

**Purchase Cell, O/o Comptroller**  
**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY**  
**Ferozepur Road, Ludhiana- 141004 – Punjab (India)**

**e-Tender Notice**

**DETAILED NOTICE INVITING e-TENDER (DNIT)**

Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana invites e-tenders through the website <https://eproc.punjab.gov.in> under two bid systems from eligible and qualified bidders for the supply of the following printing items, as per the required specification with full terms & conditions.

It is mentioned that this purchase shall be finalized item wise i.e. order will be placed to the L1 of each item separately.

**Details of required item(s):-**

Sr No	Name of required item(s)	<u>Quantity</u>	Name of indenting department/ place of delivery of item(s)
1.	<b>Purchase of Various Printing Items (Answers sheets, Various Registers, Slip Pads and Cash Books)</b> Complete as per required specifications	<b>As mentioned in Specifications given below</b>	Accounts Officer, Purchase Cell, Office of Comptroller, Guru Angad Dev Veterinary & Animal Sciences University, Ludhiana - 141004 (Punjab)
<b>Contact person for required item(s) related any enquiry</b>		Ms. Jyoti Sharma, M- 97818-04179, Email Id- officepurchasecell@gadvasu.in	

**Important Note:-**

1. The e-Tender of Guru Angad Dev Veterinary & Animal Sciences University, Ludhiana appeared/listed on website <https://eproc.punjab.gov.in> under Organisation "Department of Animal Husbandry" and Division "Purchase Cell". For details logon to [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) and [https://gadvasu.in/tender\\_notice](https://gadvasu.in/tender_notice). Any corrigendum(s) will be published on above websites only.

2. The interested bidders are advised to submit/upload their bids/documents well in advance before closing date/time to avoid any problem at the later stage.

3. The bidders using Net Banking Service of banks other than SBI are advised to submit their EMD and other fees (if any) in advance at least (3) three working days prior to the last date of submission of the Bid.

4. If sufficient bids are not received within stipulated time, tender may be extended/ re-tendered as per the Punjab Transparency in Public Procurement Rules, 2022 and as per amendment Rules, 2024.

5. The rates should be quoted as per the BOQ uploaded on the SPP Portal. Basic Price and Taxes (GST etc.), if any, should be indicated separately. Mention Total GST amount under column 9 duly calculated as per total quantity required as per column 4 for each item.

6. At the time of Technical Evaluation of Technical Bids, the sub purchase committee may ask all/any bidder(s) to submit the hard copy of any document or any additional documents or show presentation/demo of product or any query (If required) for verification/approval of Technical bids, as per Sr.no.6 of Appendix-4 of The Punjab Transparency in Public Procurement Rules, 2022.

7. Financial Bids will be opened only of those tenderers, who qualify and are found suitable during the processing of Evaluation of Technical Bids. Financial Bids will be opened after receiving Technical Evaluation report from the concerned sub purchase committee.

<b><u>CRITICAL DATE SHEET</u></b>	
<b>e-Tender Reference No.</b>	PC/2025-26/957 dated 16/09/2025
<b>e-Tender ID No.</b>	2025_DAH_150042_1
<b>Last Date &amp; time for submission of online Bid</b>	<b>01-10-2025 upto 11.00 am</b>
<b>Date &amp; time for opening of technical Bid</b>	<b>01-10-2025 at 02.30 Pm</b>

<b><u>DETAILS OF FEES</u></b>		
<b>NOTE:</b> Bidders are advised to complete the online payment for Tender Fee, EMD and other fees well in advance at least one day in advance prior to the bid submission due date/time at <a href="http://eproc.punjab.gov.in">http://eproc.punjab.gov.in</a> .		
Sr No.	Details	Amount (Rs)
1	<b>Tender Fees including GST @ 18% (in INR) (Non-refundable)</b>	<b>1,180/- (1,000+180)</b>
2	<b>Processing Fee including GST @ 18% (in INR)(Non-refundable)</b>	<b>590/-</b>
3	<b>Earnest Money Deposit (EMD) (Refundable)</b> The EMD will be returned to the unsuccessful bidders automatically by the State Public Portal i.e. <a href="http://eproc.punjab.gov.in">http://eproc.punjab.gov.in</a> . <b>Note:</b> Earnest Money Deposit (EMD) of successful bidder will be adjusted in the Performance Security.	<b>6,000/-</b>

