative, successors, permitted assignees, legal heirs.
7. **Director** means Director of NIT-Surat or his authorized representative.
8. **Duration of contract** means the period stipulated in the contract or work order and includes any extended period thereof, if any made through by a written communication.
9. **SVNIT** means Sardar Vallabhbhai National Institute of Technology, Surat represented through an authorized officer for this contract or Director as the case may be.
10. **Engineer** means officer authorized to perform certain duty under this contract.
11. **Authorized officer/Representative** means and includes Asst. Registrar, Deputy Registrar, Registrar, Dean, and Warden, HOD of NIT authorized or designated for this contract.
12. **Equipment** means all tools, instruments, appliances or things of whatsoever nature required in course of the execution of the contract.
13. **Notice in writing** or written notice including notice in digital mode means a notice in written, typed or printed characters sent or emailed (unless delivered personally or otherwise proved to have been received) by registered post/courier (with POD) to the notified address or the Registered office of the addressee, or the bidder’s site office and shall be deemed to be sufficient service if so senator left at that address.
14. **Terms and Conditions** means the special condition of the contract(SSC) and the General conditions of the contract (GCC) herein mentioned and other stipulations incorporated in any part of the tender document and/ or agreement.
15. **Tender** means offer against enquiry / advertisement / Notice Inviting Tender submitted by the tenderer in single part or in multiple parts like Techno- commercial part, price bid part.
16. **Tenderer/ Bidder/Contractor** means and includes the person or firm or company who have submitted valid tender and also includes its authorized representatives, heirs,

executors, administrators, successors and assignees as approved by the employer.

17. **Work** means all work given in the Scope of Work in the tender documents and includes any associated work required for fulfillment of the Scope of Work and asset forth and required by the specifications and also such additional instructions issued from time to time during the progress of the work.
18. **Words** importing the singular only shall include the plural and vice versa. Where the context requires words, the importing person shall include firms and companies and vice versa.
19. **Cartel:** If it is found that the tender price is rigged by cartel formation, the tender process/tender of the cartel group shall be canceled. (Cartel means quoting price in connivance so as to influence the bid)

#### **B. RESPONSIBILITIES OF NIT OFFICIALS**

20. The duty of SVNIT's representative is to watch and oversee the work. He / She shall have no authority to relieve the bidder of any of his duties or obligations under the contract except as expressly provided here under or elsewhere under the contract or to order any work involving any delay or extra payment by SVNIT not to make any variations in the works.

#### **C. ASSIGNMENT AND SUB-CONTRACTING**

21. The bidder shall not assign the contract, or any part thereof, or any benefit or interest therein without prior written consent of the Engineer.
22. The bidder shall not sub-contract the works without written consent of NIT and such consent if given shall not absolve the Contractor from responsibility, liability or obligation under the contract and he shall be responsible for the act's defaults or neglects of any sub-contractor, his agents, servants, or workman as fully as if they were the acts defaults, neglects of the contractor, his agent, servants or workman.
23. In case the bidder fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, SVNIT reserves the right to impose penalty as deemed fit.

#### **D. CONTRACT DOCUMENTS**

24. **Documents mutually explanatory:** The several documents forming the contract are to be taken as mutually obligatory of one another, and interpreted harmoniously, and in case of ambiguities or discrepancies, the same shall be clarified by NIT representative who shall thereupon issue to the bidder instructions / directions indicating the manner in which the work is to be carried out.
25. **Further instructions:** The representative of SVNIT shall have full power and authority as delegated to him to issue to the bidder, from time to time during the progress of the work, such further instructions as shall be necessary for the purpose of proper and adequate execution of the work and the bidder(s) shall carry out and be bound by such further instructions.

#### **E. GENERAL OBLIGATIONS OF THE BIDDER**

26. **Sufficiency of tender:** The bidder shall be deemed to have satisfied himself before submitting tender as to the correctness and sufficiency of his tender for the works and of the rates stated in the tender schedule which shall cover all his obligations under the contract and all matters things necessary for the proper completion and maintenance of the work.

