

GOVERNMENT POLYTECHNIC COLLEGE, AMBIKPUR - 497001

DISTRICT - SURGUJA (C.G.)

Phone & Fax No. 07774-220609

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**TENDER DOCUMENT  
(Equipments)**

TENDER NO. : GPA / STORE / 03 / 2020-21

PRICE : 1000/- (Non Refundable)

Last Date and Time for Issue of Tender Documents

01-10-2021 up to 02.00 PM

at the Office of the Principal, Govt. Polytechnic College, Ambikapur

Last Date and Time for Receipt of Completed Tender Documents

01-10-2021 up to 03.00 PM

at the Office of the Principal, Govt. Polytechnic College, Ambikapur

Date and Time of Opening of Technical Bid Envelop of Tender

01-10-2021 up to 04.00 PM

at the Office of the Principal, Govt. Polytechnic College, Ambikapur

PRINCIPAL  
Govt. Polytechnic College, Ambikapur  
Distt. – Surguja (C.G.)

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GOVERNMENT POLYTECHNIC COLLEGE, AMBIKPUR - 497001

DISTRICT - SURGUJA (C.G.)

TERMS AND CONDITIONS

1. The tender should be sent in a sealed envelop marked "Tender for equipments and should be divided in to the following two parts.
  - a) The first part should contain the EMD and **Technical Bid** in sealed envelop. On the top of envelop technical bid for equipments, date & time of opening should be clearly mentioned.
  - b) The second part should contain **Commercial Bid**, the certificate of execution of financial aspects of the tender in a sealed envelop, only in the format prescribed in item 7 as below. All aspect of the tender document should be carefully considered before filling this part of the tender documents. On the top of envelop commercial bid for equipment should be mentioned.
  - c) The two sealed envelops should be kept in one big envelop. This envelop should be addressed and send to the Principal, Govt. Polytechnic College, Ambikapur, District- Surguja (C.G.)-497001, So as to reach on the specified date and time as mentioned in the tender notification.
  - d) The tenders shall be opened (Technical Bid only) by the Principal, Govt. Polytechnic College, Ambikapur at the specified date and time in the presence of purchase committee & authorized representatives of tenderer's if any.
  - e) The tenderer should also enclose the following along with certified copies of each at the time of submission of the tender.
    - The CST/CGCT/GST registration certificate.
    - Income tax clearance of the last financial year.
    - DTIC/NSIDC/SSI registration certificate incase of manufacturing unit.
    - ISO/ISI certification.
    - List of organization where supply has been made by the tenderer.
  - f) Commercial bid opening dates will finalized after opening of technical bids and shall be informed to technically approved.
2. The technical bid envelop of tender will be opened on the date 01-10-2021 and time 04.00 pm given above in the presence of such tenders or their authorized representatives who are desirous to be present. Tender amount is **Rs. Twenty three Lac Eighty five thousand** approximate.
3. Tender received after due date and time will not be entertained. The institute takes no responsibility for postal delay or non receipt of tender document due to any reason whatsoever.
4. Tenderer has to give demonstration and training on the equipment at Ambikapur at their own cost.
5. Tender form is non transferable. The tender will not be accepted from the firm to whom the document is not issued by the college.
6. Item No. and page No. of the tender form should be strictly in chronological order.
7. Make name of the manufacturer with complete address, price with taxes and duties etc. should be mentioned against each item and equipment. Please quote the FOR destination price each item separately. The price has to be quoted in the following format in Indian rupees, FOR destination.

S.N.	Item's Name	Specifications (with Make & Model No.)	Rate (Rs./Per)		
			Basic cost	All other charges Tax/Levis etc.	Total cost (Rs./Per)

The above format and specifications in the enclosed list should be strictly adhered to otherwise the tender may be cancelled.