**Exempted from the payment of Bid Security (Earnest Money Deposit) for Manufacturers of tendered items only:**

- i) As per Rule 170 of General Financial Rules (GFRs) 2017, the units registered with Micro and Small Enterprises (MSEs) or are registered with Central Purchase Organisation or the concerned Ministry or Department as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) (as per **Sr. No. (ii) and (xi) of Rule 1.10.4 of Manual for Procurement of Goods 2017**) shall be exempted from the payment of Bid Security (Earnest Money Deposit).
- ii) The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category with the bid. Under MSE category only manufacturers for goods and service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this policy.
- iii) In such case, copy of the certificate showing registration with the above mentioned institutions (indicating the terminal validity date of their registration) for the item tendered (as manufacture of the bidding item(s)) to be uploaded in Cover-I (Technical Bid) of the e-tender in PDF format.
- iv) If firm gets exemption for depositing Bid Security (Earnest Money Deposit) by providing wrong certificate OR certificate without terminal validity date of their registration OR not being a manufacture of tendered items, the bid shall not be accepted and also bid of the firm shall be cancelled at any stage of tender, if found wrong submission of certificate.

## Detailed specifications and Quantity of the required item(s):-

### Specifications of the various Printing Items

Sr. No.	Name of the Article	Quantity (in Nos.)	Specifications
1.	Answer Sheet 12 Pages	20000 Nos.	Size $\frac{18 \times 22}{4}$ , Ruling Single Line with Printing and Numbering, Paper Weight 8 Kg 'A' Grade and 6 Leaf (12 Pages)
2.	Answer Sheet 4 Pages	10000 Nos.	Size = $\frac{18 \times 22}{4}$ , Rulling Single Line with Printing and Numbering, Paper Weight 8 Kg 'A' Grade and 2 Leaf (4 Pages)
3.	Slip Pads	2000 Nos.	Size $\frac{18 \times 22}{8}$ , Paper Quality 7.2 Kg 'A' Grade paper, Binding – 300 GSM Art Cart with Printing Front side and Back side before stitching and pasting cover, Leaf - 50 leaves in each pad, Paper – Rolled paper single line on both sides
4.	Register 288 Pages	300 Nos.	144 Leaf (288 Pages), Size – 9" X 11", Single Line Rolling Both Side, Gatta – 38 Ons Hard Board with Cover Light Pink Paper and Printing, Paper quality 'A' Grade
5.	Register 112 Pages	400 Nos.	56 Leaf (112 Pages), Size – 9" X 11", Single Line Rolling Both Side, Gatta – 38 Ons Hard Board with Cover Light Green Paper and Printing, Paper quality 'A' Grade
6.	Register 168 Pages	400 Nos.	84 Leaf (168 Pages), Size – 9" X 11", Single Line Rolling Both Side, Gatta – 38 Ons Hard Board with Cover Light Yellow Paper and Printing, Paper quality 'A' Grade
7.	Receipt Register	300 Nos.	Size – 11" X 18", Printing with Rolled and Box (Two) up-down, Leaf – Leaf 50 (100 Pages) with No.1 to 100, Binding – 300 Ons Hard work with title Printing on Light Yellow Paper, Thread Stitching and Binding
8.	Dispatch Register	300 Nos.	Size – 11" X 18", Printing with Rolled and Box (Two) up-down, Leaf – Leaf 50 (100 Pages) with No.1 to 100, Binding – 300 Ons Hard work with title Printing on Light Green Paper, Thread Stitching and Binding
9.	Cash Book	50 Nos.	Size – 17" X 27" Ledger Paper, Weight – 14 Kg 17" X 27" Ledger Paper, Sheet – 50 Leaf 17" X 27" (100 Pages), Numbering – 1 to 100 each register, Binding – Cloth Binding with Hard Board 48 Ons
10.	Cash Receipt Book for Student Fees	100 Nos.	Size – 9" X 11" (Duplicate), Paper – White Paper Printing Single Ledger (8 Kg) and Pink Paper Printing Single Ledger (5.8 kg), Leaf - 100+100 = 200 each with numbering, Binding – Hard Board Binding, 1 <sup>st</sup> copy perforate Binding with Hard Board 48 Ons

**Note:** 1. The samples of the above items will be available in the Office of the Purchase Cell for verification/ checking by bidders on any working day from 10:00 am to 4:00 pm.

