

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC COLLEGE JANJGIR-CHAMPA(C.G.)

KHOKHRA BHANTA, JANJGIR DISTT: JANJGIR-CHAMPA(C.G.)--495668

Telephone: (07817) 200625 (O)222026, Fax: 07817-222026

Website: www.cgdteraipur.ac.in

E-mail: polyjanjgir@rediffmail.com

No./GPJ/STATIONARY/TENDER-02/11-12/.....,

Janjgir, Dated...../10/2011

TENDER NOTICE

Sealed Tenders are invited from publishers /manufacturers and authorized suppliers for supply of **Stationary** for Govt. Polytechnic College Janjgir for Rs. 2 Lakhs for purchase year 2011-12. Tender document can be obtained from the office of the undersigned through making payment of Rs. 300/- cash or by Demand Draft in favour of Principal, Government Polytechnic College Janjgir (C.G.) payable at Janjgir, which is non-refundable.

The Tender document will also be available in the website of Director of Technical Education, Bayron Bazar, Women's Polytechnic Campus, Raipur(C.G): www.cgdteraipur.ac.in

But the tender fee will be payable at the time of submission of Tender.

The Tender document will be available at the office of PRINCIPAL, GOVERNMENT POLYTECHNIC COLLEGE JANJGIR (C.G.) on any working day during the office hours from 05.10.2011.

Last date for purchasing the tender: 18.10.2011 up to 3 p.m.

Last date for receiving the tender: 19.10.2011 up to 3 p.m.

Date of opening of tender: 19.10.2011 at 4 p.m.

Principal

Govt. Polytechnic College

Janjgir (C.G.)

FORM NO. STATIONARY /GPJ/2011-12_____

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC COLLEGE JANJGIR-CHAMPA(C.G.)

KHOKHRA BHANTA, JANJGIR, DISTT: JANJGIR-CHAMPA(C.G.)-495668

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No./GPJ/ STATIONARY /TENDER-02/11-12/....., Janjgir, Dated...../10/2011

Last date for receiving the tender: 19.10.2011 up to 3 p.m.

Date of opening of tender: 19.10.2011 at 4 p.m.

TERMS AND CONDITIONS

- 1. The tender will be opened on the date and time given above in the presence of such tenderers 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. SAMPLES OF STATIONERY ITEMS FROM Sr. No. 04 to 16 ARE COMPULSORY, without sample tender will not be opened.**
- 4. Tender form is non transferable.**
- 5. Item No. and Page No. of the tender form should be strictly in chronological order.**
- 6. Make and 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)			Total cost (Rs./Per)
			Basic cost	All other charges Tax/Levis etc.	Educational Discount if any (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 institute. The discount should be clearly mentioned item wise.
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 benefits and price reduction during this period if applicable should be passed on to Govt. Polytechnic Janjgir-Champa.
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 items offered, incomplete specification/ absence of printed literature support will result in the rejection of tender.
12. There should be no alterations/ corrections made in the quotation. Quotation should always be in figures and words. The bid should not contain overwriting. In case of correction, it should 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 "SPECIFICATIONS AS PER TENDERER DOCUMENT" SHALL NOT BE ENTERTAINED. THE PRODUCT SPECIFICATION MUST BE SUPPORTED BY TECHNICAL LITERATURE; LIST OF USERS MAY BE ENCLOSED.

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. 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.

19. The tenderer is required to deposit 3% of the estimated cost of tender amount as EMD. EMD should be deposited in the form of DD in favour of Principal, Govt. Polytechnic Janjgir-Champa(C.G.) payable at Janjgir. 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.

21. The tender should be sent in a sealed envelope marked "Tender for stationery 2011-12". in single part Bid.

a) A separate sealed envelope should contain the EMD.

b) The second sealed envelope should contain the certificate of execution of financial aspects of the tender, 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 envelope should be sealed in one big envelop. This envelope should be addressed to the Principal, Govt. Polytechnic, Khokhara Bhanta, Jail Road Janjgir, Distt: Janjgir-Chamapa(C.G.)-495668. 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, Janjgir-Champa 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 in case of manufacturing unit.

