

Government of Tripura  
Education (Higher) Department  
Gomati District Polytechnic  
Fulkumari, Udaipur, Gomati Tripura

No. F.1.(11)-GDP/UDP/Estt.(Proc.)/Fire safety/2018/1493

Date: 07-03-2019

**SHORT NOTICE INVITING QUOTATION**

Sealed item rate quotations are hereby invited from bonafied manufacturers/ distributors/ suppliers/ authorized dealers for supply, installation and fitting-fixing of "**Fire fighting system**" at Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura. Detailed specification, necessary terms & conditions and requisite documents may be collected from the office of the undersigned or can be downloaded from the website: [www.gdp.nic.in](http://www.gdp.nic.in). Interested bidders may send or drop their bids and offers to the "Principal, Gomati District Polytechnic, Fulkumari" in sealed cover superscripting "**Quotation for supply, installation and fitting-fixing of Fire fighting system**" latest by **15<sup>th</sup> March, 2019** upto **1:00 P.M.** The quotations will be opened on the same day at **1:30 PM**, if possible, in presence of intending bidders. Quotations received after the due date and time will not be taken into consideration. The undersigned reserves the right to reject any quotation including the lowest one without assigning any reason thereof.



(SURAJ DEB BARMA)  
Principal-in-charge  
Gomati District Polytechnic  
Fulkumari Udaipur, Gomati Tripura

Copy to:-

1. The DDO, Gomati District Polytechnic, Fulkumari, Udaipur, for information.
2. The Member Secretary, Institutional Procurement Committee, GDP, Fulkumari, Udaipur for information.
3. The Account Section, GDP, Fulkumari, Udaipur, for information.
4. The Store Keeper, GDP, Fulkumari, Udaipur, for information.
5. The Convenor (Website development & maintenance), GDP, Fulkumari, Udaipur for uploading the said "Short Notice Inviting Quotation" on the Institute website.
6. Notice board, GDP, Fulkumari.

## INSTRUCTION TO BIDDERS

1. Last Date & Time of submission of quotations/bids: **15/03/2019 upto 1:00 P.M.**
2. Date and Time of opening of quotations/Bids: **15/03/2019 at 1:30 P.M., if possible.**
3. If the date of opening bids specified in the notice happens to be a holiday, the bids shall be opened on the next working day at the same time without any further notice.
4. Quotations/Bids received after the last date will not be taken into consideration.
5. The bid documents should accompany the copies of necessary documents regarding registration of the vendor, valid GST registration document and PAN card.
6. The quotations should be send or dropped in a sealed cover and superscripted as “**Quotation for supply, installation and fitting-fixing of Fire fighting system**”
7. Declaration, typed on company letter head, stamped and signed by authorized signatory (**ANNEXURE - A**) must be submitted.
8. Unit rate & make/specification/quality for each item should be specified in the enclosed format as in **ANNEXURE - B**. While submitting the bid, the bidder shall submit the details in the prescribed format duly signed on each and every page of the quote.
9. Rates quoted must be valid for 01 (one) year.
10. The rates should be inclusive of all taxes, freight, packing, forwarding, etc.
11. The defects noticed in the items supplied by selected bidder during the contract period will have to be replaced with items of same make and quality at no additional cost.
12. The bidder shall hold their offer valid for a minimum period of 01 (One) year from the date of submission of their quotation(s).
13. The rate running contract will be for an initial period of 01 (One) year. The same can be extended on mutual consent. The selected bidder will have to supply the items at the offered rate for a period of 01 (One) year from the said date.
14. Payment will be effected after satisfactory supply of the items corresponding to each supply order and also subject to the availability of necessary funds at Gomati District Polytechnic (GDP), Udaipur, Gomati Tripura for procurement of the same.
15. Unless authorized by GDP, the Supplier must submit GST invoice/bill (in triplicate) in respect of the subsequent Purchase Order, and such invoice must indicate the Purchase Order's identification number.
16. The prices shown in quotation should be final and may not be increased under any circumstances.
17. If the originality & quality of items are found unsatisfactory during the inspection, the items should be replaced with same make and quality immediately.
18. The Institute reserves the right to award RRC (Rate Running Contract) to multiple agencies for the items found to be lowest in value.
19. In the event of maximum items being quoted lowest by a single bidder, the Institute at its discretion may request the L1 bidder to match the rate for remaining items at a price quoted lowest by other bidders.
20. For clarification on any issue the bidder may contact Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura during the working days on or before 15/03/2019 between 11:00 AM and 1:00 PM.
21. The actual requirement of items specified in the format may increase or decrease.
22. The quotation submitted shall remain valid for a period of 90 (Ninety) days after the last date specified for submission.
23. The dealer/supplier/publisher should have been in **existence for at least last three years** (proof to be attached).
24. The quotation is not transferable.