2. The Purchase Cell will call for the samples of material used to prepare these items from the L1 bidder/firm. This ensures that all items meet the required standards and specifications. The committee members verify the material according to specifications. Once the samples have been thoroughly examined and approved, the Purchase Cell will proceed with finalizing the purchase order.

Mr. Daljit Singh  
ASO(P)

Mr. Jaskaran Singh  
AEO

Dr. Arunbeer Singh  
Assistant Professor

Mr. Arvind Badyal  
Superintendent

Dr. Prateek Singh Dhaliwal  
Assistant Professor

Smt. Jyoti Sharma  
Storekeeper

Controller  
Guru Angad Dev Veterinary and  
Animal Sciences University, Ludhiana.

## **Guidelines for submission of TECHNICAL BID:**

### **The Technical Bids should contain detail information on the following: -**

- 1) Full Name of the Bidder Firm along with complete address. 2) Bankers Name & Address. 3) GST No.
- 4) PAN/TAN No. 5) Experience in line. 6) Validity of Offer. 7) Lead time/Delivery Period. 8) Payment condition.

### **The firms are also required to upload copies of the following documents in a single file of .pdf format with Technical Bid:-**

- a) Scanned copy of dully filled Check List.
- b) Scanned copy of all document(s) mentioned in the above detailed specification of the required items (if any).
- c) Scanned copy of Tender Acceptance letter, Undertaking & non-blacklisting certificate (Annexure-I).
- d) Scanned copy of firm's Registration, PAN Card, GSTIN.
- e) Scanned copy of Latest Income Tax Statements.

## **Guidelines for submission of FINANCIAL BID:**

- (a) The rates should be quoted as per the BOQ uploaded on the SPP Portal. Taxes, if any, should be indicated separately. **Please mention Total GST amount under column 9 duly calculated as per total quantity required as per column 4 for each item.** The bidders are advised to download this BOQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with GADVASU.
- (b) The bidders are advised to quote price in INR.
- (c) The payment will be made after deducting TDS (Taxes) as per Income Tax/GST/Govt. Rules.
- (d) Supplies are to be made on bill basis as the University usually makes payment within 30 days from the receipt of the material in good condition.

## **Guidelines for bidders for Registration and Submission of bids:-**

1. For participating in the above e-tender, the contractors shall have to get themselves registered with <http://eproc.punjab.gov.in>. and get user ID & password. Bidders who have not registered with e procurement portal need to get registered by paying the requisite registration fee for e-tender participation and obtain Class 3 Digital Signature Certificate (DSC) which are mandatory to participate in the e-tendering process.
2. Bidders should enroll/register in the e-procurement module of State Public Procurement Portal (SPP Portal) through the website: [URL:http://eproc.punjab.gov.in](http://eproc.punjab.gov.in) for participating in the bidding process. Useful information for Registration of first time bidder and instructions for submitting the online bids on the SPP Portal is available at [URL:http://www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) through its link "Bidder Manual Kit" (<https://eproc.punjab.gov.in/nicgep/app?page=BiddersManualKit&service=page>).
3. Tender Documents can be downloaded from the State Public Procurement Portal [URL:http://eproc.punjab.gov.in](http://eproc.punjab.gov.in).
4. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites [www.gadvasu.in](http://www.gadvasu.in) and [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit these websites for updates. Bidder should also take into account all corrigendum(s) published before submitting the bids online.
5. The bidders are required to submit their bids online on the SPP Portal, using valid Digital Signature Certificates. Bids received only on SPP Portal will be considered, however bids sent through sealed cover/email/post/fax, etc. will be rejected.
6. The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender.
7. The date and time fixed for closing of bids will remain unchanged, even if it is declared as a holiday by the Government. GADVASU will not be responsible for any delay in enrolment/registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [URL:http://eproc.punjab.gov.in](http://eproc.punjab.gov.in) and obtain their Digital Signature Certificate and upload their bids/documents well in advance.
8. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
9. For any clarification/difficulty regarding e-tendering Process, please contact on helpdesk (contact us) at e procurement portal of Punjab Government at <https://eproc.punjab.gov.in/nicgep/app>".