*List of organization where supply has been made by the tenderer. Enclose at least one order from Govt/statutory body/educational institutes.

23. In case of non acceptance of the tender, the EMD will be refunded to the tenderer in due course of time.

24. The institute has right to accept or refuse the supply in parts or full or cancel order without assigning any reason.

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) If the complete stationery 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 order of quoted items and if permitted to do so, then 3% of unexecuted part of order amount will be forfeited.
- 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 Janjgir-Champa(C.G.) will make payments of items ordered and supplied at the site of consignee's office through DD.
 - 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 15 days from the date of order under any circumstances. The Govt. Polytechnic Janjgir reserves the right to extend the period of delivery if it is in the interest of the Govt. Polytechnic Janjgir. 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 Janjgir reserves the right to extend the period of delivery if it is in the interest of institute. After expiry of delivery period the order may be cancelled and EMD amount may be forfeited.**
- 29. All the items except consumable supplied, should carry an onsite comprehensive Warranty for at least a period of one year. During the warranty period any defective part Should be replaced free of cost.**
- 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/material per week may be imposed and the warranty time will be increased proportionately.
- 30. The undersigned reserve the right to increase/decrease the quantity of the stationery to be supplied.**

31. **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.**
32. **The undersigned reserve the right to accept the lowest or any tender and also of rejecting all or any tender without pre intimation 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 tenderer shall guarantee that after sales service shall be provided as and when required.**
37. **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.**
38. **Documents, literature, diagrams / leaflets etc. enclosed in the tender shall become the property of the college without any payment.**
39. **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.**
40. **Operation and maintenance manual must be supplied with each instrument.**
41. **If it looks necessary then the bidder whose rates/items has been recommended may be negotiated to lower the price.**
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 stationery will be subjected to Kabirdham jurisdiction.**

Signature of the Tenderer & Seal

TENDER NO. 02/STATIONARY/GPJ/2011-12
LIST OF ITEMS TO BE PURCHASED
(For Govt. Polytechnic Janjgir-Champa)

S.N.	Item's Name	Specifications (with Make & Model No.)	Rate (Rs./Per)			Total cost (Rs./Per)
			Basic cost	All other charges Tax/Levis etc.	Educational Discount if any (Rs./Per)	
1.	Mini Drafter	Made of standard length 16 inches with Aluminum clamp with unbreakable scale (warranty 01 year)				
2.	Scientific Calculator	2 line display ,401 function with slide on case Model fx-991 (Casio or Equivalent)				
3.	Instrument Box	Should be made of 13 parts ABS Plastic Box, Half Set Campass 15 cm,Divider 15 cm, Centre wheel Campass, Central wheel Divider, Screw Driver, Lengthening Bar, Handle for hand work, Ink point central wheel Campass, Pen point , Pencil Point, Rotating type attachment, Lead Case, etc.				
4.	Drawing Board	Made of Seasoned Fine Wood with smooth surface of size approx. 800mm x 580 mm Strong button, Size 32"x32"				
5.	Writing Clip Pad	With spring clip, Regular size sunmica surface				
6.	Drawing Board Clip	Nickel plated set of 04 spring clips suitable for drawing board 14 14mm to 22 mm thick.				
7.	Dot pen	(Reynold/Montex)				
8.	Drawing Sheet	Size 22 x 28				
9.	File Cover	Super Quality				
10.	Graph Paper	Super Quality size 22x30 printed for cm scale,58gms				

11.	Long Notebook	Super Quality 1) 96 pages 2) 192 pages				
12.	Pencil	1. H 2. HB (Kores/Apsara)				
13.	Plastic Scale	Size 30 inch (Camel/ Kores),thickness 3 mm and 5 mm				
14.	Non dust Rubber	(Apsara/Camline)				
15.	Writing Paper	Size half DFC, think Super Quality Emami or superior				
16.	Computer Print/Photo copy Paper	A-4 size paper, 80GSM				

Note : Samples for items sr. no. 04 to 16 are compulsory.

Signature of the Tenderer & Seal