



**Central Purchase Office**  
**Aligarh Muslim University**  
**Aligarh**



**केन्द्रीय कय कार्यालय**  
**अलीगढ़ मुस्लिम विश्वविद्यालय**  
**अलीगढ़**

Phone: +91-571-2700920 Ext: 1270/71/72

Email: Email: afo.cpo@amu.ac.in

مرکزی خریداری دفتر، علی گڑھ مسلم یونیورسٹی، علی گڑھ

NIT Ref. No.: D- 1327/CPO/2019-20

Dated: 06<sup>th</sup> January 2020

**NOTICE INVITING TENDER (NIT)**  
**for Comprehensive Annual Maintenance Contract (CAMC)**  
**of Chapatti Making Machine**

The Aligarh Muslim University, Aligarh, invites **Offline/ Manual Sealed quotations by Post/ Courier only** on the prescribed format from the reputed Original Equipment Manufacturer (OEM) / reputed firms, as per eligibility criteria defined in this NIT on behalf of the recommendations of the Committee for **Comprehensive Annual Maintenance Contract (CAMC) of 43 Nos. of Chapatti Making Machine installed in various Halls of the University** using a **Two-bid system (Technical and Commercial Bid)**, as per schedule mentioned below on usual terms and conditions as mentioned at the end of this tender:

<b>SCHEDULE OF EVENTS</b>			
<b>S. N.</b>	<b>Event</b>	<b>Date and Time</b>	<b>Venue</b>
1	Pre-Bid Meeting	18-01-2020 at 12:00 Noon	<b>Central Purchase Office</b> Opp. SBI AMU Branch Aligarh Muslim University Aligarh, UP -202002, India
2	Deadline for submission of Bids	30-01-2020 by 12:15 PM	
3	Opening of the Technical Bids	30-01-2020 at 12:30 PM	
4	Opening of Commercial Bid of Technically qualified bids	After Opening of the Technical Bids	

The Master Envelope, superscribed "Tender for CAMC of Chapatti Making Machine" NIT Ref. No.: 1327/CPO/2019-20 Dated: 06.01.2020 containing the Technical Bid & Commercial Bid along with the complete requisite tender documents/ annexures duly signed as defined in the NIT. The Bidder's name and address should also be superscribed on each envelope. This sealed envelope should be submitted to 'Central Purchase Office, Aligarh Muslim University, Aligarh-202002, India'.

For more details, kindly visit <http://www.amu.ac.in> or <https://eprocure.gov.in/>

**Sd/-**  
**Assistant Finance Officer**  
**Central Purchase Office**



**Tender Document**  
**for**  
Comprehensive Annual Maintenance Contract  
(CAMC)  
**of**  
Chapatti Making Machine

**Aligarh Muslim University, Aligarh**

**[www.amu.ac.in](http://www.amu.ac.in)**



## 1. BACKGROUND

Aligarh Muslim University is a Central University established by Sir Syed Ahmad Khan as Mohammedan Anglo-Oriental College in 1875. The Muhammadan Anglo-Oriental College became Aligarh Muslim University in 1920. The main campus of AMU is located in the city of Aligarh. (hereinafter referred to as “AMU” or “University”).

## 2. INTRODUCTION REGARDING REQUIREMENT

43 Chapatti Making Machine, installed in various Halls of the Aligarh Muslim University.

## 3. SCOPE OF WORK

43 Chapatti Making Machine, installed in various Halls of the University are required a Comprehensive Annual Maintenance Contract (CAMC) for smooth running for a period of 01-Year from 01.03.2020 which shall be further extendable annually on year to year basis, for further 02 years [maximum tenure 03 years from the date of start of initial work] as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the successful bidder, during the period of contract.

**The list of installed Chapatti Making Machines is as below:**

S. No.	Name of Hall of Residence	No. of Machine installed	Date of Installation	Date of expiry of CAMC / Warranty
1	Abdullah Hall	2	03-05-2013	29-02-2020
		2	31-03-2014	29-02-2020
		2	10-01-2016	29-02-2020
2	Aftab Hall	1	08-05-2013	29-02-2020
		1	01-03-2016	29-02-2020
3	Allama Iqbal Boarding House	1	14-12-2012	29-02-2020
		1	31-03-2014	29-02-2020
4	Begum Azzezun Nisa Hall	3	01-12-2018	01-12-2019
5	Begum Sultan Jahan Hall	1	18-04-2013	29-02-2020
		1	10-01-2016	29-02-2020
6	Bibi Fatima Hall	1	10-01-2016	29-02-2020
7	Dr. B.R. Ambedkar Hall	1	10-02-2014	29-02-2020
8	Hadi Hasan Hall	1	27-05-2013	29-02-2020
		1	10-01-2016	29-02-2020
9	Indira Gandhi Hall	1	12-04-2013	29-02-2020
		1	10-01-2016	29-02-2020
10	Mohammad Habib Hall	1	30-04-2013	29-02-2020
		1	17-01-2016	29-02-2020
11	Mohsinul Mulk Hall	1	10-05-2013	29-02-2020
		1	17-01-2016	29-02-2020
		1	31-03-2014	29-02-2020