### **10. Intimation Regarding Payment of Online Fees :**

1. The bidders using Net Banking Service of banks other than SBI are advised to submit their EMD and other fees (if any) in advance at least (3) three working days prior to the last date of submission of the Bid.

2. The bidders are hereby informed not to close/suspend their Bank Accounts, from which the EMD/Tender Fee/Processing Fee is being paid for respective Tender. In case of any refund issue relating to the respective tender, the Department would not be liable or responsible in anyway.

**11. Intimation Regarding Payment through NEFT / RTGS Mode** The bidders are hereby informed that settlement of NEFT / RTGS transaction does not take place on Sundays, 2nd and 4th Saturdays of a Month, and Declared Bank Holidays.

### **General Terms & Conditions / Instructions for bidders:-**

1. The interested, bona fide and reputed dealers/distributors/stockists/manufacturers/firms/bidders may submit online bids for each of the required item(s) along with all requisite documents, Tender Fee, Processing Fee and EMD.
2. **Conflict of interest among bidders/Agents:** A bidder shall not have conflict of interest with other bidders. **The bidder found to have a conflict of interest shall be disqualified.** A bidder may be considered to have a conflict of interest with one or more parties in this bidding process if:
  - (a) They have controlling partners in common; or
  - (b) They receive or have received any direct or indirect subsidy/financial stake from any of them; or
  - (c) They have the same legal representative/agent for purposes of this bid; or
  - (d) They have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder; or
  - (e) Bidder participants in more than one bid in this bidding process. Participates by a bidder in more than one bid will result in the disqualification of all bids in which the parties are involved.
3. **Exempted from the payment of Bid Security (Earnest Money Deposit) for manufactures only:** i) As per Rule 170 of General Financial Rules (GFRs) 2017, the units registered with Micro and Small Enterprises (MSEs) or are registered with Central Purchase Organisation or the concerned Ministry or Department as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) (as per Rule 1.10.4 of Manual for Procurement of Goods 2017) shall be exempted from the payment of Bid Security (Earnest Money Deposit).
  - ii) In such case, copy of the certificate showing registration with the above mentioned institutions (indicating the terminal validity date of their registration) for the item tendered (as manufacture of the bidding item(s)) to be uploaded in Cover-I of the e-tender in PDF format.
  - iii) If firm gets exemption for depositing Bid Security (Earnest Money Deposit) by providing wrong certificate OR certificate without terminal validity date of their registration OR not being a manufacture of tendered items, the bid shall not be accepted and also bid of the firm shall be cancelled at any stage of tender, if found wrong submission of certificate.
4. **EMD/Security Deposit will not carry any interest.** The EMD will be returned to the unsuccessful bidders automatically by the State Public Portal i.e. <http://eproc.punjab.gov.in>.
5. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items and the firm will be blacklisted to supply any items to GADVASU in future.
6. The supplier will have to complete the supply of materials within due time from receiving of purchase order. The liquidated charges @1% per week shall be imposed if supply is made after expiry of delivery period subject to maximum 10% of the total value of the order. After 10 weeks order shall stand cancelled. However competent authority of the University has reserves to right to accept the material even after stipulated period without any liquidated charges.
7. The quoted items shall be in compliance with the required specifications mentioned in tender and shall be of the best quality and high standards.
8. If at any later stage any firm is found supplying material of inferior quality than that of their approved sample(s) or not as per specifications, their orders will be cancelled besides forfeiting their security Amount/EMD and the firm will be blacklisted to supply any items to GADVASU in future.
9. The item should be delivered F.O.R. at GADVASU/Research Stations/KVKs/Colleges etc. as mentioned in Tender document and the supplier shall be responsible for any damage during the transit of goods. The FOR price should be inclusive of all incidental charges i.e. freight, forwarding, insurance, etc.
10. Tenderer shall take into account all costs for giving delivery of material at site before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
11. The payment will be made after deducting TDS (taxes) as per Income Tax/GST/Govt. Rules as applicable.
12. Supplies are to be made on bill basis as the University usually makes payment within 30 days from the receipt of the material in good condition.

