

GOVERNMENT POLYTECHNIC COLLEGE, AMBIKPUR - 497001

DISTRICT - SURGUJA (C.G.)

Phone & Fax No. 07774-220609

**TENDER DOCUMENT
(Books)**

TENDER NO. : GPA / STORE / 2023-24 / 01 / Dated : 18-05-2023

PRICE : 500/- (Non Refundable)

Last Date and Time for Issue of Tender Documents

23-06-2023 up to 01.00 PM

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

Last Date and Time for Receipt of Completed Tender Documents

23-06-2023 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

23-06-2023 at 04.00 PM

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

PRINCIPAL

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

GOVERNMENT POLYTECHNIC COLLEGE, AMBIKPUR,
DISTRICT - SURGUJA (C.G.) – 497001

TERMS AND CONDITIONS

1. The tender will be opened on the date and time given above in the presence of such tenders or their authorized representatives who are desirous to be present.
2. 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.
3. Tender value for Govt. Polytechnic Ambikapur is approximate **Rs. One Lac only (Rs.1,00,000=00)**
4. Tender form is non transferable. The tender will not be accepted from the firm to whom the document is not issued by the college.
5. Item No. and page No. of the tender form should be strictly in chronological order.
6. The prices should be including packing, forwarding, testing charges.
7. The prices should include appropriate discount applicable to educational institutes of repute established in tribal area. The discount should be clearly mentioned.
8. The rates should be free from all variations for the one year from the date of opening of the tender. However all tax and duty be benefits and price reduction during this period if applicable should be passed on to Govt. Polytechnic College Ambikapur.
09. 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.
10. Tender must furnish complete and detailed specification and supported by printed literature of the furniture offered, incomplete specification/ absence of printed literature support will result in the rejection of tender.
11. The supplier will have to get the furniture delivered in the institution.
12. There should be no alterations/ corrections made in the quotation. Quotation 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.
13. 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.
14. 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 TENDERER DOCUMENT" SHALL NOT BE ENTERTAINED. THE PRODUCT SPECIFICATION MUST BE SUPPORTED BY TECHNICAL LITRATURE LIST OF USERS MAY BE ENCLOSED.
15. Vender information form must be enclosed with Tender for online payment.
16. The placement of work order/purchase order will be according to technical evaluation of the tender and after consideration of its price worthiness.
17. 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.
18. 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.

19. The tenderer is required to deposit **Rs. 3000=00 (Rs. Three Thousand only)** as EMD for Govt. Polytechnic Ambikapur. EMD should be deposited in the form of DD/FDR/CDR in favour of Principal, Polytechnic Ambikapur from any Nationalized Bank or Bank Recognized by R.B.I. payable at Ambikapur for **tender No. GPA / Store / 2023 dated 18-05-2023** EMD in any other form will not be accepted.
 - 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.
20. The tender should be sent in a sealed envelop marked "Tender for Books" and should be divided in to the following two parts.
 - a) The first part should contain the EMD in sealed envelop.
 - b) The second part should contain the certificate of execution of financial aspects of the tender in a sealed envelop, only in the format prescribed in item 6 as above. All aspect of the tender document should be carefully considered before filling this part of the tender documents.
 - c) All two sealed envelop should be sealed in one big envelop. This envelop should be addressed to the Principal, Govt. Polytechnic College, Ambikapur, District-Surguja (C.G.)-497001. So as to reach by the specified date and time as mentioned in the tender notification.
 - d) The tenders shall be opened by the Principal, Govt. Polytechnic College, Ambikapur at the specified date and time in the presence of purchase committee and 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 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.
21. In case of non acceptance of the tender, the EMD will be refunded to the tenderer in due course of time.
22. 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 stationary 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 stationary back within 15 days otherwise demurrages as per Govt. rules will be charged.
23. Payments –
 - a) Govt. Polytechnic Ambikapur will make payments of items ordered and supplied at

the site of consignee's office.

- b) Payments will be released after receiving a physical verification report of all the items as per purchase order, after inspection by our experts for the technical items.
 - c) 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.
24. Delivery period should be clearly mentioned in the tender and should not exceed 21 days 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.
 25. 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.
 26. 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.
 27. 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.
 28. The undersigned reserve the right to increase/decrease the quantity of the stationary to be supplied.
 29. Tender should be valid for the one year from the date of opening the tender. The price should be firm without variations of any kind.
 30. 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.
 31. 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.
 32. The successful tenderer will have to execute an agreement bond in the format approved by the Govt. of Chhattisgarh if so required.
 33. 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.
 34. The tenderer shall guarantee that after sales service shall be provided as and when required.
 35. 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.

36. Documents, literature, diagrams / leaflets etc. enclosed in the tender shall become the property of the college without any payment.
37. 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.
38. Operation and maintenance manual must be supplied with each instrument.
39. Tender will be received in this office only by registered post / speed post / courier or may be deposited in office.
40. All the disputes with regard to this tender for the purchase of furniture etc. will be subjected to Ambikapur jurisdiction.

Sd/-
PRINCIPAL
Govt. Polytechnic College Ambikapur
Surguja (C.G.)