

Dr. Ram Manohar Lohiya National Law University, Lucknow
Sector-D-1, LDA Colony, Kanpur Road Scheme, Lucknow

SHORT-TERM TENDER NOTICE

(For Supply of Laptop Messenger Bags)



: Important Dates:

DATE OF SALE OF TENDER	: 11.04.2017
LAST DATE FOR RECEIPT OF TENDER DOCUMENT	: 17.04.2017 (up to 02:00 PM)
TIME AND DATE FOR OPENING OF THE TENDER (Technical bid)	: 3:00 PM on 17.04.2017
COST OF TENDER DOCUMENT	: Rs. 1,000/-
TIME AND DATE FOR OPENING OF THE FINANCIAL BID	: Date and time of financial bid opening will be informed telephonically
PLACE OF OPENING OF THE TENDER	: Administrative Block of the University.
ADDRESS FOR COMMUNICATION	: Registrar, Dr. Ram Manohar Lohiya National Law University, Lucknow -226012

SIGNATURE OF THE TENDERER WITH SEAL

Terms of the tender may be seen overleaf

DR. RAM MANOHAR LOHIYA NATIONAL LAW UNIVERSITY, LUCKNOW

Inviting bids for supply of hand bags/Laptop bags

1. Bids are invited from reputed manufacturers/ authorized dealers/re-sellers for supply of following item required for Training of Prosecution Officers and other purposes during the month of April, 2017:-

Laptop bags	:	Qty-450 Nos. (Approximately)
Specifications	:	Material –Matty Length- 45 Centimeters Breadth-19 Centimeters Height- 33 Centimeters Colour-“Black” Affixed with a metallic plate with the name of the University embossed on it.
Warranty	:	The product shall carry a warranty of one year against any manufacturing defect.

2. A print out containing images of the required bag is annexed with this bid as **annexure-III**. Bidders will be required to supply the bag of the same design with the specification given at one above.
3. Quantity of bags to be supplied as indicated at 1 above is tentative there may be increase or decrease by 10% depending on the requirement.
4. Bidders are required to submit their bids in two parts (i.e. technical bid **annexure-I** and financial bid **annexure-II** enclosed with this document). Both the bids should be sealed in two separate envelopes. Required EMD must be enclosed with the technical bid.
5. Bidders are required to put both the bids in one big size envelope which is to be superscripted with the “TENDER FOR SUPPLY OF LAPTOP BAGS” and sent/delivered either by post or by hand so as to reach the office of the Registrar, Dr. RML National Law University, Lucknow on or before 2.00 PM the Monday, the 17th April, 2017.
6. The bidder must have a valid TIN No., PAN No. and VAT registration No. Photocopies of these registration certificates are required to be enclosed with the tender document.
7. Each bidder is required to submit a sample of the bag to be supplied in a sealed envelope. **The envelope containing sample bag shall be treated as part of the technical bid.** The Sample item of the unsuccessful bidders will be returned after completion of the tender process. The sample item of the successful bidder shall be retained and shall be adjusted against the total supply made by them.
8. The tender document may be obtained from the office of the University on payment of the processing fee of Rs. 1,000/-. The tender document can also be downloaded from the university website www.rmlnlu.ac.in. Bidders using downloaded tender document will be required to enclose a demand draft of Rs. 1,000/- towards processing fee.
9. Each bidder is required to submit an EMD of Rs. 10,000/- (Rupees Ten thousand only) through Demand Draft/Bankers cheque drawn in favour of “Dr. Ram Manohar Lohiya National Law University Lucknow”. The EMD of the unsuccessful bidders will be returned on finalization of the contract. The EMD of the successful bidder shall be returned after the supply of the requisite items.
10. Successful bidder will be required to supply the items as per the requirement within a week of issuance of the supply order. The University shall make payment against supply within 10 working days at the rates as approved in the bid after deduction of TDS, if any. The University shall not release any advance payment with the supply order.
11. The bids will be opened on 17th April, 2017 at 3.00 PM in the Administrative Block of the University. Representatives of the firms who wish to be present at the time of opening of the bids may remain present.
12. The Tender document may be obtained from the office of the University on payment of the processing fee of Rs. 1,000/-. The tender document can also be downloaded from the university website www.rmlnlu.ac.in. Bidders using downloaded tender document will be required to enclose a demand draft of Rs. 1,000/- towards processing fee.
13. Incomplete bids in any manner shall not be accepted and are liable to be rejected.
14. The Vice Chancellor of the University reserves the right to reject any or all the bids in full or part or not to award the contract to the lowest bidder without assigning any reason. The decision taken in this regard shall be final and binding on all.
15. In case of any dispute arising out of the tender process/execution of the contract, the matter will be referred to the sole arbitrator appointed by the Vice-Chancellor of the University whose decision will be final and binding on the University as well as bidders.

Registrar

DR. RAM MANOHAR LOHIYA NATIONAL LAW UNIVERSITY
Sector-D1, L.D.A., Kanpur Road Scheme, Lucknow-226012

'Technical Bid'

(Particulars of the Tendering Firm)

1.	Name of the tendering firm	
2.	Address of the Registered office	
3.	Local address of the tendering firm	
4.	Name & Designation of Contact Person	
5.	Telephone/Mobile No.	
6.	E-mail ID	
7.	Type of Firm (i.e. Pvt. Ltd./Public Ltd/ Cooperative/NGO/PSU)	
8.	Bank A/c No. (Please enclose an unsigned cancelled cheque)	
9.	PAN No. issued by Income Tax Department	
10.	VAT Registration No.	
14.	Details about Earnest Money Deposit	TDR/D.D. No.: Dated: Drawn on:

DECLARATION

I/We.....Designation..... (Name of the company)..... hereby agree to abide by the terms & conditions of the tender document given above. I declare that I/we have sufficient work experience for supply of Bags to the government institutions/universities/reputed organizations. I/we will not sublet the work to any other agency/firm. I certify that the facts given in the tender documents are correct and nothing has been concealed in this regard.

Signature of authorized signatory
Name _____
Designation _____
Seal:

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DR. RAM MANOHAR LOHIYA NATIONAL LAW UNIVERSITY
Sector-D1, L.D.A., Kanpur Road Scheme, Lucknow-226012

'Financial Bid'

Detail of Product	Quoted Price per bag (Inclusive of all taxes)
Laptop Messenger Bags specifications: Material : Matty Length : 45 Centimetres Breadth : 19 Centimetres Height : 33 Centimetres Colour : Black	Rs. ... Price in words . .

We undertake to supply the required number of bags at the above price which is irrevocable. The price shall not be revised upward till the supply of the items under the present bidding process. The supply shall be ensured within one week of the receipt of the supply order. It is also certified that the item supplied carry one year replacement warranty against any manufacturing defects and fulfil all the requirement of the specifications mentioned in the technical bid.

SIGNATURE OF THE TENDERER WITH SEAL

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LAPTOP BAG SAMPLE IMAGE & SPECIFICATION



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