S. No.	Name of Hall of Residence	No. of Machine installed	Date of Installation	Date of expiry of CAMC /Warranty
12	Nadeem Tarin Hall	1	10-04-2013	29-02-2020
		1	10-01-2016	29-02-2020
13	S.T.S. School	1	01-03-2016	29-02-2020
14	Sarojini Naidu Hall	1	14-12-2012	29-02-2020
		1	10-01-2016	29-02-2020
15	Sir Ross Masood Hall	1	15-05-2013	29-02-2020
		1	29-05-2014	29-02-2020
16	Sir Shah Sulaiman Hall	1	13-03-2013	29-02-2020
		1	01-03-2016	29-02-2020
17	Sir Syed Hall (North)	1	04-05-2013	29-02-2020
		1	17-01-2016	29-02-2020
18	Sir Syed Hall (South)	1	13-05-2013	29-02-2020
		1	01-03-2016	29-02-2020
19	Sir Ziauddin Hall	1	13-05-2013	29-02-2020
		1	17-01-2016	29-02-2020
20	Viqarul Mulk Hall	1	14-04-2012	29-02-2020
		1	17-01-2016	29-02-2020
<b>Total Machines = 43</b>				

#### 4. ELIGIBILITY CRITERIA

The Bidder should meet the following eligibility criteria:

- The bidder should have a minimum of five years of experience in the required field i.e. Supply/ CAMC of Chapatti Making Machines in the Government Departments/ Organizations/ Autonomous Bodies/ PSUs.
- The annual turnover of the firm must have at least Rs. 30.00 Lac during last three financial years.
- The bidder should have completed at least one major work order (Minimum 25 % Quantity of required quantity i.e. at least 11 Machines) during the last three Financial Years to the Government Departments/ Organizations/ Autonomous Bodies/ PSUs.
- The bidder should have successfully delivered/ supplied jobs at least two satisfied customers (Government Departments/ Organizations/ Autonomous Bodies/ PSUs) in the past three years.
- The bidder must be visited at least 05 locations of the installed machines and a survey report must be attached along with bid as per Annexure IX.



Relevant documents in the support of eligibility criteria must be attached with the Technical Bid duly self-ink-signed-attested.



## 5. SCHEDULE FOR THE TENDERING PROCESS

The following is the schedule of events for this project.

SCHEDULE OF EVENTS			
S. N.	Event	Date and Time	Venue
1	Pre-Bid Meeting	18-01-2020 at 12:00 Noon	Central Purchase Office Opp. SBI AMU Branch Aligarh Muslim University Aligarh, UP -202002, India
2	Deadline for submission of Bids	30-01-2020 by 12:15 PM	
3	Opening of the Technical Bids	30-01-2020 at 12:30 PM	
4	Opening of Commercial Bid of Technically qualified bids	After Opening of the Technical Bids	

## 6. LATE TENDER

Applications received after the last date/ time shall not be entertained and shall be summarily rejected.

## 7. TENDER PROCESS

The sealed tender under 2-Bid system is invited by Aligarh Muslim University, from the reputed firms as per eligibility criteria defined in this NIT on behalf of the recommendations of the Committee for CAMC of Chapatti Making Machine.

The Tender document can be downloaded from the website:

<http://www.amu.ac.in> or <https://eprocure.gov.in>

**Note:** Intending tenderers are advised to visit again <http://www.amu.ac.in> or <https://www.eprocure.gov.in> at least 02 days prior to the closing date of submission of tender for any update/ corrigendum/ amendment/ addendum.

### • Master Envelope

The Bid (Technical Bid, Commercial Bid in separate sealed envelope and other requisite documents) complete in all respects and duly ink signed should be placed in a sealed envelope, superscribed with the title “Tender for CAMC of Chapatti Making Machine” and should be submitted to the Address as mentioned in this NIT. The bidder name and address should also be superscribed on each envelope.

### • Envelope-1 (Technical Bid)

(Superscribed Technical Bid for CAMC of Chapatti Making Machine)

The Technical Bid should contain the technical bid document, as requisite, and Annexure-I, II, III, IV, V, VII, VIII & IX with supporting documents.

- ✓ A certificate regarding survey of the installed machines from at least 05 locations must be attached along with bid as per Annexure IX.

### • Envelope – 2 (Commercial Bid)

(Superscribed Commercial Bid for CAMC of Chapatti Making Machine)

The Commercial Bid as given in Annexure – VI.



- AMU will not be liable for any cost incurred by the respondents in performing the preliminary study of the existing system, its functionalities, preparing responses to this tender or negotiations associated with award of a contract or presentation.

## 8. CLARIFICATION OF TENDER DOCUMENT

For any clarification (prior to the submission of bids) please submit your enquiries by e-mailing the same to [afo.cpo@amu.ac.in](mailto:afo.cpo@amu.ac.in) mentioning “Request for Clarifications: NIT for CAMC of Chapatti Making Machine” as the subject of e-mail, and clearly articulate specific queries (for which clarifications are to be sought) along-with contact details on which the response to queries should be sent back, by AMU.

- ✓ Bidders are also advised to participate in the Pre-bid meeting

## 9. ADDRESS FOR BID SUBMISSION:

Offline/ Manual Sealed Quotations/ Bids must be submitted as per the schedule as mention in this NIT on the prescribed format to the following address only via Post/ Courier only.

- ✓ By hand submission of the tender document/ bid is strictly prohibited.