8. The prices should be including packing, forwarding, installation and testing charges.
9. The prices should include appropriate discount applicable to educational institutes of repute established in tribal area. The discount should be clearly mentioned.
10. The rates should be free from all variations for a period of at least 12 months from the date of opening of the tender. However all taxes and duties be benefits and price reduction during this period if applicable should be passed on to Govt. Polytechnic College Ambikapur.
11. In case of imports, the supplier will have to arrange free delivery at the site inclusive of freight from foreign supplier, insurance clearance, inland freight and all other duties and taxes etc. Please quote your prices in Indian rupees FOR Destination.
12. Tender must furnish complete and detailed specification and supported by printed literature of the equipment offered. Incomplete specification/ absence of printed literature support will result in the rejection of tender.
13. The supplier will have to get the equipment delivered in the institution.
14. **Hand written tender should not be accepted.** There should be no alterations/ corrections made in the tender. Tender rate should always be in figures and words. The bid shall contain interlineations, erasures or overwriting words except as necessary to correct errors made by the bidder, in which case such correction shall be initiated by the person signing the bid.
15. To assist in the examination, evaluation and comparison of bids the buyer may, at its discretion, ask the bidder for a clarification of its bid, however, no change in the price or substance of the bid shall be sought, offered, re permitted.
16. The specification are clearly mentioned in the document and the bidder are requested to submit bid only if their offer strictly comply to these specifications. The bidding for the instruments having different specification will be on bidder's risk. BIDS CARRYING STATEMENT LIKE "SPECIFICATION AS PER TENDER DOCUMENT" SHALL NOT BE ENTERTAINED. THE PRODUCT SPECIFICATION MUST BE SUPPORTED BY TECHNICAL LITRATURE LIST OF USERS MAY BE ENCLOSED.
17. The placement of work order / purchase order will be according to technical evaluation of the tender and after consideration of its price worthiness.
18. The nomenclature of the instruments and spares will be invariably same in proforma invoice, invoice packing list and in other relevant papers in case the bidder is asked to supply the instrument against its offer.
19. At any time prior to the deadline for submission of bids, the buyer may reason whether at it's own initiate or in response to a clarification requested by a prospective bidder, modify the bidding documents by an amendment. The amendment if any, will be brought to the notice in writing or by fax or cable to all concerned bidder who have received the bidding documents, and will be binding on them. However the undersigned at its discretion may extend the deadline for the submission of bids to give reasonable time to submit the amended bid.
20. The tender should clearly indicate whether the equipment is complete in itself. If in the opinion of the tenderer, certain accessories are necessary with the type of the equipment tenders, he may quote for them under the heading Extra but Essential.
21. As per the order of the state govt. small scale industries registered with the industries department of Chhattisgarh Govt. are to be given price preference of 10 % while comparing rate with the other suppliers for equipment produced / manufactured by them. In order to avail this preference the tenderes should furnish a certified / photo state copy of the registration along with the tender.
22. The tender is required to deposit @ 3% of tendered amount as EMD. EMD should be deposited in the form of DD/Joint FD/Banker Cheque/CDR in favor of Principal, Govt. Polytechnic Ambikapur from any

Nationalized Bank or Bank Recognized by RBI payable at Ambikapur.

