

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

No. F.1.(21)-GDP/UDP/Equip./CSE/2018/Computer Tables/ 2465

Dated: 20/10/2020

**SHORT NOTICE INVITING QUOTATION**

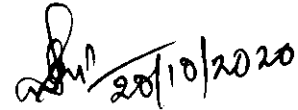
Sealed item rate quotations are hereby invited from bonafied manufacturers/ distributors/ suppliers/ authorized dealers for “**Supply, fitting-fixing and maintenance of Computer tables**” at Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura. Detailed specification, necessary terms & conditions 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 of Computer tables**” latest by 11/11/2020 upto **2:00 PM**. The quotations will be opened on the same day at **2:30 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, for information.
3. The Account Section, GDP, Fulkumari, Udaipur, for information.
4. The Store Keeper, GDP, Fulkumari, Udaipur, for information.
5. The Convener (Website development & maintenance), GDP, Fulkumari, Udaipur for uploading the “Short Notice Inviting Quotation” on the Institute website.
6. Notice board, GDP, Fulkumari, Udaipur.



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

## **TERMS & CONDITIONS**

1. Last Date & Time for submission of quotations/bids: 11/11/2020, **upto 2:00 PM.**
2. Date and Time of opening of quotations/Bids: 11/11/2020 **at 2:30 PM, 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, Trade License and PAN card.
6. The quotations should be sent or dropped in a sealed cover and superscripted as “**Quotation for Supply, fitting-fixing and maintenance of Computer tables.**”
7. Declaration, typed on company letter head, stamped and signed by authorized signatory (**ANNEXURE-A**) must be submitted.
8. Unit rate and make/specification/quality, etc. 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 quotation.
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/specification/brand 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. 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.
14. 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.
15. The prices shown in quotation should be final and may not be increased under any circumstances.
16. If the originality & quality of items are found unsatisfactory during the inspection, the items should be replaced with immediately.
17. For clarification on any issue the bidder may contact the Institutional Procurement Committee of Gomati District Polytechnic during the working days on or before **11/11/2020** between **11.00 AM and 2.00 PM**.
18. The actual requirement of items specified in the format may increase or decrease.
19. The bidder(s) should mention the period of onsite warranty and should mention the location of the nearest service provider to the location of the Institute.
20. The bidder(s) should agree to provide maintenance support to the Institute as and when sought beyond the warranty period.
21. The quotation submitted shall remain valid for a period of **90 (Ninety)** days after the last date specified for submission.
22. The dealer/supplier should have been in **existence for at least last three years** (proof to be attached).
23. The quotation is not transferable.
24. The offers received through telex / tele-fax / e-mail will not be accepted by the Institute under any circumstances.
25. The Institute shall not be responsible for any delay / loss or non-receipt of quotations/tenders by post/ courier service.
26. No unsolicited correspondence shall be entertained after the submission of the offer.

27. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The Institute authority, reserves the right to select any bid on the grounds of quality, brand reputation, offer of additional / special features, compatibility, etc.
28. The Institute reserves the right to purchase single or any of the items or all of the items as in ANNEXURE–B.
29. The Institute also reserves the right to reject any bids with sub-standard quality even if they are found to be lowest.
30. Delivery is to be made within **30(Thirty)** 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. Bidders should indicate authentic GST rate for each item as per GST notification. 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. 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.
37. 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, fitting-fixing and maintenance of computer tables.**

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****REQUIREMENT FORMAT / REQUIREMENT SCHEDULE**

<b>Sl. No</b>	<b>Computer table Description (Approximate)</b>	<b>Brand / Mfg. Name (prolific Brand/ Mfg.)</b>	<b>Rate per Unit in INR</b>	<b>% of GST (if any) per unit of each item</b>	<b>Rate per Unit in INR including GST</b>	<b>% of Discount per unit in INR for each item</b>	<b>Total Price per unit of each item after discount in INR including GST</b>	<b>Remarks (if any)</b>
1	<p>Material: Wooden            Key Board Holder: Yes            CPU Compartment: Yes            Wheels Included: No            Dimensions: 2400 x 500 x 750 mm            Number of seating: 3            Warranty: Minimum 01 (one) year or more</p> 							

Signature of bidder with seal and date


Sd/- Principal-in-charge, GDP

<p>2</p>	<p>Material of table top, keyboard and drawer: Wood Gable end and Modesty panel material : wood Leg Material : wood Length of table in mm (<math>\pm 15</math> mm) : 750 millimeter Depth of table in mm (<math>\pm 10</math>mm) :460 millimeter Height of table in mm (<math>\pm 10</math>mm) :760 millimeter Type of keyboard tray : Wooden keyboard tray Material of footrest: wood Material thickness of footrest: <math>\pm 2</math>mm15mm Warranty: Minimum 01 (one) year or more</p>							
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Signature of bidder with seal and date

Sd/- Principal-in-charge, GDP

<p><b>3</b></p>	<p>Primary material: wood            Secondary material: Stainless steel            Width: 75.2 cm            Height: 72.2 cm            Depth: 48.1 cm            Warranty: Minimum 01 (one) year or more</p> 							
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Signature of bidder with seal and date

Sd/- Principal-in-charge, GDP