

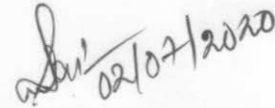
Government of Tripura
Education (Higher) Department
GOMATI DISTRICT POLYTECHNIC
Fulkumari, Udaipur, Gomati Tripura

No. F.1.(11)-GDP/UDP/Estt.(Proc.)/2018/ Misc./ **2285**

Date: 02-07-2020

NOTICE INVITING QUOTATION

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 Miscellaneous items to Gomati District Polytechnic, Udaipur, Gomati Tripura as per the format/requirement schedule given in Annexure – A. Detailed specification, necessary terms & conditions and requisite documents may be collected from the office of the Institute on all working days starting from 3rd July 2020 between 11:00 AM to 3:00 PM or can be downloaded from the website: www.gdp.nic.in. Interested bidders may drop their bids in the Tender Box at the office of the Principal or may send their bids and offers to the “Principal, Gomati District Polytechnic, Fulkumari” latest by **27th July, 2020** upto **1:00 P.M.** In each case, the bids must be in sealed cover and superscripted “**Quotation for supply of Miscellaneous Items**” on the cover. The quotations will be opened on the same day at **2:00 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 (GDP), Fulkumari, for information.
2. The Member Secretary, Institutional Procurement Committee, GDP, for information and provision of the requisite documents to the bidders on working days.
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 “Notice Inviting Quotation” on the Institute website.
6. Notice board, GDP, Fulkumari.

INSTRUCTION TO BIDDERS

1. Last Date & Time of submission of quotations/bids: **27/07/2020, upto 1:00 P.M.**
2. Date and Time of opening of quotations/Bids: **27/07/2020 at 2:00 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 with Nagar Nigam / Municipal Council / Nagar Panchayat, 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 of Miscellaneous Items**”.
7. Rates quoted must be valid for 01 (one) year.
8. The rates should be inclusive of all taxes, duties, freight, packing, forwarding, etc.
9. The rate quoted shall F.O.R. on destination at the Institute premises.
10. The defects noticed in the material/item supplied by selected bidder during the contract period will have to be replaced with items of same/similar make at no additional cost.
11. The bidder shall hold their offer valid for a minimum period of 01 (One) year from the date of awarding of rate contract.
12. The rate running contract will be for an initial period of 01 (One) year from the date of awarding of rate contract. The selected bidder will have to supply the item(s) at the offered rate for a period of 01 (One) year from the said date. The same may be extended on mutual consent.
13. Unit rate and make/specification/quality, if any, for each item has been specified in the enclosed format as in **Annexure - A**. While submitting the bid, the bidder shall submit the details in the prescribed format duly signed on each and every page of the quote.
14. While submitting the bid, the bidder shall include a Declaration as in **Annexure – B**.
15. Payment will be effected after satisfactory supply of the item(s) 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.
16. 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.
17. The prices shown in quotation should be final and may not be increased under any circumstances.
18. If the originality & quality of item(s) are found to be questionable or compromised during the inspection, the item(s) should be replaced with immediately.
19. The Institute reserves the right to award RRC (Rate Running Contract) to multiple agencies for the item(s) found to be lowest in value.
20. 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.
21. For clarification on any issue the bidder may contact Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura during the working days on or before 24/07/2020 between 11.00 AM to 3.00 PM.
22. In addition to items specified in the enclosed format, the Institute may request for some other items not mentioned in the format. Supply of such items shall be at the market determined rate.
23. The dealer/supplier/firm 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/bids by post/ courier service.
27. No unsolicited correspondence shall be entertained after the submission of the offer.

Signature of Bidder with seal and date

**Sd/- Principal-in-charge
Gomati District Polytechnic**

28. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The Institute's competent authority on recommendation of the 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 item(s) 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 item(s) 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 the approved bidder.
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 books 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 item(s) 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 for any information/updates/corrigendum. The Principal or Institutional Procurement Committee, 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.

GENERAL TERMS & CONDITIONS**1. ACCEPTANCE OF THE PURCHASE ORDER**

The Purchase Order may only be accepted by the Suppliers signing and returning an acknowledgement copy or by timely delivery of the goods in accordance with the terms & conditions of the Purchase Order as specified. Acceptance of the 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 the Purchase Order, including the General Terms & Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind Gomati District Polytechnic, unless agreed to in writing by a duly authorized official of Gomati District Polytechnic.

2. FITNESS OF GOODS/PACKAGING

The Supplier shall warrant that the goods, including packaging, conform to the specifications for the goods ordered under the 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 Gomati District Polytechnic, and are free from defects in workmanship and materials. The Supplier also shall warrant that the goods are contained or packaged adequately to protect the goods.

3. INSPECTION

Gomati District Polytechnic shall have a reasonable time after delivery of the goods to inspect them for acceptance of goods or rejection of goods that does not conform to the Purchase Order. Payment for goods pursuant to the Purchase Order shall effect only on acceptance of the goods. Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

4. RIGHTS OF GDP

In case of failure by the Supplier to fulfill its obligations under the terms and conditions of the 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, Gomati District Polytechnic 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 Gomati District Polytechnic 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 the Purchase Order without any liability for termination charges or any other liability of any kind of Gomati District Polytechnic.

