

Vendor Empanelment

Bankura University desires to empanel vendors for supplying printed materials, stationary and other articles. For this purpose vendors are invited for Empanelment with Bankura University. Relevant documents may be downloaded from the University website www.bankurauniv.ac.in and the same must be submitted in a sealed envelope addressed to The Registrar, Bankura University, Main Campus (Beside NH 60), P.O. Purandarpur, Bankura - 722155, West Bengal with a DD of Rs. 500/- (non-refundable) superscribing "Application for Empanelment of Vendor for supplying printed materials, stationary and other articles". DD will be drawn on any Bank having Service Branch at Bankura and be issued in favour of "Registrar, Bankura University" payable at Bankura.

Last date of receiving tender document either by hand or by post: 30.08.2018 up to 12:00 hrs.

Bidders must comply with the Terms and Conditions as mentioned in the Annexure-1 of the Tender Documents. Note: For any sorts of query, please contact the undersigned at registrarbku@gmail.com

**Registrar
(Addl. Charge)
Bankura University**

Annexure-1

Sub: Empanelment of Vendors for supplying printed materials, stationary & other articles at Bankura University

1. Bankura University invites Expression of Interest for “Empanelment of Vendors for supplying printed materials, stationary and other articles” on prescribed Format from reputed vendors in India, to Bankura University. This empanelment will be valid initially upto one year from the date of final approval of empanelled list and it may be further extendable with written request from the vendors, at the sole discretion of the Hon’ble Vice Chancellor. Interested vendors may submit the applications along with one copy each of the requisite documents to the Registrar, Bankura University, Administrative Building, Main Campus (Beside NH 60), P.O. Purandarpur, Bankura 722155, West Bengal. Last Date for Submission of Applications: 30.08.2018 up to 12: hrs.

2. Instructions for applicants, detailed terms and conditions, application proforma are as follows:

Instructions for applicants:

2.1. Incomplete and conditional applications will not be considered.

2.2. At any given point of time, if any of the documents furnished by the vendors is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.

2.3. Interested vendors should submit application form in sealed envelopes superscribing – “Application for Empanelment of vendor for supplying printed materials, stationary and other articles”.

2.4. The application should be signed by an authorized signatory of the vendor(s) bearing his/her full name and status, along with the official seal of the firm.

2.5. Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication should be made. Failing to maintain this discipline, the applicants are liable to be black-listed by the university.

2.6. The received application(s) after the due date and time will not be considered.

2.7. The applications will be scrutinized and shortlisted for empanelment by the Accounts Officers I & II. The shortlisted vendors will be informed by email and/or by regular post for further procedure, as required.

The short-listed vendor(s) for empanelment are required to agree to work as per the university’s “Terms & Conditions” as stipulated hereunder.

2.8 Vendors must have experience at reputed institutes/universities/firms for at least two years.

Applications must be accompanied by IT/Professional Tax certificate.

3.The empanelment will be governed by the following “Terms and Conditions”.

3.1. General

3.1.1. The Hon’ble Vice Chancellor of Bankura University reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.

3.1.2. It is not binding on Bankura University to place the work order to the approved vendor.

3.2 Work Orders

3.2.1. Work orders approved by the Hon’ble Vice Chancellor be placed with the empanelled vendor(s) who offers best and prompt services and will try to distribute work orders rationally among vendors.

3.2.2. Supply has to be made strictly against the work orders only.

3.2.3. Sending an acknowledgment of the receipt of work order, which is taken as an acceptance of the work order, is mandatory.

3.2.4. Any clarification/query regarding the work order should be sought within three days of receipt of the order.

4. Invoicing procedure

4.1. The Invoice should bear the firm's IT PAN.

4.2. Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies)

4.3. A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.

4.4. Invoice should be raised in favour of The Registrar, Bankura University, Bankura , West Bengal

4.5. One invoice should be raised against one work order only.

4.6. The University may take approx 90 days from the date of the work completed for final payment to the vendors.

5. Termination of empanelment

Vendor’s empanelment may be terminated/dropped/black-listed from the panel of suppliers at the occurrence of any of the following event:

5.1. In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.

5.2. If at any time, it is found that the information provided by the empanelled vendor in any form regarding services and related matters are incorrect and result in loss in any form to the university.

6. Other Terms and Conditions

6.1. The university reserves the right to change or modify or amend or substitute any clause(s) in the “Terms and Conditions”, if required, at any time.

6.2. Number of vendors for empanelment will be fixed by Bankura University.

6.3. All disputes and differences arising out of or concerning the work shall be subject to the sole arbitration of the Hon’ble Vice Chancellor, Bankura University or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of court of law of Bankura University.

**REGISTRAR
(ADDI. CHARGE)
BANKURA UNIVERSITY**