

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

No.F.1(11)-GDP/UDP/Estt.(Proc)/2023/IDcard/ 5937

Dated: 16-08-2023

SHORT NOTICE INVITING QUOTATION

Sealed item rate quotations are hereby invited from eligible manufacturers/ distributors/ suppliers/ authorized dealers for “**Quotation for supplying printed PVC ID card with Card Holder, steel clip / hook and tag / lanyard**” at Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura. Detailed specification, necessary terms & conditions and requisite documents can be downloaded from the website: 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 supplying printed PVC ID card with Card Holder, steel clip / hook and tag / lanyard**” latest by **31-08-2023** upto **4.00 P.M.** The quotations will be opened on the **01-09-2023** at **2:00 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.


16/08/2023

(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 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: **31-08-2023, upto 4:00 P.M.**
2. Date and Time of opening of quotations/Bids: **01-09-2023 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 **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 supplying printed PVC ID card with Card Holder, steel clip / hook and tag / lanyard”**
7. Declaration, typed on company letter head, stamped and signed by authorized signatory **(ANNEXURE-A)** must be submitted.
The technical specifications of PVC card and other accessories are given in **ANNEXURE-B**
8. Unit rate and make/specification/quality, etc. the item should be specified in the enclosed format as in **ANNEXURE - C.** 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/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. 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 work the items at the offered rate for a period of **01 (One) year** from the said date.
14. Payment will be effected after satisfactory work of the items corresponding to each work/work 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 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. For clarification on any issue the bidder may contact Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura during the working days on or before **31-08-2023** between **11.00 AM and 2.00 PM.**
20. The actual requirement of items specified in the format may increase or decrease.
21. The bidder(s) should visit the Institute premise at their own cost and capture Digital Passport Size Photographs of the Employees/Students for placing in the respective PVC ID card.
22. The quotation is not transferable.
23. The offers received through telex / tele-fax / e-mail will not be accepted by the Institute under any circumstances.
24. The Institute shall not be responsible for any delay / loss or non-receipt of quotations/tenders by post/ courier service.
25. No unsolicited correspondence shall be entertained after the submission of the offer.
26. Quoting merely the lowest price does not confer any right to any bidder for award of work 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.

Signature of bidder with seal and date

Sd/- Principal-in-charge, GDP

27. 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.
28. Delivery at the Institute is to be made within **30(Thirty)** days from the date of receipt of work order.
29. The damaged and the rejected quantity shall be replaced within **15 (Fifteen)** days time positively.
30. If the items are not upto the prescribed quality or specification it is liable for outright rejection.
31. At the time of dispatch of consignment, Delivery Note / Challan should be given along with the consignment.
32. Failure to work the item indented within delivery time will result in automatic cancellation of Work 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.
33. 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. The bidders will be solely responsible for indicating authentic amount of GST ,the Institute will not take any responsibility regarding this.
34. The bidder(s) are requested to visit the Institute website www.gdp.nic.in for any information/updates/corrigendum. The Principal, Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura may be consulted if required.
35. 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: Supplying printed PVC ID card with Card Holder, steel clip / hook and tag / lanyard.

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 work 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 **01(One) year** from the last date specified for submission of the bids.

Thanking you,

Yours Faithfully,

Signature of bidder with seal and date

Signature of bidder with seal and date

ANNEXURE-B**PVC card and other accessories– Technical Specification****1. General Specification for the PVC ID card:**

Sr. No.	Item	Specification
1	Material	PVC laminate
2	Size	Rectangular Shape 8.6 cm vertical, 5.4 cm horizontal
4	Thickness	Not less than 0.5 mm
5	Base Colour	White (Card Material)
6	Printing	Customized printing at both sides as per requirement of the Institute.

2. Specification of Card Holder with steel clip / hook and tag / lanyard.

S. No.	Specification	Type
1.	Card Holder should be perfect to hold PVC card with maximum card insert size of 86 mm X 54 mm with width not less than 0.5 mm, slide ejections that minimize sliding friction. The Card Holder shall be in transparent colour.	PVC Card Holder
2.	The lanyards shall be in blue colour The lanyard should be 90 cm in length, 12 mm in width. The stuff should be of polyester. The lanyards should be customized printed in both the sides as per requirement of the Institute.	Tags / Lanyards
3.	Dog hook - for use in PVC Card holder, with rust free coating.	CLIP / HOOK

ANNEXURE-C

PRICE BID

Sl. No	Item Description	Rate per Unit 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 including GST after discount in INR
1	Supply of printed PVC ID card with Card Holder, steel clip / hook and tag / lanyard					

Signature:

Name:.....

Business Address:

.....

Affix Rubber Stamp:.....

Place:-

Date:-

Note: Price bid should be submitted in the given format only. For additiona information/extra items above format may be typed and used.

Signature of bidder with seal and date