

**Government of Tripura
Department of Higher Education
Gomati District Polytechnic
P.O. – Fulkumari,
Udaipur, Gomati, Tripura – 799013.**

NOTICE INVITING QUOTATION

F.1(11)-GDP/UDP/Estt.(Proc)/2018/1110

Dated: 23/08/2018.

Sealed item wise rate quotations with percentage of discount are invited by the undersigned from experienced and resourceful Suppliers / Distributors / Dealers / Authorized Sales & Service Partners of original manufacturing firms / proprietor concern who are competent enough to supply of Computer Items to Gomati District Polytechnic, Udaipur, Gomati Tripura as per the requirement format/requirement schedule given in Annexure – A. The tender/quotation form will be available at the Principal's Office or can be downloaded from the website <http://gdp.nic.in> from 23rd August, 2018 at 11.00 AM.

The last date of receipt of quotation is 30/08/2018 upto 1:00 P.M. Quotations will be opened on the same day at 1:30 P.M. in presence of all the intending bidders. Quotations received after due date and time will not be taken under consideration. The undersigned reserve the right to reject any quotation or all the submitted quotations without assigning any reason to anyone. Quantity of items listed in Annexure – A may increase or decrease as per actual requirement.

The quotations should be sealed and superscripted as “Quotation for Supply of Computer Items.”

INSTRUCTION TO BIDDERS

1. Period of Supply of Items: 08 (Eight) Days [23/08/2018 to 30/08/2018 i.e. on all working days in between this period].
2. Last Date & Time of submission of quotations/bids: 23/08/2018, up to 1:00 P.M.
3. Date and Time of opening of quotations/Bids: 30/08/2018, up to 1:30 P.M.
4. The bid documents should accompany the copies of necessary documents regarding registration of the shop with Nagar Nigam / Municipal Council / Nagar Panchyat, valid GST registration document and PAN card.
5. If the date of opening bids specified in the notice happens to be a holiday to the office of calling bids, the bids shall be opened on the next working day at the same time without any further notice.
6. The quotations should be sealed and superscripted as “Quotation for Supply of Computer Items.”
7. Rates quoted must be valid for one year.
8. The rates should be inclusive of all taxes, freight, packing, forwarding, etc.
9. The rate quoted shall F.O.R. on destination basis at our premises.
10. All the bidders are required to submit their quotation on or before the last date and time of the quotation to the Purchase & Stores Section, Gomati District Polytechnic (GDP), Udaipur, Gomati Tripura.
11. The defect noticed in the items supplied by selected bidder during the contract period will have to be replaced with items of similar make 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 this notice inviting quotation(s).

Full Signature of the Tenderer/bidder
With seal & date

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Udaipur, Gomati Tripura.

13. The rate running contract will be for an initial period of 01 (One) year from 30/08/2018. The same can be extended on mutual consent. The selected bidder will have to supply the consumables at the offered rate for a period of 01 (One) year from the said date.
14. Unit rate & make/specification/quality, if any, for each item has been specified in the enclosed format. While submitting the bid, the bidder shall submit the details in the prescribed format duly signed on each and every page of the quote.
15. The rate quoted should be inclusive of all taxes, duties, freight etc. Only the attached format should be used for quoting unit wise rates.
16. 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.
17. Unless authorized by GDP, the Supplier must submit GST invoice/bill (triplicate) in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
18. The prices shown in this Purchase Order may not be increased under any circumstances and final whatever quoted while submitted this quotation.
19. If the originality & quality of terms and items are found bad during the usage, the Computer items should be replaced with similar quality one immediately.
20. Computer items should be of original make only.
21. The Institute reserves the right to award RRC (Rate Running Contract) to multiple agencies for the items found to be lowest in value.
22. 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.
23. For clarification on make/quality etc. of item the bidder may contact Store Section of Gomati District Polytechnic (GDP), Udaipur, Gomati Tripura or visit the Institute during the working days (16/08/2018 to 23/08/2018) between 11.00 AM and 2.30 PM.
24. The actual requirement of items specified in the format may increase or decrease. The quantity is estimated for 60 (Sixty) days. In addition to items specified, the Institute may request for some other items not mentioned in the format. Supply of such items shall be at the market determined rate.
24. The firm should have been in **existence for at least last three years** (proof to be attached)
25. The tender is not transferable.
26. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.
27. The Institute shall not be responsible for any delay / loss or non-receipt of quotations/tenders by post / courier service.
28. No unsolicited correspondence shall be entertained after the submission of the offer.
29. 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.
30. The Institute also reserves the right to reject any bids with unbranded / sub-standard brand / un-certified brands of products even if they found to be lowest.
31. Delivery is to be made within 7 days from the date of receipt of supply order.
32. The broken and the rejected quantity shall be replaced within 15 days time positively.
33. If any articles are not upto the prescribed quality or specification it is liable for outright rejection.
34. At the time of dispatch of articles, Delivery Note / Challan should be given along with the articles.
35. The prices approved should be maintained without any change during the contract period of 1 year.
36. Failure to supply the item indented within delivery time will result in automatic cancellation of Supply Orders. Such automatic cancellation empowers the polytechnic/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. This University also reserves the right to make the firm forfeit the Deposit for non-observance of the general spirit of the contract.