**Central Purchase Office**  
Opp. SBI AMU Branch  
Aligarh Muslim University  
Aligarh-202002, UP, India

Phone: +91-571-2700920 Ext: 1270/ 1271/ 1272

Email: [afo.cpo@amu.ac.in](mailto:afo.cpo@amu.ac.in)

## 10. AMENDMENT OF TENDER DOCUMENT

At any time prior to the deadline for the submission of bids, the Aligarh Muslim University, Aligarh may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by amendment. The amendment will be notified on the AMU, CPPP & e-Tender website. The deadline for submission of bids may also be extended at the discretion of Aligarh Muslim University, Aligarh.

**Note:** Intending tenderers are advised to visit again <http://www.amu.ac.in> or <https://www.eprocure.gov.in> at least 02 days prior to the closing date of submission of tender for any update/ corrigendum/ amendment/ addendum.



## 11. TECHNICAL BID

- A. Firms intending to participate in the tender (called 'Bidder') should first ensure that they fulfill all the eligible criteria as prescribed in the tender.
- B. The Technical Bid consists of the following documents:
- i. Annexure-I, II, III, IV, V, VII, VIII & IX.
  - ii. Requisite EMD, as define in Para 13/ Annexure - VII.
  - iii. The bidder should have a minimum of five years of experience in the required field i.e. Supply/ CAMC of Chapatti Making Machines in the Government Departments/ Organizations/ Autonomous Bodies/ PSUs.
  - iv. The annual turnover of the firm must have at least Rs. 30.00 Lac during last three financial years.
  - v. The bidder should have completed at least one major work order (Minimum 25 % Quantity of required quantity i.e. at least 11 Machines) during the last three Financial Years to the Government Departments/ Organizations/ Autonomous Bodies/ PSUs.
  - vi. The bidder should have successfully delivered/ supplied jobs at least two satisfied customers (Government Departments/ Organizations/ Autonomous Bodies/ PSUs) in the past three years.
  - vii. The bidder must be visited at least 05 locations of the installed machines and a survey report must be attached along with bid as per Annexure IX.
  - viii. GST Registration Certificate (Complete)/ PAN Card etc.
  - ix. Acceptance of Terms & conditions as per Annexure- 'VIII'.
- C. The bidder shall not make or cause to be made any alteration, erasing to obliteration to the text of the Tender Document.
- D. The bidder is expected to examine all instructions, forms, terms and condition as mentioned in the tender document. The failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of his bid.

## 12. COMMERCIAL BID

The Commercial bid must contain the following:

The Commercial bid shall be submitted in the format provided at Annexure-VI.

## 13. EARNEST MONEY DEPOSIT (EMD)

Bid Security/ EMD, as per Annexure-VII (refundable), against the quoted item should be deposited along with quotations, in the form of Demand Draft (DD), in favour of "Finance Officer, Aligarh Muslim University, Aligarh".

In case of unsuccessful bid the EMD after necessary deduction of draft charges will be returned.

However, Vendors registered with MSME (Micro, Small and Medium Enterprises) / NSIC (National Small Industries Corporation) and enclosing attested copy of certificate of registration (valid for at least 6-months from



tender opening date) with quotations would be exempted from payment of EMD.  
(see Rule 170 of GFRs 2017)

#### 14. PERFORMANCE SECURITY

- A. The successful bidder shall be required to furnish a **Performance Security within 02 working days of receipt of "Letter of Award" for an amount of 7.50 % of the ordered value** in the form of Demand Draft from a nationalized bank, in favour of Finance Officer, Aligarh Muslim University, Aligarh.  
(see Rule 171 of GFRs, 2017)
- B. The Performance Security shall remain valid for at least a period of three months beyond the date of completion of all contractual obligations/ comprehensive warranty/ agreement period.
- C. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture the performance Security.

#### 15. PAYMENT

Payment will be paid quarterly after completion of successfully one quarter by the Provost/ HoD of respective Hall of Residence/ Office after the raising the bill by awardee bidder.

#### 16. PERIOD OF CAMC

The period of CAMC will be 01-Year from 01.03.2020 which shall be further extendable annually on year to year basis, for further 02 years [maximum tenure 03 years from the date of start of initial work] as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the successful bidder, during the period of contract.

#### 17. AFTER AWARD SERVICE

- The awardee vendor will depute at least two technical persons locally who will carry out the maintenances of machines and attend the complained immediately.
- The defective part or a component of the chapatti making machine if replaced will be the property of awardee vendor and it may be noted that the replaced part and components would be the good quality and not local.
- The awardee vendor or his service engineers shall attend complained within one hour of the call. During the period of comprehensive annual maintenance contract, chapatti making machine will not be under break down condition.





## 18. PENALTY

If the machines are under break down conditions or fails to provide the service upto 24 Hours of the Complain, an amount of @ 1% of yearly CAMC Charge per day will be applicable on the service provider which will be deducted from the bill of the following months.

## 19. FAILS IN SERVICE

If the awardee vendor(s) fail to supply/ service within the time/ complete the order/ supplied item not as per sample/ specification, the order would be assigned to other Technical bid qualified vendor(s) without assigning any reason on the rate and specification/ item of awardee vendor (L1) into the parts/ full as decided by the Competent Authority and appropriate action(s) would be taken against the awardee vendor(s).

## 20. DEFAULT IN THE PAYMENT

If as a result of post payment audit any overpayment is detected in respect of the supply order by the awardee bidder under the tender, it shall be recovered by the Aligarh Muslim University, Aligarh from the awardee bidder.

## 21. DISCLAIMER

This tender notice is issued for information and planning purpose and does not constitute solicitation. Information disclosed under and in accordance with the Bidder will not constitute as an offer. The acceptance of responses to the Bidder cannot be considered as a binding contract.

