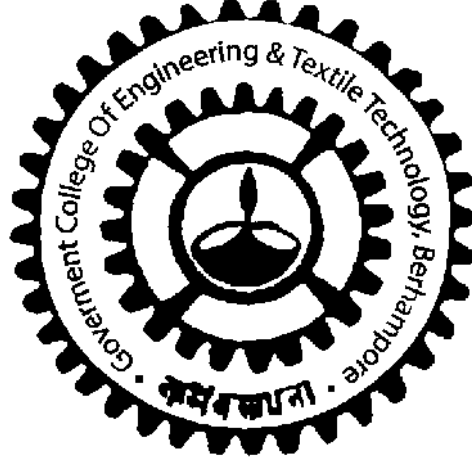


Tender Document 2017-'18



Govt. College of Engg. & Textile Technology
Berhampore, Murshidabad
742 101

Period of Availability of Tender Document	Between 02/12/2017 to 08/12/2017, from 11:00 A.M to 5:00 P.M (except Saturdays Sunday and holidays) & From 11:00 AM to 12:00 PM only for 09/12/2017
Last Date of Submission of BID	09/12/2017 up to 2.00 PM.
Date of BID opening	09/12/2017 at 3.00 PM

Telefax: 03482-250142
<http://www.gcettb.ac.in>

Serial No.:**Rs.100/-****TENDER DOCUMENT FOR THE PURCHASE OF ITEMS AND SERVICES**

BID REFERENCE	1. GCETTB/SP/PUR/2/2017-18
ADDRESS FOR COMMUNICATION :	The Officer-in-charge, Govt. College of Engineering and Textile Technology, Berhampore, Barrack Square, 4, Cantonment Road, Berhampore, Murshidabad, West Bengal-742101 Telefax: 03482-250142
Price of Tender document	Rs.100/- payable in cash or D.D.
Period of Availability of Tender Document	Between 02/12/2017 to 08/12/2017, from 11:00 A.M to 5:00 P.M (except Saturdays Sunday and holidays) & From 11:00 AM to 12:00 PM only for 09/12/2017
Last Date of Submission of BID	09/12/2017 up to 2.00 PM
Date of BID opening	09/12/2017 at 3.00 PM

TENDER NOTICE

Ref: Advertisement in Newspapers

Sealed quotations/tenders for the under-mentioned items/jobs/services of the best/specified quality are invited from the bonafide suppliers / service providers /organization/firm and their accredited Sole agents, so as to reach the office during office hours on or before 09/12/2017.

SUMMARY OF**ESSENTIAL TERMS & CONDITIONS**

1. The sealed cover containing quotations/tenders must be super scribed "**Quotation/Tender for Development Grant 2017-'18**".
2. The tender papers will be available from the office of the Govt. College of Engineering and Textile Technology, Berhampore, West Bengal on payment of **Rs.100/** in cash or in demand draft in favour of The Officer-in-charge, between **02/12/2017 to 09/12/2017**, from 11:00 A.M to 5:00 P.M (except Saturday Sundays and holidays). Tender submission deadline is 09/12/2017 2.00 PM.
3. **Two-bid system**
 - a) The bidders are advised to submit their bids in two parts; i) technical bid and ii) Price bid. The technical bid consists of all technical details (**including make and model**) along with commercial terms and conditions. The financial bid indicates item-wise price for the items mentioned in the technical bids. The technical bid and the financial bid are to be sealed and submitted in separate, duly superscribed, covers. The two sealed covers are to be kept in a bigger sealed and superscribed bigger cover and submitted in the specified location .
 - b) The technical bid will be opened first by the competent authority/committee. At the second stage, Price bids of only the technically accepted offers will be opened for comparison and ranking before finalization and award of contract.
4. Technical bid and price bid for each department should be submitted in separate cover & name of the BID with department name(e.g., "Technical BID of Mechanical Dept." or Price BID of Mechanical dept. etc) must be clearly indicated in bold letter on the respective cover to facilitate segregation/sorting/processing.. Bid/Tender must be submitted in duplicate, clearly marking each with Bid (Original)", Bid (Duplicate)" as appropriate. The Bidders shall seal the original and each copy of the bid in separate inner envelopes then place all the inner

envelopes in an outer cover. The outer cover should bear the Tender No GCETTB/SP/PUR/2/2017-18., due date of 09/12/2017.

