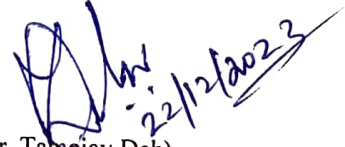


Government of Tripura  
Education (Higher) Department  
Gomati District Polytechnic  
Fulkumari, Udaipur, Gomati Tripura

No.F.1(11)-GDP/UDP/Estt.(Proc)/2018/Plastic Chair/2023/ 6327 Dated, Fulkumari, the 22<sup>nd</sup> December 2023

**SHORT NOTICE INVITING QUOTATION**

Sealed item rate quotations are hereby invited from bonafied manufacturers/ distributors/ suppliers/ authorized dealers/retailers/cooperative agencies for "Supply of Plastic chairs" at Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura. Detailed specification, necessary terms & conditions and requisite documents may be seen & 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 Plastic chairs" latest by 3<sup>rd</sup> January, 2024 upto 2:00 PM. The quotations will be opened on the same day at 2:30 P.M., 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.



(Dr. Tamojay Deb)  
Principal-in-charge & H.O  
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 Convener (Website development & maintenance), GDP, Fulkumari, Udaipur for uploading the said "Short Notice Inviting Quotation" on the Institute website.
4. Notice board, GDP, Fulkumari, Udaipur.

## **TERMS & CONDITIONS**

1. Last Date & Time for submission of quotations/bids: **03-01-2024, upto 2:00 P.M.**
2. Date and Time of opening of quotations/Bids: **03-01-2024 at 2:30 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 self-attested copies of necessary documents regarding **valid GST registration document, and PAN card.**
6. The quotations should be sent or dropped in a sealed cover and superscripted as “**Quotation for supply of Plastic chairs**”.
7. The following brands will be considered during the procurement: Nilkamal/Lotus/RFL.
8. The actual quantity may decrease or increase as per the requirement and availability of fund at the Institute. However, the Institute shall procure approximately **200 nos.** of plastic chairs.
9. Unit rate and make/specification/quality, etc. for each item should be specified in the enclosed format as in **ANNEXURE - A.** While submitting the quotation, the bidder shall submit the details in the prescribed format duly signed on each and every page of the quote.
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. After compliance of this order, the supplier shall raise GST invoice with detailed Tax- breakup.
13. No advance payment will be made. Payment will be made only after successful execution of supply/work order and inspection by the concerned Inspection Committee of this Institute. Statutory deduction from bill namely, Income Tax and GST will be deducted as applicable at source maintaining treasury functionalities.
14. Any other terms/conditions mentioned on bills/quotations will not be considered and the decision of the Tender Inviting Authority shall be final in this regard.
15. The Tender Inviting Authority reserves the right to cancel the Quotation process at any point of time without assigning any reason thereof.
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 immediately.
18. For clarification on any issue the bidder may contact Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura during the working days on or before **02-01-2024** between **11:00 AM and 3:00 PM.**
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 **180 (One hundred and eighty)** days after the last date specified for submission.
22. During the evaluation period of the quotations, the Institute may ask the bidder for submitting a sample chair proposed to be delivered, if required.
23. 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.
24. The quotation is not transferable.
25. The offers received through e-mail or any electronic medium 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. Delivery is to be made within **15(Fifteen)** days from the date of receipt of supply order.

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. The damaged and the rejected quantity shall be replaced within **15 (Fifteen)** days time positively.
31. If the items are not upto the prescribed quality or specification it is liable for outright rejection.
32. At the time of dispatch of consignment, Delivery Note / Challan should be given along with the consignment.
33. Failure to supply the item indented within delivery time will result in automatic cancellation of Supply Orders.
34. 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.
35. 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.
36. 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**

**Price Schedule and specifications of Plastic Chair**

<b>Sl. No</b>	<b>Item Description</b>	<b>Brand / Make with model</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 after discount including GST in INR</b>
<b>1</b>	<b><u>Plastic chairs:</u></b> <b>Brand:</b> Nilkamal/ Lotus/ RFL <b>Technical features/description:</b> Chair depth: Not less than 43 cm Chair width: Not less than 41 cm Chair height: Not less than 87 cm Chair stability and strength should conform to IS 5416					
	<b>Total Price per unit after discount in INR including GST (in words) :</b>					

**Signature of Bidder with date and Seal**

**Address:**

**Contact No:**