## 22. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- A. Aligarh Muslim University, Aligarh is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
- B. Aligarh Muslim University, Aligarh may terminate the contract, if it is found that the contractor is black listed on previous occasions by the any of the Government Departments/ Organizations/ Autonomous Bodies/ PSUs.
- C. Aligarh Muslim University, Aligarh may terminate the contract in the event the successful bidder fails to furnish the order.



## 23. OTHERS

- A. The awardee bidder/ contractor shall not engage any such sub-contractor or transfer the contract to any other person in any manner.
- B. The contractor shall indemnify and hold the Aligarh Muslim University, Aligarh harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
- C. In the event of any loss to the AMU, as a result of any lapse on the part of the bidder/ contractor which will be established after an enquiry conducted by the AMU, the said loss can be claimed from the bidder/ contractor up to the value of the loss. The decision of the Vice-Chancellor will be final and binding on the agency.

## 24. SELECTION CRITERIA

### a. for Technical Bid

The successfully submitted bids along with all essential/ required documents/ annexures/ samples and meeting all the eligible criteria are eligible for Technical Bid

### b. for Commercial Bid Opening:

Initially the Technical Bid shall be evaluated by the Committee. Commercial bids of those bidders shall be opened and considered, who qualified the Technical Bid, as per the decisions made by the Committee

### c. Selection Criteria for winning the tender:

The selection for the approved/ recommended Bidder shall be based on the lowest qualified quoted prices or as the Committee may decide.

## 25. MEDIATION CLAUSE

In case of any dispute between the parties in relation or arising out of this Agreement, prior to invocation of Arbitration Clause, the aggrieved party, shall refer the matter to the Vice-Chancellor, AMU for pre litigation settlement. The Vice-Chancellor, AMU upon such request for mediation shall himself or through his nominee shall mediate between the parties to resolve the issue and shall express his opinion in writing after making effort for settlement after giving both parties on opportunity of being heard. In the event the mediation fails the mediator shall refer the matter to Arbitration.



## 26. TERMS AND CONDITIONS

As mentioned at the end of this tender. (Annexure-VIII).

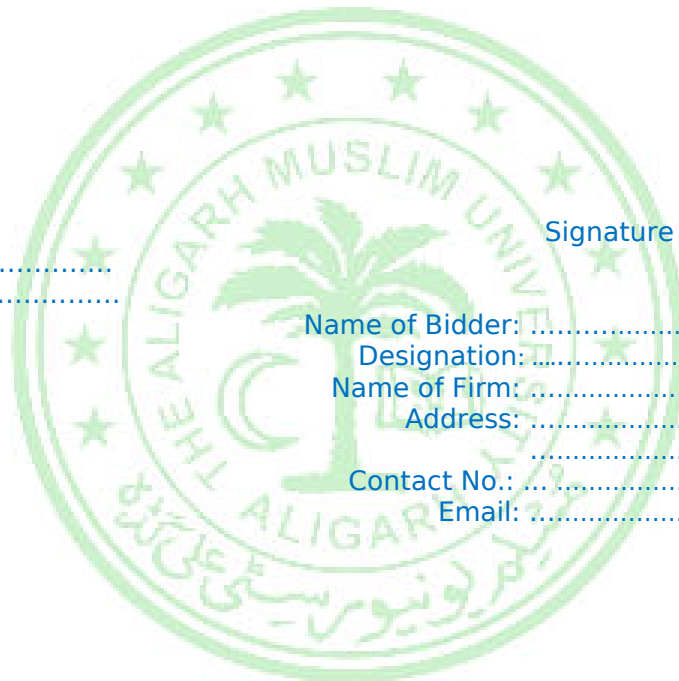
**Sd/-**  
**Assistant Finance Officer**  
**Central Purchase Office**

Yours faithfully,

Signature & Seal of the Bidder

Date: .....  
Place: .....

Name of Bidder: .....  
Designation: .....  
Name of Firm: .....  
Address: .....  
Contact No.: .....  
Email: .....





**Annexure- I**

**Compliance-sheet**

<b>Sl. No,</b>	<b>Requirement Profile of Bidder</b>	<b>(Yes / No)</b>	<b>Documentary Evidences enclosed (Yes/No)</b>
1	The bidder should have a minimum of five years of experience in the required field i.e. Supply/ CAMC of Chapatti Making Machines in the Government Departments/ Organizations/ Autonomous Bodies/ PSUs.		
2	The annual turnover of the firm must have at least Rs. 30.00 Lac during last three financial years.		
3	The bidder should have successfully delivered/ supplied jobs at least two satisfied customers (Government Departments/ Organizations/ Autonomous Bodies/ PSUs) in the past three years.		
4	The bidder should have completed at least one major work order (Minimum 25 % Quantity of required quantity i.e. at least 11 Machines) during the last three Financial Years to the Government Departments/ Organizations/ Autonomous Bodies/ PSUs.		
5	The validity of quoted price is upto 31.03.2020.		
6	If the requisite item/ service with requisite specifications will be available on GeM portal during the tender process then preference will be given to GeM portal by following the GFRs, 2017		
7	If the machines are under break down conditions or fails to provide the service upto 24 Hours of the Complain, an amount of @ 1% of yearly CAMC Charge per day will be applicable on the service provider which will be deducted from the bill of the following months.		
8	If the awardee vendor(s) fail to supply/ service within the time/ complete the order/ supplied item not as per sample/ specification, the order would be assigned to other Technical bid qualified vendor(s) without assigning any reason on the rate and specification/ item of awardee vendor (L1) into the parts/ full as decided by the Competent Authority and appropriate action(s) would be taken against the awardee vendor(s).		