13. The quantity can be increased/decreased as per the actual requirement.
14. The bidder is required to furnish the **TENDER ACCEPTANCE LETTER, UNDERTAKING & NON-BLACKLISTING CERTIFICATE** as per **Annexure – I**.
15. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.
16. GADVASU reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
17. All disputes shall be subject to Ludhiana jurisdiction only.

Place: Ludhiana

Sd/-  
Accounts officer  
Purchase Cell

## Checklist

Sr.No.	Details	
1.	Name and Complete Address of the Firm	
2.	Email Id and Contact number of the bidder	
3.	Permanent Account Number (PAN) No. and GST No. of the Firm	
4.	Bank details of the Firm: Bank Name, Branch Address, Account Number., Type of Account (Current/Savings), MICR Number , RTGS/NEFT Code etc.	
5.	Details of Quoted item(s)	
6.	Attached scanned copies of all other document(s)/ certificate(s) mentioned/required in the DNIT. <b>(Write YES OR NO)</b>	
7.	Attached scanned copy of Tender Acceptance letter & Undertaking (Annexure-I). <b>(Write YES OR NO)</b>	
8.	Attached scanned of firm's Registration, PAN Card, GSTIN. <b>(Write YES OR NO)</b>	
9.	Attached scanned copy of Income Tax Statements for the last year. <b>(Write YES OR NO)</b>	
10.	<b>Payment Terms:</b> <b>NOTE:</b> Supplies are to be made on bill basis as the University usually makes payment within 30 days from the receipt of the material in good condition.	

I/we certify that the items/products quoted by our firm comply all required Technical Specifications as mentioned in the DNIT (Detailed Notice Inviting Tender) under 'Detailed Specifications of the required items'.

Date:  
Place:

**Signature of the Bidder  
with Official Seal**

**TENDER ACCEPTANCE LETTER,  
UNDERTAKING &NON-BLACKLISTING CERTIFICATE**

(To be given on firm letter head)

Date:

To,

Assistant Store Officer (Purchase),  
Purchase Cell O/o Comptroller  
Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana

Tender Reference No: \_\_\_\_\_

Name of the tender/work:- \_\_\_\_\_

Sir,

1. I/we have downloaded the tender documents for the above mentioned Tender/Work from the website(s) [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) as per your advertisement.
2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page **First** to **Last** (including all documents like Annexure(s), schedules(s), etc.,) of **DETAILED NOTICE INVITING e-TENDER** which form part of the contract agreement and I/we shall hereby abide the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization has also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender terms and conditions of above mentioned tender document (s)/corrigendum(s) in its totality /entirety.
5. I/we certify that the items/products quoted by our firm comply all required Technical Specifications as mentioned in the DNIT (Detailed Notice Inviting Tender) under 'Detailed Specifications of the required items'. If the information/declaration/scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, competent Authority of Guru Angad Dev Veterinary and Animal Sciences University Ludhiana will be liable to punitive action.
6. I/we hereby certify that all miscellaneous charges on foreign transactions, make Form 15A and its subsequent charges on verification by Chartered Accountant would be borne by our firm /dealer/distributor.
7. I/we hereby confirm and declare that none of my/ our group/ sister concern/ associate company is participating/ submitting this e tender.
8. I/we hereby certify that our company/Firm and Manufacturer/Principal Firm have not been **blacklisted/ debarred** by any Govt. Department/Public Sector Undertaking/ Research Institution/Statutory body/University in India.
9. I/we hereby certify that we have no conflicts of interest as per Sr No 2 of General Terms & Conditions / Instructions for bidders.
10. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue, then competent Authority of Guru Angad Dev Veterinary and Animal Sciences University Ludhiana shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully

Date:

Place:

**Signature of the Bidder  
with Official Seal**

Name -----

Designation-----