37. Indicate authentic GST rate as per GST notification of each item. Ambiguous/false/misleading GST rate quoted by any bidder simply terminate his candidature in this quotation and then he will have no rights to enquire any issues related to this quotation.

38. Timely supply of the ordered items, installation, commissioning (wherever applicable), etc., 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 (GDP), Udaipur, Gomati Tripura shall be final in this regard.

GENERAL CONDITIONS

ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind GDP unless agreed to in writing by a duly authorized official of GDP.

FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by GDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

INSPECTION

GDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods. Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

RIGHTS OF GDP

In case of failure by the Supplier to fulfill its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licenses, or to make delivery of all or part of the goods by the agreed delivery date or dates, GDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a. Procure all or part of the goods from other sources, in which event GDP may hold the Supplier responsible for any excess cost occasioned thereby.
- b. Refuse to accept delivery of all or part of the goods.
- c. Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of GDP.

Full Signature of the Tenderer/bidder
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LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with GDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by GDP.

ASSIGNMENT AND INSOLVENCY

a. The Supplier shall not, except after obtaining the written consent of GDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.

b. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, GDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to GDP without specific permission of GDP in each instance.

ANNEXURE – A

REQUIREMENT FORMAT / REQUIREMENT SCHEDULE

SL No	Name of Items	Estimated Quantity & Units	Brand / Mfg. Name (prolific Brand/Mfg.)	% of GST (if any) per unit of each item	Rate per Unit in INR including GST	% of Discount per unit in INR for each item	Total Price per unit of each item after discount in INR including GST
1.	UPS 600VA	1 Nos.					
2.	H61 Motherboard	1 Nos.					
3.	Ram 2GB DDR3	1 Nos.					
4.	Cabinet with SMPS	1 Nos.					
5.	19" Monitor	1 Nos.					
6.	RAM DDR3 4GB	1 Nos.					
7.	Mouse	1 Nos.					
8.	SMPS	1 Nos.					
9.	88A Toner Cartage	1 Nos.					
10.	12A Cartage	1 Nos.					
11.	883 Black Cartage	1 Nos.					
12.	925 Toner Cartage	1 Nos.					

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13.	883 Color Cartage	1 Nos.					
14.	Pen Drive (8GB)	1 Nos.					
15.	Antivirus (3 user)	1 Nos.					
16.	Adopter (100-300V)	1 Nos.					
17.	Speaker Set for computer	1 Nos.					

N.B.: *If any of the bidder want to quote different manufacture's rate for a single item, then he may quote this but he has to indicate brand name, % of GST per unit in each case, Rate per unit of that specific item including GST, % of discount per unit and total price per unit of each item including GST i.e. as per above format for each of the manufacturer. Kindly specify Unit Price, State GST & Central GST separately (if applicable) for each item while totaling the amount in the very last column.*