

**AGENCY DETAILS**  
**(INCLUDING PERFORMANCE RECORDS, FINANCIAL VIABILITY ETC.)**

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Name Of Agency/Company : \_\_\_\_\_

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Owner's Name/Director's Name : \_\_\_\_\_

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Banker's Name & Address : \_\_\_\_\_

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Pan Number : \_\_\_\_\_

Copy of F.T.R. of Last Final Year (2015-16) : \_\_\_\_\_

Tin Number of The Agency/Company : \_\_\_\_\_

Address of Shop/Office : \_\_\_\_\_

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Telephone/Mobile Nos. : \_\_\_\_\_

Experience (Years) : \_\_\_\_\_

List of Major Clients (Enclose Copy of : \_\_\_\_\_  
Orders/Contracts Alongwith Items,  
Item Details, Performance Report

Any Other Information/Documents Which : \_\_\_\_\_


May Help Gujarat Vidyapith In Assessing Tenderer's  
Capabilites For Award of Contract.

PROPRIETOR'S SIGNATURE & SEAL

## TERMS AND CONDITIONS

### THE TERMS AND CONDITIONS OF THE CONTRACT ARE AS INDICATED BELOW :

1. The invitation is open to all manufacturers, their suppliers and general order suppliers, who are having at least 03 years of experience in supply of stationery items/ other items to the Ministries/ Department of the Central Government, Universities and also NCCF & Kendriya Bhandar. The bidder should be located in the Ahmedabad Gujarat.
2. Rates mentioned in the quotation, if accepted, shall remain same as rate contract for a period of one year and no requests for any increase in the rates will be entertained during the contract period. No advance payment will be made.
3. The firm, whose rates are found to be the lowest & if the item is not of a popular brand then he may be required to supply sample of such items. If sample of the lowest quoted firm is not satisfactory, contract may be awarded to the firm supplying the items of requisite quality at the next higher rate.
4. The sample deposited shall remain in the custody of this office during the contract period.
5. Gujarat Vidyapith Office will not accept any duplicate/substandard items not matching with the sample. If the supplier is not able to supply the items as per sample, appropriate action will be taken against the firm.
6. The firm, should be in a position to supply of Stationery items on short notice and also as and when needed. The firm should be able to provide these items on holidays/ Saturday/ Sunday also.
7. All items have to be supplied to Gujarat Vidyapith Main Office or All other Departments as per requirements. The suppliers will be responsible for delivery of goods in good condition at their own risk and cost.
8. The firm should be registered with the Government for the purpose of VAT/ States Tax etc. and the copy of certificated should be attached with the bid documents.
9. Rate should be quoted in the prescribed Formate. The rates should be inclusive of all taxes. (Excise Duty, Freight, Transportation, Packing, Forwarding, Handling, VAT/CST etc.)
10. The competent authority in the Gujarat Vidyapith reserves the right to amend any the terms and conditions contained in the Tender Documents or reject any or all applications (offers) or not to award the contract to the lowest bidder without giving any notice or assigning any reason thereof. The decision of competent authority in this regard will be final and binding.
11. Duly constituted committee shall open and evaluate the bids. The bidder(s) with the lowest quote shall be chosen on the basis of total bid price received. However, the lowest bidder(s) has to match the price of other technically responsive bidders for the items for which his/ their rate are higher.
12. After expiry of the contract, Gujarat Vidyapith may extend the contract for the period decided by the competent authority.
13. In case of repeated failure to supply the items indented by the Gujarat Vidyapith within the stipulated time, the items will be procured from the open market and difference of the cost, if any, will be recovered from performance security or from the pending bills, the firm shall also be barred from participating in any future Tenders of the Gujarat Vidyapith.
14. The items as per the approved specifications should be supplied within three days (72 hours) after receipt of the purchase/supply order, failing which a penalty will be imposed (equal to 1% of indent cast per day of delay, if the delay, if the delay is attributable to the supplier).
15. The Stationery items are generally purchased on monthly/quarterly basis. However, the procurement of the above items would be purely 'on need' basis without any guarantee for any minimum quantity. Hence, Gujarat Vidyapith shall not be liable to take any or all items included in the Rate Contract(s) with L1 bidder(s) during the validity.
16. In case, the supplier is found in breach of any condition(s) of the contract at any stage or services of the supplier is found not to the satisfaction of the Gujarat Vidyapith, the contract may be terminated. The decision of the Gujarat Vidyapith shall be final and binding in the regard.
18. The contract shall be subject to the Indian laws and Jurisdiction of the Courts located in Ahmedabad.
- 19.. Your Tender send us in sealed envelop and mention on the top of the envelop price list of the stationery also attached tender and send us to : The Registrar, Gujarat Vidyapith, Ashram Road, Ahmedabad-14

  
Registrar  
(Gujarat Vidyapith)