Yours faithfully,

Signature & Seal of the Bidder

Date: .....

Place: .....

Name of Bidder: .....

Designation: .....

Name of Firm: .....

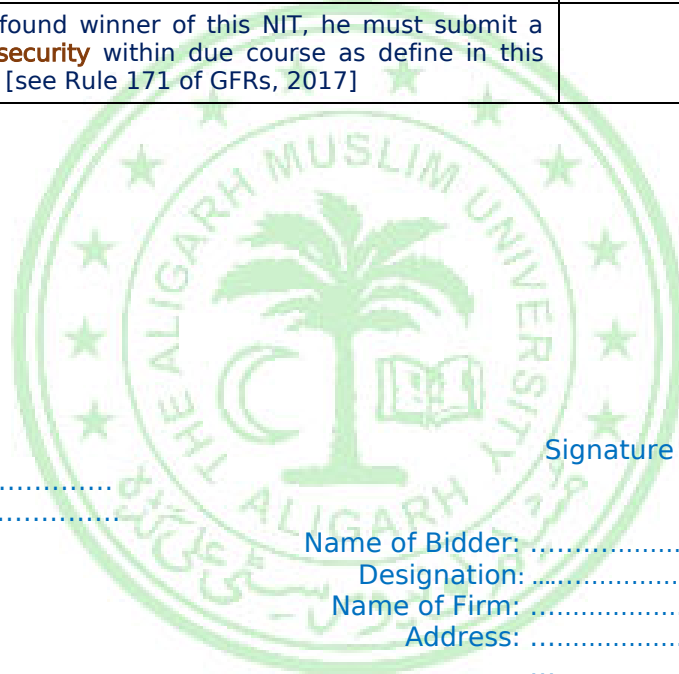
Address: .....

Contact No.: .....

Email: .....



Sl. No,	Requirement Profile of Bidder	(Yes / No)	Documentary Evidences enclosed (Yes/No)
9	Annexure-II duly filled and ink signed with seal.		
10	Annexure-III duly filled and ink signed with seal.		
11	Annexure-IV duly filled and ink signed with seal.		
12	Annexure-V duly filled and ink signed with seal.		
13	Annexure-VI duly filled and ink signed with seal. Must be submitted in separate envelop dully superscribed Commercial Bid for CAMC of Chapatti Making Machine		
14	Annexure-VII duly filled and ink signed with seal.		
15	Annexure-VIII duly filled and ink signed with seal.		
16	The bidder must be visited at least 05 locations of the installed machines and a survey report must be attached along with bid as per Annexure IX		
17	If the bidder found winner of this NIT, he must submit a <b>performance security</b> within due course as define in this NIT. (Para 14) [see Rule 171 of GFRs, 2017]		



Yours faithfully,

Signature & Seal of the Bidder

Date: .....

Place: .....

Name of Bidder: .....

Designation: .....

Name of Firm: .....

Address: .....

Contact No.: .....

Email: .....



Annexure- II

Brief Details about the Firm/ Company/ Manufacturer

1. NAME OF THE BIDDING FIRM:

.....

Website URL: .....

2. ADDRESS:

(a) REGISTERED OFFICE:

.....

..... PIN .....

STD CODE ..... Office Phone No: ..... FAX No: .....

Primary Cell Phone No: ..... Alternate Cell Phone No: .....

Official Email: ..... Alternate Email: .....

(b) WORK/ FACTORY (if applicable):

.....

..... PIN .....

STD CODE ..... Landline Phone No: ..... FAX No: .....

Primary Cell Phone No: ..... Alternate Cell Phone No: .....

Official Email: ..... Alternate Email: .....

3. Commercial Information (Please enclose self-attested copy wherever applicable)

- a GSTIN : .....
b PAN No. : .....
c AMU Registration No (if any) : .....
d NSIC Registration No (if any) : .....
e MSME Registration No (if any) : .....

I/ We further undertake that all the above information and documents supplied by me/us are correct. In the event of any future changes in the above information, during the period of the validity of these rates i.e. up to 31.03.2020, I will immediately inform Assistant Finance Officer (Purchase) in writing and also provide updated documents (if any).

Yours faithfully,

Signature & Seal of the Bidder

Date: .....
Place: .....

Name of Bidder: .....
Designation: .....
Name of Firm: .....
Address: .....
Contact No.: .....
Email: .....



Annexure- III

Tender Acceptance Letter / Self-Declaration by the bidder for quoting the rate

FROM

M/s .....

.....  
.....

To

Assistant Finance Officer  
Central Purchase Office  
A.M.U. Aligarh 202002

Dear Sir,

- 1. I/We have downloaded/ obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) as mentioned in the Tender.
2. I/We have read and understood the contents of the Tender and agree to abide by all the terms and conditions of this tender.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its entirety.
5. I/We also confirm that in the event of my/our tender being accepted, I/We hereby undertake to furnish Performance Security, as the tender requirement.
6. I/We further undertake that none of the Proprietor / Partner/ Directors of the firm was or is Proprietor or Partner or Director of any firm whom Aligarh Muslim University, Aligarh or any other government organization (Government Departments/ Organizations/ Autonomous Bodies/ PSUs) has black listed/ banned/ suspended in any business dealing.
7. I/We shall provide uninterrupted services/ supply.
8. The bidder has no outstanding dues in any form with Aligarh Muslim University, Aligarh.
9. I/We certify that all information furnished by our Firm is true and correct and in the event that the information is found to be incorrect/untrue/false or found violated, then your department/organization can reject the bid or terminate the contract, without giving any notice or reason there of or summarily, without prejudice to any other right or remedy including the forfeiture of the full said earnest money deposit absolutely.

