

GOVERNMENT POLYTECHNIC BIJAPUR

BIJAPUR (C.G.) – 494444

Phone & Fax No. 07853-220016, 220015

TENDER DOCUMENT

(Stationery)

TENDER NO. : 01/GPB / STORE / 2016

PRICE : 300/- (Non Refundable)

Estimated Cost of Tender Items : Rs 1.5 Lakhs

Bid Security Deposit :Rs 4500 (3% of Tender Items)

Last Date for Issue of Tender Documents

12-09-2016, Monday (up to 12.00 Noon)

Last Date for Receipt of Completed Tender Documents

12-09-2016, Monday (up to 1.00 pm)

Date for Opening of Technical Bid Envelop of Tender

12-09-2016, Monday (3.00 pm)

PRINCIPAL

Govt. Polytechnic Bijapur

OFFICE OF THE PRINCIPAL, GOVERNMENT POLYTECHNIC, BIJAPUR (C.G.)

Tumnar Road, Kokadapara, Bijapur(C G) - 494444

Tel.: 07853.-220015 Fax: 07853-220016

---No./GPB/Store/2016/ 967
22/08/2016

Bijapur dated

//Tender Notice//

Government Polytechnic,Bijapur invites sealed tenders from manufacturers and authorized suppliers for supply of Stationery for this institute.

Tender No.	Items to purchased	Approx. Estimated Price (in Rs.)	Bid Security (in Rs.)	Cost of Tender Document
Tender No.01/GPB/2016	Stationery	1.5 Lakhs	4500/-	300/-

The due dates for each above tenders are as below:

Last Date of Issue/Sale of Tender Documents	12-09-2016, Monday (up to 12.00 Noon)
Last Date of Submission of Sealed Tenders	12-09-2016, Monday (up to 1.00 pm)
Date of Opening of Tenders	12-09-2016, Monday (3.00 pm)

Tender document for the above tender may be obtained from the institute counter or can be downloaded from website www.cgdterapur.ac.in and at www.bijapur.gov.in

If tender document may be downloaded from website then the cost of tender will have to be deposited in cash at the institute counter or through DD in favour of - **Principal, Govt. Polytechnic Bijapur**, payable at- **Bijapur**, at the time of submission of tender document.

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. **SAMPLE OF STATIONERY ITEMS SHOULD BE ATTACHED.**
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 and Model Name provided by the manufacturer**, 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	Desired Specifications (with Make & Model No.)	Specifications Provided by the Firm (with Make & Model No.) <i>(Mention enclosure number, if any)</i>	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, all other 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 Bijapur.
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 furniture 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.
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 "SPECIFICATIONS AS PER TENDERER DOCUMENT" SHALL NOT BE ENTERTAINED. THE PRODUCT SPECIFICATION MUST BE SUPPORTED BY TECHNICAL LITERATURE; LIST OF USERS MAY BE ENCLOSED.

15. The placement of work order/purchase order will be according to technical evaluation of the tender and after consideration of its price worthiness.
16. 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.
17. 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 tendereres should furnish a certified / photo state copy of the registration along with the tender.
18. **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, Polytechnic Bijapur from any Nationalized Bank for tender No. 01/ GPB/Store/2016 dated
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.

19. The tender should be sent in a sealed envelope marked “Tender for stationery” and should be divided in to the following two parts.
- a) The first part should contain the EMD in sealed envelope.
 - b) The second part should contain the certificate of execution of financial aspects of the tender in a sealed envelope, 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, Bijapur, Distt.-Bijapur (C.G.)494444. 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 Bijapur 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.
20. In case of non acceptance of the tender, the EMD will be refunded to the tenderer in due course of time.
21. The institute has right to accept or refuse the supply in parts or full or cancel order without assigning any reason.
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) 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.
23. Payments –
- a) Govt. Polytechnic Bijapur will make payments of items ordered and supplied at _____ 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.
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 Bijapur reserves the right to extend the period of delivery if it is in the interest of the Govt. Polytechnic Bijapur. However penalty as per para 25, 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 Bijapur 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.
26. For the items from sr. no. 1 to 5 should carry an on site 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.
27. The undersigned reserve the right to increase/decrease the quantity of the stationery to be supplied.
28. 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.
29. 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.

30. 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.
31. The successful tenderer will have to execute an agreement bond in the format approved by the Govt. of Chhattisgarh if so required.
32. 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.
33. The tenderer shall guarantee that after sales service shall be provided as and when required.
34. 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.
35. Documents, literature, diagrams / leaflets etc. enclosed in the tender shall become the property of the college without any payment.
36. 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.
37. Operation and maintenance manual must be supplied with each instrument.
38. If it looks necessary then the bidder whose rates/items have been recommended may be negotiated to lower the price.
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 stationery will be subjected to Bijapur jurisdiction.
41. **Also furnish the information in the 'Vendor Information Form' as Annexure 'A'. Failing to provide information required in 'Vendor Information Form' their bid may be rejected.**

This is being asked for making e-payment as per govt. directives.