PREPARATION OF ENVELOPS FOR SUBMITTING BID	CHECK LIST OF DOCUMENTS TO BE SENT WITH TECHNICAL BID.	CHECK LIST OF DOCUMENTS TO BE SENT WITH PRICE BID.
Separate envelope for Technical bid for each department with Schedule Name (e.g., "Technical BID of") clearly marking each with Bid (Original)	PARTICULARS OF BIDDERS Form,	One set of the schedule of quantities and rates duly signed on all pages (To be submitted in the Price Bid format).
Separate envelope for Technical bid for each department with Schedule Name (e.g., "Technical BID of") clearly marking each with Bid (Duplicate)	BID FORM,	
Separate envelope for Price bid for each department with Schedule Name (e.g., "Technical BID of") clearly marking each with Bid (Original)	Format for Contract Form,	
Separate envelope for Price bid for each department with Schedule Name (e.g., "Technical BID of") clearly marking each with Bid (Duplicate)	Performance Security Form,	
Separate envelope for all Demand Drafts	Manufacturer's Authorization Form,	
Seal each envelop of the bid and put all the inner envelopes in an outer envelop.	Detailed Technical specifications, Terms & Conditions and Delivery period to be submitted on firm's letter head	
The sealed cover containing quotations/tenders must be super scribed " Quotation/Tender for Development Grant 2017-'18 ".& Tender No GCETTB/SP/PUR/2/2017-18 and name and full address of the bidder	Brochure/Leaflets/Technical Information of the item(s), if any	
	Proof of EMD (mention amount number and date)	
	Proof of PAN no. (mention no.....)	
	Proof VAT/Sales Tax Registration. (mention no.....)	
	Warranty Certificate if any Any other relevant documents	
Note: No Price details shall be given in the envelop for <u>Technical bid</u> . Violation to this would result invalidation to tender. All copies of above documents should be duly signed and stamped by the tenderer before submitting.Submit separate envelope for each department.		

5. Interlineations, corrections, erasures and/or over-writings shall be valid only if initialed by the persons or persons signing the bid.

6. The bidders may be asked to produce copies of latest and valid STCC/VAT /TIN/GST registration certificate and proof of filing income tax return Failure to submit the same will automatically render the tender invalid. **A bidder, registered as a SSI unit and claiming exemption from depositing Earnest Money, shall furnish photocopy of self-attested valid SSI-Registration certificate along with the bid.**