I/We further undertake to report to the Assistant Finance Officer (Purchase) immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/ Partner/ Directors are Proprietor or Partner or Director of such a firm which is black listed/ banned/ suspended in future during the validity period of the Contract with you.

Yours faithfully,

Signature & Seal of the Bidder

Date: .....

Place: .....

Name of Bidder: .....

Designation: .....

Name of Firm: .....

Address: .....

Contact No.: .....

Email: .....



**Annexure- IV**

**Declaration of the Authorized Signatory**

[to be filled only if required]

I/ We,

Sl. No.	Name of the Proprietor/ All Partners/ Karta/ Directors/ Managing Directors/ Members of Managing Committee of Associations/ Board of Trustees etc	Status
01		
02		
03		
04		

hereby solemnly affirm and declare that  
Mr./ Miss/ Mrs. .... (Name of Authorized Signatory)  
Designation: ..... (Designation) will act as an Authorized signatory  
for the Firm M/s. .... (Firm Name)  
participating in this NIT.

All his/ her action(s) in relation to this NIT will be binding on me/ us.

[Signature(s) of the Proprietor/ All Partners/ Karta/ Managing Directors/ Members of  
Managing Committee of Associations/ Board of Trustees etc.]

**Acceptance as an Authorized Signatory**

I, Mr./Miss./Mrs. .... (Name of Authorized Signatory)  
hereby solemnly accord my acceptance to act as authorized signatory for the above  
referred to firm and all my acts related to this NIT shall be binding on the firm.

Signature of the Authorized Person .....

Name of the Authorized Person .....

Designation of the Authorized Person .....

Yours faithfully,

Signature & Seal of the Bidder

Date: .....  
Place: .....

Name of Bidder: .....  
Designation: .....  
Name of Firm: .....  
Address: .....  
.....  
Contact No.: .....  
Email: .....





**Annexure- V**

**Technical Bid**

Specifications of Chapatti Making Machine installed in the various Halls of Residences of the University.

- Production Capacity- 900 to 1000 Chapatti/hr
- Weight of Chapatti- 25 gram to 45 gram
- Chapatti thickness- 1.5mm to 2.5mm
- Chapatti size- 4.5” to 6.5”
- Chapatti Colour- Light brown
- Chapatti appearance-soft with puffed layer
- LPG Consumption- 1.5 Kg to .75 kg/hr
- LPG pressure- 5p.s.i to 7 p.s.i.
- Electric consumption- 1.15 kw

Sl. No.	Particulars	Remark by the bidder (enclose self-certified copies)
1	Year of Establishment	
2	Experience in the field of CAMC of Chapatti Making Machine (in years)  (Minimum 5 Years' experience is must)  Kindly attached separate sheet with details of all existing CAMC and self-attested copies of certificates & orders)	
3	Names, designations and qualifications of the technical persons engaged.	
4	Technical bids shall not carry any commercial conditions or any indication with regard to the rates / price for the items being quoted. If any indication with respect to price is available in the technical bid, such offers shall be rejected	
5	Awarding of the contract shall be purely on merit and competitive basis. Therefore, the bidders are advised to provide us with all details on the facilities available for undertaking such quality oriented work.	

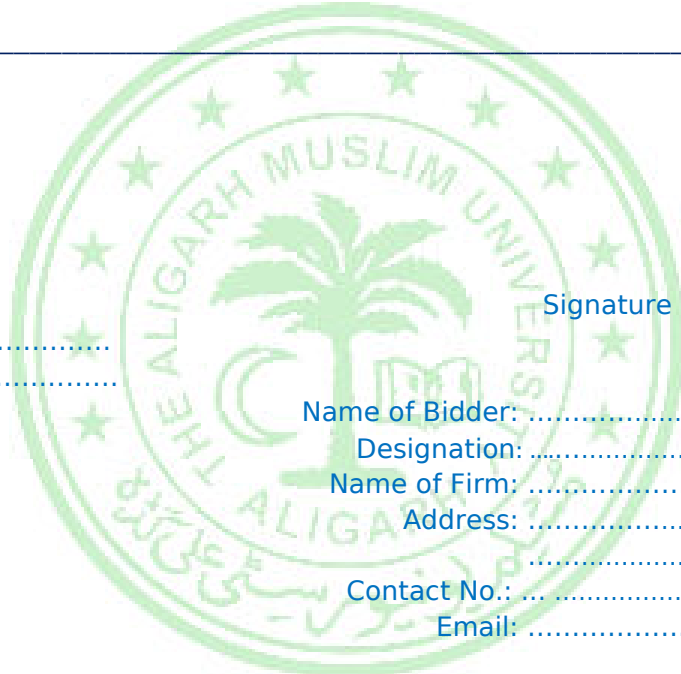


Sl. No.	Particulars	Remark by the bidder (enclose self-certified copies)
6	Numbers of locations of work area	
7	Area covered (State and District wise)	
8	Any other relevant information	

**Note: Kindly see / follow the Terms & Conditions.**

Remark (if any): \_\_\_\_\_

Date: .....  
Place: .....