27. An Integrity pact to maximize transparency between SVNIT and bidder is to be signed. (ANNEXURE VIII)
28. Latest Solvency Certificate Minimum of Rs. 10 Lakh in a prescribed format (ANNEXURE V(B)) is required from any scheduled or nationalized bank (issued after the date of publication of this tender).
29. **Illegal gratification , breach of contract:** The contract may also terminated and the Contractor shall be liable to make good any loss or damage resulting from such cancellation, if any bribe gratuity, gift, loan reward or advantage pecuniary or otherwise shall either directly or indirectly be given, promised or offered by the contractor or any of his servants or agents to any person employed by NIT in any way directly or indirectly interested in the contract or if the Contractor has committed a breach of any of the terms of the contract.
- a) **Cartel:** If it is found that the tender price is rigged by cartel formation, the tender process/tender of the cartel group shall be canceled. (Cartel means quoting price in connivance so as to influence the bid).
- b) **Final Certificate** The contract shall not be considered as completed until a Final Certificate has been signed and issued to the bidder stating that the works have been completed in accordance with the terms of the contract & contractor has submitted a no dues certificate evidencing closure of contract.
30. **Law in Force in Relation to Contract:** The contractor amendments thereof entered into between the Employer and the contractor under the contract shall be governed and regulated by the relevant laws for the time being in force in the territory of India relating to contracts.
31. **LEGAL COMPLIANCE:** The bidder shall comply with all statutes, rules, regulations, by law, orders of statutory authority including but not limited to compliance.
32. Order will be placed to one party on the basis of L-1 quotation. However, all the tenderers may be required to explain /justify the basis of their quoted price and when asked for. In case, any tenderer fails to justify his quoted price or refuses to co-operate in this regard, they will not be considered for participating in their tendering and his bid will be disqualified.
33. **ARBITRATION**
- Reference of Disputes to Conciliation /Arbitration:** All disputes or differences arising out of the contract, except disputes or differences for which separate provisions for their resolution have been made in the contract('excepted matters'), shall be settled by Conciliation or Arbitration in accordance with the Arbitration and Conciliation act,1996, and the provisions made hereafter in this article. Such dispute shall first be referred to Conciliation but a Conciliator selected mutually by the parties, who shall also decide the fees/remuneration and the rules of procedure, which shall be flexible.
34. **Work to continue during Conciliation/Arbitration:** Work under the contract shall be continued by the Contractor during the arbitration proceedings and recourse to arbitration shall not be a bar continuance for the work.
35. **AMENDMENT:** Except to the extent expressly set forth in the Contract, no change in modification, in any form whatsoever, shall be valid or enforceable unless it is in writing on stamp paper of requisite value and signed by the party to be charged there with or its

duly authorized representative.

36. **JURISDICTION**: The competent court at Surat shall have the exclusive jurisdiction upon any matter arising out of this contract.

### **BID PREPARATION**

1. Bidders should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
4. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / PNG etc. formats. Bid documents may be scanned with 100 dpi with black and white option.

### **BID SUBMISSION**

1. Bidders have to submit the bid to the Office of the Central Store.

### **AMENDMENT OF BID DOCUMENT**

At any time prior to the deadline for submission of proposals, the institutions reserve the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.



**Annexure–VIII**  
**INTEGRITY PACT**

To,  
The Director,  
Sardar Vallabhbhai National Institute of Technology,  
Ichchhanath, Surat, Gujarat-395007.

Tender Reference No.:

Name of Tender / Work:

Dear Sir/Madam,

It is hereby declared that SVNIT Surat is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the Bidder will sign the Integrity Agreement, which is an integral part of the tender/bid documents, failing which the tender/bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the Sardar Vallabhbhai National Institute of Technology, Surat.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**Form D 1**

[TO BE SUBMITTED DULY SIGNED BY THE BIDDER ALONG WITH BID DOCUMENTS]

To,  
The Director,  
Sardar Vallabhbhai National Institute of Technology,  
Surat, Gujarat-395 007

Tender Reference No.:

Name of Tender / Work:

Dear Sir,

I / We acknowledge that SVNIT Surat is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I / We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I / We will sign the enclosed integrity Agreement, which is an integral part of tender / bid documents, failing which I / We will stand disqualified from the tendering process. I / We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I / We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by SVNIT, Surat. I / We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I / We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, SVNIT, Surat shall have unqualified, absolute and unfettered right to disqualify the tendered /bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

## Form D2

(To be signed by the bidder and same signatory competent / authorized to sign on the relevant contract on behalf of Sardar Vallabhbhai National Institute of Technology, Surat)

### INTEGRITY AGREEMENT

This integrity agreement is made at ..... on this..... day of .....20.....

BETWEEN

The Sardar Vallabhbhai National Institute of Technology, Surat represented through Director, Sardar Vallabhbhai National Institute of Technology, Surat ..... (hereinafter referred as the 'Principal/Owner', (Address of Division) 'Principal/Owner', which expression shall unless repugnant to the meaning or context hereof include its successor and permitted assigns)

AND

..... (Name and Address of the Individual/ firm / Company) through ..... hereinafter referred (Details of duly authorized signatory) to as the "Bidder/Contactor" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

#### Preamble

WHEREAS the Principal / Owner has floated the Tender (NIT No. ....) (hereinafter referred to as "Tender/Bid") and intends to award, under laid down organizational procedure, contract for ..... at SVNIT, Surat." (Name of work) hereinafter referred to as the "Contract". AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

#### Article 1: Commitment the Principal / Owner

- (i) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles
- (ii) No employee of the Principal / Owner, personally or through any of his / her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- (iii) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
- (iv) Principal/owner shall Endeavor to exclude from the Tender process any person, whose Conduct the past has been of biased nature.