7. **The bidder must supply the full detail specifications (including the make and model number wherever applicable) of the items quoted.** Mere copying of the specifications mentioned by the purchaser or mentioning words like 'complying' or 'compliant' is not sufficient. For computers/laptops part number of the unit and detail part nos. of components are to be mentioned.
8. The Purchaser reserves the right at the time of Contract award to change the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
9. Rates should cover everything including, transportation up to the college premises, installation, demonstration, training, relevant taxes, as applicable. Prices shall be quoted in Indian Rupees only.
10. The Officer-in-charge reserves the complete right to approve/cancel any quotation, including the lowest one without any explanation whatsoever. Withdrawal or part execution of offer will not be entertained in any case.
11. Samples/drawings/pictures/leaflets/brochures etc., when categorically mentioned, must be submitted in along with quotation/tender.
12. Items for repairing/modification/maintenance and servicing/ binding etc. have been kept ready in the respective sections for inspection/observation by the interested concerns, to facilitate estimation by the said concerns.
13. Preferences will be given the concerns having adequate experience in providing such items/services to other educational institutions and the said concern is expected to provide relevant credentials.
14. Authorised dealers of the manufacturer are eligible to participate in the tender provided they should furnish the manufacturer's authorisation for the items quoted in the format provided in the tender documents.
15. The offer should stand valid till 31/03/2018.
16. Detailed specifications of the items are at Annexure
17. All supplied items are under warranty of 12 months from the date of successful acceptance of items.
18. Tender Document is non-transferable.
19. Participating concerns, using the web version of this document must submit **Rs.100.00** to **Govt. College of Engg. and Textile Technology, Berhampore, Murshidabad, W.B., 742 101**, in cash/DD along with the bid document positively on or before **09/12/2017**.
20. Earnest Money Deposits (EMD) is mandatory. No interest is payable on EMD or on Bid Security Bids from registered SSI units may be exempted from depositing EMD, but may not be exempted from depositing Performance Security. All the bids shall be accompanied with **EMD/Bid security calculated @ 2%** on bid amount and rounded off to next multiple of Rs.100 as specified, in the shape of Demand Draft in favour of **Government College of Engineering & Textile Technology Berhampore**. **If any EMD against the previous tender of a particular bidder is lying with the Indenter, then the bidder may seek exemption from depositing the earnest money by adjustment and if EMD amount is more than the previous tender then they have to deposit only the balance amount.**..All the pages of the Tender Document should be signed, stamped and submitted with the offer.
21. All successful bidders to be asked to furnish **Performance security** in the form of a D.D. or with a Bank Guarantee by a recognized bank for an amount **5% of specified ordered sum** as security for compliance with the Supplier's performance obligations.
22. The Officer-in-charge, reserves the right to exempt those bidders, who shall quote low/medium priced items, from furnishing any Performance Security without any obligation to inform other bidder or bidders of the grounds for the Purchaser's action.
23. The sealed covers will be opened on **09/12/2017** at 15:00 p.m. in presence of The Officer-in-charge or his nominated representative at the college.

Officer-in-charge

Govt. College of Engineering & Textile Technology, Berhampore,
Barrack Square, 4,Cantonment Road,
West Bengal.

N.B.Tender documents can also be downloaded from our website <http://www.gcettb.ac.in>

ANNEXURE-I

Undertaking

I do hereby certify that all the information furnished above is true to the best of my knowledge. And I have no objection to the College verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of the authorized signatory of the agency/bidder

Official seal/ stamp

Date:

Place

PARTICULARS OF BIDDERS

(Photocopy of Necessary Documents to be enclosed with this format)

S. No.	Items	Information /inputs to be filled by the Bidder/ tenderer (if required separate sheets may be enclosed)	
1.	Name and address of the Company/agency, telephone number, fax, mobile number, email address		
2.	Type of organization (Whether proprietorship, partnership, private limited, limited company)		
3.	Name and address of the directors/ proprietor /partners		
4.	Year of formation of the company/ experience as a security service agency		
5.	Nature of business carried by the company		
6.	Branches in other cities in India and contact details		
7.	Any sister concerns and their address		
8.	Details of registration		
9.	Banker's name and address Account No IFSC Code		
10.	Details of Earnest Money Deposit	Amount	
		Draft No.	
		Date	
		Bank	
		Branch	
10.	Total number of permanent employees of the firm		
11.	Contact number in case of emergency		
13.	Total turnover of the agency during last three financial years		
14.	Details of registration with statutory authorities like PF, Gratuity, ESI etc		
15.	(a) Service tax number/ certificate		
	(b) PAN number		
	(c) VAT No		
16.	Change of the firm name at any time. If so, when and reason thereof		
17.	Infrastructure details		
18.	Dispute, if any		

FORMAT FOR BID FORM

Memo no.