25. The offers received through telex / tele-fax / e-mail will not be accepted by the Institute under any circumstances.
26. The Institute shall not be responsible for any delay / loss or non-receipt of quotations/tenders by post/ courier service.
27. No unsolicited correspondence shall be entertained after the submission of the offer.
28. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The Institute's Purchase Committee, reserves the right to select any bid on the grounds of quality, brand reputation, offer of additional / special features, compatibility, etc.
29. The Institute also reserves the right to reject any bids with unbranded / sub-standard brand / un-certified brands even if they are found to be lowest.
30. Delivery is to be made within 15(Fifteen) days from the date of receipt of supply order.
31. The damaged and the rejected quantity shall be replaced within 15 (Fifteen) days time positively.
32. If the items are not upto the prescribed quality or specification it is liable for outright rejection.
33. At the time of dispatch of consignment, Delivery Note / Challan should be given along with the consignment.
34. Failure to supply the item indented within delivery time will result in automatic cancellation of Supply Orders. Such automatic cancellation empowers the Institute to purchase the items from other available sources and to recover the difference between the prices so paid and those payable under the contract. Also, failure to comply with the general spirit of the contract will lead to termination of contract and effecting purchases required from outside sources and to recover the loss in such kind of purchase from you.
35. Indicate authentic GST rate as per GST notification of each item. Ambiguous/false/misleading GST rate quoted by any bidder shall simply terminate his/her candidature in this quotation and then he/she will have no rights to enquire any issues related to this quotation.
36. Timely supply of the ordered items is the essence of the contract. In case of failure to supply within the time specified in the Purchase order, a penalty/LD of 0.5% of the total value per week or a part thereof shall be levied subject to a maximum of 5% in respect of items which are not supplied. The decision of purchase committee of Gomati District Polytechnic, Udaipur, Gomati Tripura shall be final in this regard.
37. The bidder(s) are requested to visit the Institute website [www.gdp.nic.in](http://www.gdp.nic.in) for any information/updates/corrigendum. The Principal, Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura may be consulted if required.
38. The bidder(s) shall quote the rates and amounts quoted by them **both in figures as well as in words**. If the amount in figure is not legible then the amount mentioned in words will be taken into consideration.

**ANNEXURE – A**  
**(To be typed on the Company Letterhead)**  
**DECLARATION**

**To**  
**The Principal-in-Charge**  
**Gomati District Polytechnic**  
**Fulkumari, Udaipur, Gomati Tripura**

**Subject: Supply, installation and fitting-fixing of Fire fighting system.**

Dear Sir,

I/We, the undersigned bidder having read and examined in details, the instructions, and all bidding documents in respect to the quotation no. \_\_\_\_\_ dated: \_\_\_\_\_, do hereby propose to supply items as specified in the bidding documents.

I/We also do hereby solemnly affirm and declare that:

1. My/Our organisation does not have any legal suit/ criminal case pending against it for violation of any law.
2. My/Our organisation has not been blacklisted or debarred by any state or central government organisation.
3. The information furnished in all parts of this bidding document is accurate and true to the best of my/our knowledge.
4. My/ Our firm shall not pay any type of commission to any person in regard to this bid.
5. The Terms & Conditions of this proposal are valid for a period of 90 (Ninety) days from the last date specified for submission of the bids.

Thanking you,

Yours Faithfully,

Signature of bidder with seal and date

## ANNEXURE – B

Sl. No	Item Name	Name of Brand & Item code (if any)	Unit Price	% of GST (if applicable)	Unit Price (including GST, if applicable)
1	CO <sub>2</sub> type fire extinguisher of capacity 4 KG				
2	CO <sub>2</sub> type fire extinguisher of capacity 2 KG				
3	ABC powder type fire extinguisher of capacity 4 KG				
4	Fire Blanket (size 1.2m x 1.8m)				
5	Fire Ball (Size: 1.5KG) with hanger to fix at at desired location; self-life of 5(five) years				
6	Fire bucket (capacity 3 buckets) with stand				
7	Hose reel system				
8	Automatic detection and alarm system				
9	Electric fire alarm system				
10	Installation and fitting-fixing charges (if applicable)				

**Percentage (%) of Discount Offered:**

Signature of bidder with seal and date