- (v) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offense under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (POC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition it can also initiate disciplinary actions as per its internal laid down policies and procedures.
- (vi) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offense under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (POC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition it can also initiate disciplinary actions as per its internal laid down policies and procedures.

## **Article 2: Commitment of the Bidder(s) / Contractor(s)**

- (i) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or coercion or collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- (ii) The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
  - a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
  - b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non- submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
  - c) The Bidder(s) / Contractor(s) will not commit any offense under the relevant IPC/PoC Act. Further the Bidder(s) / Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal / Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d) The Bidder(s) / Contractor(s) of foreign origin shall disclose the names and addresses of agents / representatives in India, if any. Similarly, Bidder(s) / Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
- (iii) The Bidder(s)/Contractor(s) will not instigate third persons to commit offenses outlined above or be an accessory to such offenses.
- (iv) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practices means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
- (v) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

### **Article 3: Consequences of Breach**

Without prejudice to any rights that may be available to the Principal /Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

- (i) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.
- (ii) Forfeiture of EMD/Performance Guarantee/Security Deposit: If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.
- (iii) Criminal Liability: If the Principal/Owner obtains knowledge of conduct a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal / Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

### **Article 4: Previous Transgression**

- (i) The Bidder declares that previous transgressions occurred in the last 5 years with any other Company in any country conforming to the anti-corruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify its exclusion from the Tender process.
- (ii) If the Bidder makes an incorrect statement on this subject, he can be disqualified from the "tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.
- (iii) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

### **Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors**

- (i) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Sub-contractors/sub-vendors.
- (ii) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- (iii) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

## **Article 6: Duration of the Pact**

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 6 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority of Sardar Vallabhbhai National Institute of Technology, Surat.

## **Article 7: Other Provisions**

- i. This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Division of the Principal/Owner, who has floated the Tender.
- ii. Changes and supplements need to be made in writing. Side agreements have not been made.
- iii. If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by Board Resolution.
- iv. Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- v. It is agreed that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

## **Article 8: Legal and Prior Right**

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contract documents with regard to any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....  
.....  
(For and on behalf of Principal / Owner)  
Contractor)

(For and on behalf of Bidder /

## **WITNESSES:**

1)..... (Signature, name and address)

2)..... (Signature, name and address)

Place:

Date:

## **ANNEXURE-IX**

### **SPECIAL TERMS & CONDITIONS OF CONTRACT**

#### **Terms and Conditions:**

1. The printing of The printing of Kachcha File, Envelope Window Cover (White), Envelope Window Cover (White) and Printing of Institute Letter Pad, is a strictly confidential matter. The tenderer must ensure that all details related to the printing, including content, design and serial number remain confidential and are not disclosed to any unauthorized individuals or entities.
2. The tenderer should implement appropriate measures to safeguard the confidentiality of the item details throughout the printing process.
3. The responsibility for conducting a thorough proofreading and quality control measures to ensure the accuracy and correctness of the printed items, including verifying content, layout, formatting, serial number, and the name of the institution, lies with the committee.
4. The successful vendor has to appear for the proofreading of items mentioned in the work order within 15 days of receiving the work order. If the vendor fails to do so, it will be considered that the vendor is not interested in fulfilling the order requirement as per the specification. Hence, the order will be treated as canceled without any further communication.
5. Upon completing the proofreading process, within a period of 5 days, the selected vendor shall be required to furnish a preliminary sample again for the final evaluation by the committee's approval prior to commencing the bulk supply.
6. After the final evaluation, the vendor must fulfill the work order in the time period before 45 days.
7. The quoted rates must encompass all applicable charges, including GST, freight, loading, and other relevant taxes.
8. The firm shall bear the responsibility for both loading and unloading tasks. The firm is accountable for managing and executing the process of loading and unloading as required.
9. The participant is requested to sign one copy of the specifications, terms, and conditions as an acknowledgment of acceptance. This signed copy will serve as a token to indicate that the recipient has thoroughly reviewed and agreed to abide by all the mentioned specifications, terms and conditions.
10. Submission of a copy of the declaration concerning the registration of the press/firm is required.
11. The institute shall retain all intellectual property rights associated with the content of the printed item. The bidder shall not claim any ownership rights or reproduce the items without prior written consent from the institute.
12. The institute reserves the right to terminate the contract if the tenderer breaches the confidentiality requirements, fails to meet the quality standards, or violates any other terms and conditions outlined in the agreement. In such cases, the institute may seek legal remedies as deemed appropriate.

