

GOVERNMENT POLYTECHNIC COLLEGE, AMBIKPUR - 497001

DISTRICT - SURGUJA (C.G.)

Phone & Fax No. 07774-220609

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**TENDER DOCUMENT**  
**(Drawing & Stationary)**

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  
(C.G.)

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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. Four lac only (Rs.4,00,000=00) SAMPLE FOR DRAWING & STATIONARY ITEMS ARE COMPULSORY. Without sample tender will not be opened.**
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. 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.

7. The prices should be including packing, forwarding, testing charges.
8. The prices should include appropriate discount applicable to educational institutes of repute established in tribal area. The discount should be clearly mentioned.
9. 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.
10. 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.
11. Tender must furnish complete and detailed specification and supported by printed literature of the stationary items offered, incomplete specification/ absence of printed literature support will result in the rejection of tender.
12. The supplier will have to get the stationary item delivered in the institution.
13. 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.
14. 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.
15. 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.

16. Vender information form must be enclosed with Tender for online payment.
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 tenderer is required to deposit **Rs. 12,000=00 (Rs. Twelve 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 / 2023-24 / 01 / 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.
23. The tender should be sent in a sealed envelop marked "Tender for stationary" 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.
24. In case of non acceptance of the tender, the EMD will be refunded to the tenderer in due course of time.
  25. 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.
  26. 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.
  27. 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.
  28. 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.
  29. 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 ferr 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.
  30. 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.
  31. The undersigned reserve the right to increase/decrease the quantity of the stationary to be supplied.
  32. 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.

33. 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.
34. 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.
35. The successful tenderer will have to execute an agreement bond in the format approved by the Govt. of Chhattisgarh if so required.
36. 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.
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 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. Operation and maintenance manual must be supplied with each instrument.
42. Tender will be received in this office only by registered post / speed post / courier or may be deposited in office.
43. All the disputes with regard to this tender for the purchase of furniture etc. will be subjected to Ambikapur jurisdiction.

**Note: 1- Hand written Tender form is not accepted.**

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

**List of Equipments (2023-24)**  
**Drawing & Stationary**

S.N.	Item's name	Specifications (Please mention Make)	Rate (Rs./Per)		
			Basic Cost	All other charges Tax / Levis etc.	Total Cost (Rs./Per)
1	2	3	4	5	6
1	Engineering Drawing Board	Size: (815 mm x580 mm x 15 mm) original pine wood. super simla mark with four joints made of best seasoned fire tongue joints and strong batten and edges should be well polished fitted with working edge of sheesham wood should be smooth and strong.			
2	Mini Drafter	Make- Vishal/Deepak/Omega, Suitable for Imperial size board arm length 400 mm(Approx.) 2 Nos. scale arms (1) 200 mm (2) 150 mm, with suitable protector made of abolished Aluminum provided with locking nut and clamping device, protractor and the scale should be for single piece type (all degree) from single sheet all the components should be good quality and work man ship complete in cardboard box.			
3	Drawing Instrument box	Make- Vishal/Deepak/Omega per set 13 parts. a) One No. half set compass 150 mm with pen, pencil, needle point and lengthening bar b) One No. hair spring divider 150 mm c) One No. centre wheel pencil 95 mm d) One No. centre wheel ink 96 mm e) Two Nos. drawing pen (one sheet handle one steel) f) One No. centre wheel divider 90 mm g) One handle for hand work with pen and pencil points h) One screw driver  All instruments dully packed in velvet rexin binding cloth highly electroplating would be packed in a cardboard box.			

S.N.	Item's name	Specifications (Please mention Make)	Rate (Rs./Per)		
			Basic Cost	All other charges Tax / Levis etc.	Total Cost (Rs./Per)
1	2	3	4	5	6
4	Drawing Sheet	Orient Amlai Size : 56 x 76 cm per piece.			
5	A Laboratory Journal	Classmate / Peacock , 76 /84/92/100 pages, orient paper 54 gms., (17.5x24 cm.) or other best quality same size.			
6	File	Neelgagan Spring File No. 999 Per piece. .) or other best quality same size.			
7	Eraser	Apsara Eraser non dust jumbo size, Camlin Eraser supreme Jumbo.			
8	Drawing Pencil (HB/H/2H)	Apsara / Camlin/Doms			
9	Plastic Scale	Camlin / Natraj / Apsara , Size : 12 Inch.			
10	White writing paper (Plane + Rulled)	Orient Paper 54 gms. , Size : 19x30 cm per rim (20 dasta) (i) Ruled - Register pattern			
11	College Note Book	School mate/Class mate, 100/140/180 / 240 pages, Size : (20x29) cm. & Normal Size.) or other best quality same size.			
12	Pen	Montex Hypower Pen, Montex Megatop Pen.			
13	Jetter Pen	Reynolds			
14	Reffil	Reynolds Jetter			
15	Drawing board clip	Best quality (steel material)			
16	Scientific Calculator	Casio Fx 991ES plus, Casio Fx 991 Ex, LCD advance scientific 10 digit			
17	Rough Note Book	Make- Vijayant/Snow Boand, Size- 20x25 cm, 200/240/300/340 pages. .) or other best quality same size.			
18	French Curve	Make- Omega/Vishal/Deepak or other best quality.			

**Note :** Sample of all item should be submitted at the time of tender opening, otherwise your tender will not acceptable.