Signature & Seal of the Bidder

Name of Bidder: .....  
Designation: .....  
Name of Firm: .....  
Address: .....  
.....  
Contact No.: .....  
Email: .....



**Annexure- VI**

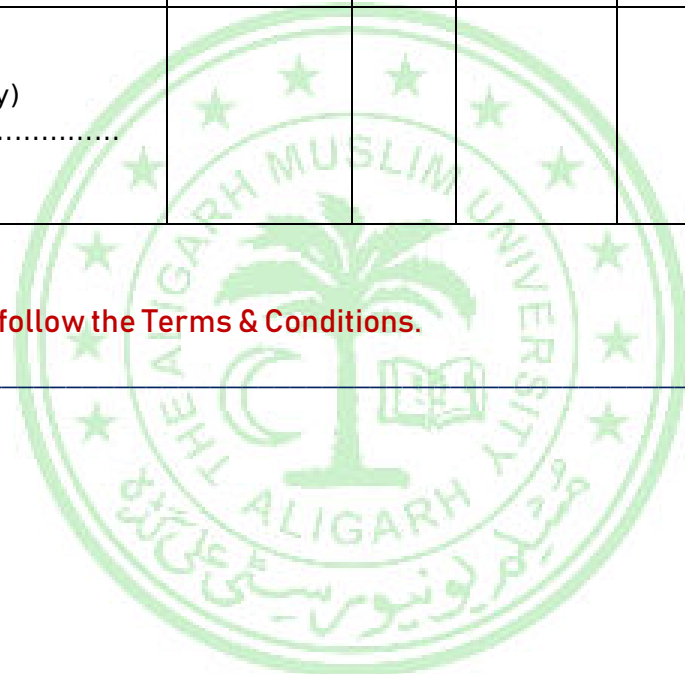
**Commercial Bid**

Bidder must submit their Commercial bid in the following format only:

Sl. No.	Particulars	Base price per machine per year	GST (In %)	Any other Charges (if any)	Total Amount per machine per year	Remark (if any)
1	CAMC of Chapatti Making Machine					
2	Others (if any) .....					

**Note: Kindly see / follow the Terms & Conditions.**

Remark (if any): \_\_\_\_\_



Signature & Seal of the Bidder

Date: .....

Place: .....

Name of Bidder: .....

Designation: .....

Name of Firm: .....

Address: .....

Contact No.: .....

Email: .....



**Annexure- VII**

**EMD Summery**  
**(as per Rule 170 of GFRs, 2017)**

Demand Draft/Banker Cheque No. : \_\_\_\_\_  
Issue Date : \_\_\_\_\_ - January - 2020  
Issuer Bank Name : \_\_\_\_\_  
Branch : \_\_\_\_\_  
Amount : ₹ 50,000/-

**Note:**

1. The EMD is refundable.
  - For non-qualified: Immediately after issuance of Letter of Award (LOA) to the successful bidder.
  - For qualified: After submission of the performance security.
2. The Demand Draft/ Banker Cheque must be in favour of "Finance Officer, Aligarh Muslim University" payable at Aligarh.
3. Non-Submission of original EMD document shall lead to rejection of the tender.
4. Bidder(s) registered with MSME (Micro, Small and Medium Enterprises)/ NSIC (National Small Industries Corporation) are exempted from payment of EMD. A Copy of valid Certificate (self-attested) of registration (valid for at least 06-months from tender opening date) must be uploaded with technical cover.  
AMU Registration No (if any) : .....  
NSIC Registration No (if any) : .....  
MSME Registration No (if any) : .....
5. No interest shall be paid on EMD.
6. EMD shall be forfeited, in any of the following case(s):
  - a. The bidder withdraws its proposal after the proposal due date.
  - b. The successful bidder fails to accept LOA within the stipulated period.
7. Kindly see / follow the Terms & Conditions.

Remark (if any): \_\_\_\_\_

Signature & Seal of the Bidder

Date: .....

Place: .....

Name of Bidder: .....

Designation: .....

Name of Firm: .....

Address: .....

.....

.....

Contact No.: .....

Email: .....