**A. LIQUIDATED DAMAGES**

The agency/firm/contractor shall ensure execution as per the frequency indicated in the scope of work. For any deviation there from or for any job not performed or left out or for any delayed performance, the agency/firm/contractor shall be liable for **liquidated damages** subject to a **maximum limit of 50% of the contract value**.

**B. PERFORMANCE SECURITY**

Within Twenty (21) days from the date of the issue of service order, the firm has to submit a performance security of Rs. 10,000 (TEN THOUSAND RUPEES) to be submitted from an Indian Scheduled Bank in the form bank guarantee valid upto sixty (60) days beyond the completion of contract period. No interest will be payable on the Performance Security deposited. In case the bidder fails to provide satisfactory service within the contract period, the Performance Security submitted by the firm is liable to be forfeited.

**C. RISK AND COST**

1. Neglect or failure on the part of the bidder to execute the work will be carried out by alternate source at the risk and cost of the bidder and to the extent of alternate execution, the contract will be deemed to be terminated either in part or in full.

**D. PAYMENT TERMS:**

- i. Payments against on-account bills shall be released through a crossed account payee cheque /RTGS after completion of the event. For this purpose, the Firm/Agency should give the details of the name of the bank, branch, Account no and IFSC code.
- ii. Payment shall be regulated as per terms of contract.
- iii. Deduction of applicable taxes will be made including TDS & certificate will be issued by the finance & accounts department for such deductions.
- iv. The Institute in any/either situation will not be under any obligation to pay compensation or make good the payment for the notice period, for which services are not rendered.

- E. **Work to the satisfaction of SVNIT**: The contractor shall execute the work efficiency and complete it in all respects in accordance with the contract terms and conditions and shall comply with and adhere strictly to the instructions and directions on any matter in accordance to the terms of the contract.

- F. **Security Deposit**: EMD amount will be converted as Security Deposit and will be refunded after expiry of the contract. Any dues of the institute shall be adjusted/recovered from such Security Deposit. The Security Deposit amount will not attract any interest.

- G. **INDEMNITY**- The contractor shall indemnify SVNIT against any claim, order, and demand, made by competent authority & in case NIT was asked to comply with such order/direction, NIT shall be entitled to recover/adjust the said amount from the dues of the contractors.



**LIST OF DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID**

<b>Sr. No.</b>	<b>Documents</b>
1	Checklist for Tenderer <b>Annexure-II</b> DD of Earnest Money Deposit (EMD)
2	Letter of Undertaking and Format of Particular of tender <b>Annexure-IV</b> , Details particular of tenderer, Black listing <b>IV(A) &amp; IV(B)</b>
3	Capacity SOLVENCY certificate, <b>Annexure -V, V(A) &amp; V(B)</b> Integrity Pact between SVNIT and contractor <b>Annexure-VIII</b>
4	BoQ/Price BID <b>Annexure VI</b>

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फाईल नं.  
FILE NO.

सरदार वल्लभभाई  
राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत-395 007  
**Sardar Vallabhbhai National  
Institute of Technology, Surat - 395 007**



(वर्ष) Year \_\_\_\_\_


(विभाग / अनुभाग)

DEPARTMENT/SECTION : \_\_\_\_\_


(विषय)

SUBJECT : \_\_\_\_\_

\_\_\_\_\_

Eye - 1 → 

Eye - 2 → 

Eye - 3 → 



૧" x ૫"



પ્રેષક/From :

સરદાર વલ્લભભાઈ રાષ્ટ્રીય પ્રૌદ્યોગિકી સંસ્થાન, સુરત-૩૯૫૦૦૭ ( ગુજરાત ) ભારત  
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT - 395 007, (GUJARAT) INDIA  
ફોન/Phone No. : 0261-2259571, 2259582 to 84 ફેક્સ/Fax : 0261-2227334, 2228394

11 x 5"



प्रेषक/From :

सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सुरत-395 007 (गुजरात) भारत

SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT - 395 007. (GUJARAT) INDIA

दूरभाष/Phone No. 0261-2259571, 2259582 to 84

वेबसाइट/Website : [www.svnit.ac.in](http://www.svnit.ac.in)

द्वारा By	साधारण पोस्ट ORDINARY POST	पंजीकृत डाक RPAD	त्वरित डाक SPEED POST	हाथ प्रितरण HAND DELIVERY
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SVNIT



- ③ સરદાર વલ્લભભાઈ રાષ્ટ્રીય પ્રૌદ્યોગિકી સંસ્થા, સુરત  
① સરદાર વલ્લભભાઈ રાષ્ટ્રીય પ્રૌદ્યોગિકી સંસ્થાન, સુરત  
② SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT  
(An Institute of National Importance, Established under NITSER Act by Ministry of Education, Govt. of India)



- ① Institute title in "Hindi"  
② Institute title in "English"  
③ Institute title in "Gujarati"