5. LATE DELIVERY

Without limiting any other rights or obligations of the parties if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in the Purchase Order, the Supplier shall (i) immediately consult with Gomati District Polytechnic 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 Gomati District Polytechnic.

6. ASSIGNMENT AND INSOLVENCY

- a. The Supplier shall not, except after obtaining the written consent of Gomati District Polytechnic, assign, transfer, pledge or make other disposition of the Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under the Purchase Order.
- b. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, Gomati District Polytechnic may, without prejudice to any other rights or remedies, immediately terminate the Purchase Order by giving the Supplier written notice of termination.

7. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public in any instance that it is furnishing goods or services to Gomati District Polytechnic without obtaining specific permission from the competent authority.

ANNEXURE – “A”

REQUIREMENT FORMAT / REQUIREMENT SCHEDULE

Sl. No.	Name of Items	Brand / Mfg. Name (prolific Brand/ Mfg.)	Unit price in INR	% of GST (if any) per unit	Rate per Unit in INR including GST	% of Discount per unit in INR	Total Price per unit after discount in INR including GST
1.	Xerox Paper (A4 size (21 cm X 29.7 cm) (1 Ream) 75 gsm.						
2.	Stapler Machine, (HP 45, HS 45P)						
3.	File Board						
4.	File Cover						
5.	Art Paper						
6.	6.1 Register (Binding) No.6						
	6.2 Register (Binding) No.8						
	6.3 Register (Binding) No.12						
7.	Permanent Marker (Black,Blue,Green,Red)						
8.	White Board Marker						
10.	One time pen (Blue,Black,Red) 1 Packet						
11.	Gum bottle (700 MI Bottle)						
12.	Knife (Stainless Still) 10 inch						
13.	Cello tape (1 Inch)						
14.	Scissor (9 Inc)						
15.	Stapler Pin (24 X 6)						
16.	Zems Clip (Plastic)						
17.	Alpin(T)						
18.	Stamp Pad Ink (100 ml)						
19.	Stam Pad (88 mm X 54 mm) Plastic Body						
20.	Lock with Key (40 mm)						
21.	Lock with Key (60 mm)						
22.	File Flag (Fleb, 4 colour)						
23.	Towel for Chair						

Signature of Bidder with seal and date

Sd/- Principal-in-charge
Gomati District Polytechnic

24.	Paper Weight (150 gm Glass)						
25.	Envelope (Brown Colour) (Size-9 X 4½)						
26.	Whitener Pen						
27.	Harpic (650 ml)						
28.	Flower Broom						
29.	Coconut Broom						
30.	Hi-Lighter Pen						
31.	White Phenyl (5 ltr. Drum)						
32.	Seat Cushion for chair						
33.	Tone thread						
34.	Room Freshener						
35.	Key Bag (Medium size)						
36.	Attendance Register for students						
37.	White Chalk (Dustless)						
38.	Color Chalk						
39.	Floor Brush with handle						
40.	Attendance Register for Employee						
41.	Arch File						
42.	Carbon Paper (A4 size)						
43.	Pencil battery						
44.	White board duster						
45.	Water Tap (Plastic)						
46.	Water Tap (Metal)						
47.	Socket (5A) of JJ Super/Anchor make						
48.	Board switch (Bakelite)						
49.	Tube light (40 W) of Bajaj/Crompton/Philips make						
50.	LED Bulb (15/18W) of Bajaj/Crompton/Philips make						
51.	Tube Choke (Electronics) of Bajaj/Crompton/Philips make						
52.	Fan capacitor ISI mark						
53.	9W PL type Lamp of Bajaj/Crompton/Philips make or any ISI mark						
54.	5 Amps Switch of JJ Super/Anchor make						

Signature of Bidder with seal and date

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Gomati District Polytechnic

55.	70 W LED set of Bajaj/Crompton/Philips/Havels make						
56.	Tube starter 40 W of Bajaj/Crompton/Philips make						
57.	Paty tube light base single of Bajaj/Crompton/Philips make						
58.	20 Amps MCBs of of Bajaj/Crompton/Philips/Havels make or any other ISI mark						
59.	10 Amps MCBs of of Bajaj/Crompton/Philips/Havels make or any other ISI mark						
60.	01sq.mm. copper wire coil of Phenolex/Havels make						
61.	1.5 sq.mm. copper wire coil of Phenolex/Havels make						
62.	04 sq.mm. copper wire coil of Phenolex/Havels make						

N.B.: *If any of the bidder wishes to quote different manufacture's rate for a single item, then he may quote this in separate format and 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.*

ANNEXURE – “B”

(To be typed on the Company Letterhead)

DECLARATION

To
The Principal
Gomati District Polytechnic
Fulkumari, Udaipur, Gomati Tripura

Subject: Supply of Miscellaneous items.

Sir,

I/We, the undersigned bidder having read and examined in details, the specifications, terms and conditions, and all bidding documents in respect to the NIQ No. _____ dated: _____, do hereby propose to supply/provide miscellaneous 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 the quotation 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 tender.
5. The Terms & Conditions of this proposal are valid for a period as mentioned in the NIQ.

Thanking you,

Yours Faithfully,