- a) As per the order of Govt. of Chhattisgarh, small industries registered with the department of industries, Govt. of Chhattisgarh only are exempted from deposit of earnest money.
23. In case of non acceptance of the tender, the EMD will be refunded to the tenderer in due course of time.
24. The order shall stand cancelled and security deposit forfeited.
  - a) If supplier express his inability to execute the order for the quoted items within validity period of the tender at the rate/make/brand quoted in the tender.
  - b) In the complete equipment is not supplied within the delivery period mentioned in the order or within the extended period permitted by the buyer.
  - c) If the supplier executes only part of tender.
  - d) If the supplier is unable to install/demonstrate and provide training to the staff of buying institute within 15 days of the delivery of equipment/item.
  - e) In case of rejection the supplier has to bear all the expenses with regard to transportation etc. for taking the equipment back within 15 days otherwise demurrages as per Govt. rules will be charged.
25. Payments –
  - a) Govt. Polytechnic Ambikapur will make 90% payments of items ordered and supplied at the site of consignee's office.
  - b) **This 90% payment will be released after** receiving a successful installation and commissioning report of all the items as per purchase order, after inspection thereof at the site of consignee office by our technical experts.
  - c) For service during warranty period the supplier should provide service engineer of the company at the head quarter as and when required. The remaining 10% amount will be released to the vendor after successful performance of the warranty.
  - d) No part supply of an item of the order or part payment will be considered. All material mentioned in the purchase order should be supplied and only then the invoice will be considered for payments.
26. Delivery period should be clearly mentioned in the tender and should not exceed 1 month from the date of order under any circumstances. The Govt. Polytechnic Ambikapur reserves the right to extend the period of delivery if it is in the interest of the Govt. Polytechnic College Ambikapur. However penalty as per para 28, penalty will be charged in for the extension periods.
27. The supplier will have to pay a penalty of 2% per month of order value for the delay in the supply of ordered items, subject to prior intimation to this institute. The Govt. Polytechnic college Ambikapur reserves the right to extend the period of delivery if it is in the interest of institute. After 2 months from date of order, the order can be cancelled and EMD amount will be forfeited.
28. All the items except consumable supplied, should carry an on site comprehensive warranty for at least a period of one year. During the warranty period any defective part/software should be replaced free of cost. Downtime should be kept to minimum, the outer limit of which is 7 days.
  - a) If the down time exceeds 7 days suitable standby equipment should be provided free of cost otherwise a penalty of 0.5% of the value of that equipment per week may be imposed and the warranty time will be increased proportionately.
29. In case of imports, the Indian supplier shall tender installation and warranty support. The re-export and re-import of the defective part from the manufacturer shall be responsibility of the Indian supplier.
30. The undersigned reserve the right to increase/decrease the quality of the equipment to be supplied.
31. Tender should be valid for atleast 1 year from the date of opening the commercial bid of the tender. The price should be firm without variations of any kind.

32. The undersigned reserve the right to accept the lowest or any tender and also of rejecting all or any tender without assigning any reasons for the same or split up the tender as he may deem fit. The undersigned at his discretion may extend the last date of submission of tender and opening of tender.
33. Exact and earliest possible time of delivery should be indicated in the tender against each item. Other things being equal, the tender which give earliest delivery will be preferred while comparing the rate. The delivery period given in the order will be the date of receipt of the equipment in the institute and not the date of dispatch of the equipment by the supplier.
34. The successful tenderer will have to execute an agreement bond in the format approved by the Govt. of Chhattisgarh if so required.
35. No advance payment, either to the tenderer or against R/R will be made any supplier / tenderer / agent in any case. Please note that any other payment term of such type are not negotiable.
36. The equipment / machinery calibrated in metric / SI system need only be quoted.
37. The tenderer shall guarantee that after sales service shall be provided as and when required.
38. No offer should be made for imported item for which import license has to be arranged by the Principal. The entire imported item will have to be delivered in the institute and payment will be made in Rupees only.
39. Documents, literature, diagrams / leaflets and samples etc. enclosed in the tender shall become the property of the college without any payment.
40. The bidder is expected to examine all instruction, forms, terms and condition and Specification mentioned in bidding document. Failure to furnish all information required by bidding document in every respect will be at the bidder's risk and may result in the rejection of it's bid.
41. Two sets of operation and maintenance manual must be supplied with each equipment.
42. Tender will be received in this office only by registered post (AD) / speed post / through such courier which are authorized by P & T department or may be deposited in office.
43. All the disputes with regard to this tender for the purchase of equipment etc. will be subjected to Ambikapur jurisdiction.
44. Testing instruments quoted should confirm to safety norms.
45. All the equipments / trainers should come with detailed technical manuals based on educational technology which contains circuit description of trainer. Two copies to be provided.

Sd/-  
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