**Annexure- VIII**

**Terms and Conditions**

1. The bidding firm should be a reputed firm having registration certificates, viz. Goods & Service Act, 2017 (GST), PAN/ TAN Card etc. The photocopies of the documents should be attached with the quotation. The firm should submit records related to Registration, GST, PAN Experiences etc. along with the bid.
2. University reserves the right to accept, reject, cancel or extend the contract on satisfactory service.
3. Bid Security (EMD) as per Annexure-VII (refundable) against quoted item should be deposited along with quotations, in the form of Demand Draft/ Bankers Cheque, in favour of "Finance Officer, Aligarh Muslim University, Aligarh".  
In case of unsuccessful bid the EMD after necessary deduction of draft charges will be returned. However, Vendors registered with MSME (Micro, Small and Medium Enterprises) / NSIC (National Small Industries Corporation) and enclosing attested copy of the certificate of registration (valid for at least 6-months from tender opening date) with quotations would be exempted from payment of EMD. (see Rule 170 of GFRs 2017)
4. The awardee bidder shall be required to furnish a performance Security within 02 working days of the receipt of "Letter of Award" for an amount of 7.50 % of the awardee value in the form of the Demand Draft/ Bankers Cheque/ Fixed Deposit, in favour of "Finance Officer, Aligarh Muslim University, Aligarh". (for more details kindly see Para 14 of this NIT with Rule 171 of GFRs, 2017]
5. Quotations which are incomplete/ incorrect/ unclear/ overwriting/ not accompanied by registration certificate/ not accompanied with other mandatory enclosures shall be rejected outright.
6. Arrangements of all the documents related to taxation and other things shall be the sole responsibility of the service provider/bidder.
7. The rate of GST including surcharge along with concession admissible to educational institution may be specified.
8. The University reserves the right to accept/ reject any or all the tender(s)/quotation(s) or to allot full or part of the supply/ services to one or more firms.
9. The University reserves the right to reject any or all the tender(s)/quotation(s) thereof and to call for any other details or information/ clarification from any of the tender(s)/quotation(s).
10. The University reserves the right to cancel the order.
11. In addition to official landline phone/ fax numbers, two mobile telephone numbers (including the mobile number of Chief Executive Officer of the bidding firm) and email ids for communication, should be specifically provided.
12. Providing any false/ wrong information (including the supply of any wrong contact information, leading to the loss of communication) will be treated as the breach of contract/ tender.
13. Payment shall be made against the bill as per the payment milestones detailed in this tender document.
14. No advance payment will be made to the supply/ service provider for any of the work assigned by AMU. The payments shall be released against the bills as per the payment milestones mentioned in this tender document.
15. In case, if supply/ services is/ are not according to the specifications, the cost shall be borne by the bidder.
16. If as a result of post payment audit any overpayment is detected in respect of the supply order by the awardee bidder under the tender, it shall be recovered by the Aligarh Muslim University, Aligarh from the awardee bidder.
17. The tender(s)/ quotation(s) containing uncalled for remarks are likely to result in rejection.
18. The discount/ rebate admissible, if any, may be quoted.
19. If the date of receipt/ submission/ opening of tender(s)/ quotation(s) is/ are declared to be a public holiday, the tender(s)/ quotation(s) will be received/ submitted/ opened on the next working day at the same time.
20. If there is any need for any clarification/ information/ amendment in this NIT, it should be brought to the notice of Assistant Finance Officer (Purchase) within 02 working days from the date of publication of this NIT. After that, no clarification/ amendment will be accepted/ entertained.



21. Any increase in the rate during the course of service period shall not be acceptable.
22. The bidding firm should not have been blacklisted by any Central/ State Government/ Public Sector Undertaking Govt. of India/ Autonomous Bodies etc.
23. The bidding firm should not be involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this Request for Empanelment and in the execution of agreement.
24. AMU reserves the right to remove any such supply/ service provider from the empaneled list along with the forfeiture of performance Security, if the service provided by the Agency is found to be unsatisfactory or if the information provided for empanelment is proved to be false.
25. AMU may empanel more than one supply/ service provider and shall be free to take supply/ services through any one or more of them.
26. Intending tenders are advised to visit again AMU/ CPPP website at least 02 days prior to the closing date of submission of tender for any corrigendum/ addendum/ amendment.
27. All disputes relating to this tender shall be referred to the sole arbitrator to be appointed by the Vice-Chancellor, AMU, whose decision will be binding on both the parties.
28. All disputes arising out of this tender shall be subject to the jurisdiction of Courts at Aligarh only.
29. The University shall not be liable for any violation of Labour/ Tax Law provisions, what so ever, arising out this supply/ services.
30. Errors & omissions excepted.
31. Any conditional bid is not acceptable and seems to be rejected.
32. If the requisite item/ service with requisite specifications will be available on GeM portal during the tender process then preference will be given to GeM portal by following the GFRs, 2017.
33. The above said NIT will be governed under the Rules/ Guidelines/ Orders/ Law of the Union Government/ CVC/ Hon'ble Courts as issued time to time. However, if there is any deviation, the Rules/ Guidelines of the Union Government will be treated as final.
34. If the awardee vendor(s) fail to supply/ service within the time/ complete the order/ supplied item not as per sample/ specification, the order would be assigned to other Technical bid qualified vendor(s) without assigning any reason on the rate and specification/ item of awardee vendor (L1) into the parts/ full as decided by the Competent Authority and appropriate action(s) would be taken against the awardee vendor(s).
35. Service Level Agreement(SLA), shall be signed with successful bidder. SLA-agreement shall include all relevant details.

Yours faithfully,

Signature & Seal of the Bidder

Date: .....

Place: .....

Name of Bidder: .....

Designation: .....

Name of Firm: .....

Address: .....

Contact No.: .....

Email: .....



**Annexure- IX**

**Survey of Chapatti Making Machine**

[The bidder must be visited at least 05 locations of the installed machines.]

It is certified that Mr./ Mrs./ Ms. \_\_\_\_\_ on behalf of  
M/s \_\_\_\_\_ (Firm Name)  
visited this Hall on \_\_\_\_\_ (Date) regarding Chapatti Making Machine.

(Signature & Seal of the Issuer)

Date: .....

Place: .....

Name of Issuer: .....

Designation: .....

Name of Hall/ Office: .....

Aligarh Muslim University  
Aligarh



Signature & Seal of the Bidder

Date: .....

Place: .....

Name of Bidder: .....

Designation: .....

Name of Firm: .....

Address: .....

.....

.....

Contact No.: .....

Email: .....