Signature of the Tenderer & Seal

**LIST OF STATIONERY ITEMS TO BE PURCHASED (2016-17),
(ESTIMATED COST : APPROX RS 1.5 LAKHS)**

S.N.	Item's Name	Desired Specifications (with Make & Model No.)	Specifications Provided by the Firm (with Make & Model No.) (Mention enclosure number, if any)	Rate (Rs./Per)			Total cost (Rs./Per)
				Basic cost	All other charges Tax/Levis etc.	Educational Discount if any (Rs./Per)	
1.	Scientific Calculator	2 line display ,401 function with slide on case. (Make - Casio fx-991or Equivalent)					
2.	Drawing Board	Made of Seasoned Fine Wood with smooth surface of size approx. 800mm x 580mm Strong button At the back, Size 32"x32" (Make - Omega or equivalent)					
3.	Drawing Board Clip	Nickel plated Steel spring clips suitable for drawing board 14mm to 22 mm thick (Make-Omega or equivalent,) (rate should be given for per packet of 04 pieces)					
4.	Mini Drafter	Made of Steel rods, Aluminium casted standard length 16 inches with Aluminium clamp with unbreakable scale (warranty 01 year) (Make - Omega or equivalent)					

5.	Instrument Box	Should be made of best quality Plastic Box, Highly electroplated instruments as per ISI specifications, containing Half Set Compass/Divider/Centre wheel Compass/Central wheel Divider/Screw Driver, etc. (Make-Omega /Camel/Sigma)					
----	-----------------------	---	--	--	--	--	--

Govt Polytechnic Bijapur (C.G.), Tender No.01/GPB/Store/2016

6.	Writing Clip Pad	With spring clip, Regular size sun mica surface					
7.	Dot pen	(Reynolds / Natraj/Montex)					
8.	Drawing Sheet	Size 22x28 (Orient)					
9.	File Cover	Super Quality					
10	Long Notebook	Super Quality 1) 96 pages (27 cm X 17 cm) 2) 192 pages (27 cm X 17 cm)					
11	Pencil	HB (Kores / Apsara)					
12	Plastic Scale	Size 30”(Camel/ Kores- width 4 cm)					
13	Non dust rubber	(Apsara/Camline)					
14	Rulled Paper	Super Quality Size 12”x7”					
15	Prectical Copy	Super Quility Size 27cm x 21 cm ,196 Pages					
16	Pen Drive 8 Gb	Scan Disk , Or HCL					

Govt Polytechnic Bijapur (C.G.), Tender No.01/GPB/Store/2016

ANNEXURE 'A'

//VENDOR INFORMATION FORM//

DDO Code	
TIN No. (Contains 11 Digits, provided by Commercial Tax Office)	
Bank Account No. (Minimum 11 Digits, Provided by Bank)	
State	
District	
Bank Name	
Branch Name	
Branch Address	
IFSC Code	
MICR Code	
Vendor Name (Name of the Vendor/Firm/Agency, Registered in commercial Tax office)	
Vendor Address (Address which is registered in CT office)	
Contact No. (Only Mobile No to get SMS alert after e-payment from bank)	
E mail ID (for general information)	

Signature of the Tenderer & Seal

OFFICE OF THE PRINCIPAL, GOVERNMENT POLYTECHNIC, BIJAPUR (C.G.)

Tumnar Road, Kokadapara, Bijapur (C G) - 494444

Tel.: 07853.-220015 Fax: 07853-220016

No./GPB/Store/2016/ 967

Bijapur dated 22/08/2016

//Tender Notice//

Government Polytechnic, Bijapur invites sealed tenders from manufacturers and authorized suppliers for supply of Stationery for this institute.

Tender No.	Items to purchased	Approx. Estimated Price (in Rs.)	Bid Security (in Rs.)	Cost of Tender Document
Tender No.01/GPB/2016	Stationery	1.5 Lakhs	4500/-	300/-

The due dates for each above tenders are as below:

Last Date of Issue/Sale of Tender Documents	12-09-2016, Monday (up to 12.00 Noon)
Last Date of Submission of Sealed Tenders	12-09-2016, Monday (up to 1.00 pm)
Date of Opening of Tenders	12-09-2016, Monday (3.00 pm)

Tender document for the above tender may be obtained from the institute counter or can be downloaded from website www.cgdterapur.ac.in and at www.bijapur.gov.in

If tender document may be downloaded from website then the cost of tender will have to be deposited in cash at the institute counter or through DD in favour of - **Principal, Govt. Polytechnic Bijapur**, payable at- **Bijapur**, at the time of submission of tender document.

Principal
Govt. Polytechnic Bijapur (C.G.)