Date:

To

The Officer-in-charge

Govt. College of engineering and Textile Technology

Berhampore, Barrack Square, Cantonment Road,

Berhampore, West Bengal-742101

Sir,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the following items of Equipment/Goods

(Brief Description of Equipment/Goods and Service including the schedule and item numbers) (attach separate sheet, if needed)

SI No	Item No	Item Name	Specification/features	Make/Model

in conformity with the said bidding documents for the sum of Rs.
[Rupees.....] *(Total bid amount in figures and words)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this bid and hereby undertake that we accept all the conditions of the contract of the Bidding Document and will supply the items/systems/services as per the Technical Specifications of the bidding documents.

We further undertake that we fulfill the qualification requirement. In addition to this, the particulars of our organization and the required Earnest Money/Bid security deposit in the shape of bank draft are furnished with this bid form.

We further undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our bid is accepted and if we are asked, we will obtain the guarantee of a bank in the form prescribed by the Purchaser for a sum equivalent to 10% of the Contract Price for the due performance of the Contract.

We agree to abide by this bid for the Bid validity period specified in the instruction to bidders and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1998".

We understand that you are not bound to accept the lowest or any bid you may receive.

Further, we, hereby certify that all the information furnished above are true to the best of my knowledge. and I have no objection to the College verifying any or all the information furnished in this document with the concerned authorities, if necessary.

Signature of the authorized signatory of the Bidder/agency/tenderer

Official seal/ stamp

FORMAT FOR CONTRACT FORM

THIS AGREEMENT made the day of ... 20.... Between **The Officer-in-charge**, Govt. College of Engineering and Textile Technology, Berhampore, Barrack Square, 4, Cantonment Road, Berhampore, Murshidabad, West Bengal-742101of (hereinafter called "the Purchaser") of the one part and (Name of Supplier) of(City & Country of Supplier) (hereinafter caller "the Supplier") of the other part :

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz.,(Brief description of Goods and services) and has accepted a bid by the Supplier for the supply of these goods and services in the sum of (Contract price in Words and Figures) (hereinafter called the "Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- the Bid Form and Price Schedule submitted by the Bidder;
- the Schedule of Requirements;
- the Technical Specifications;
- the Conditions of Contract; and
- the Purchaser's Notification of Award

In consideration of the payment to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Serial no.	Item name with brief description	Unit	Rate	Amount
		Total		
		Grand Total		
<i>Total value in words</i>				

DELIVERY SCHEDULE:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws of the day and year first above written.

Signed, Sealed and Delivered by the
 said(For the Purchaser)
 in the presence of

Signed, Sealed and Delivered by the
 said(For the Supplier)
 in the presence of

PRICE SCHEDULE

(SCHEDULE NO.)

(SCHEDULE NAME)

Serial No.	Item CODE	Item Name	Brief Description/Specifications	Rate	Unit	Total Price	Total Amount (including all taxes, duties, packing, forwarding, commissioning etc.)

N.B.(a) In case of discrepancy between unit price and total price, the unit price shall prevail.

b) Specifications must be supported by catalogue/drawing/ literature etc.

Signature of the Bidder : _____

Name : _____

Business Address : _____

Place :
Date :

FORMAT FOR PERFORMANCE SECURITY FORM

To :(Name of Purchaser)

WHEREAS(Name of Supplier)

hereinafter called "the Supplier" has undertaken, in pursuance of Contract No..... dated..... 20..... to supply.....(Description of Goods and Services) hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of(Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sums within the limit of(Amount of the Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of 20.....

Signature and Seal of Guarantors

.....
.....
.....
Date..... 20.....
.....
.....

MANUFACTURERS'/ DISTRIBUTORS' AUTHORIZATION FORM

Nb.

Dated

To

Dear Sir:

We who are established and reputable manufacturers of having factories at
(address of factory) do hereby authorize M/s (Name and address of Agent) to submit a bid, negotiate and
receive the order from you.

No company or firm or individual other than M/s is authorized to bid, and conclude the contract in
regard to this business.

We hereby extend our full guarantee and warranty as per Clause 14 of the General Conditions of
Contract and Clause of the Special Conditions of Contract for the goods and services offered by the
above firm.

Yours faithfully,

(Name) (Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a
person competent and having the power of attorney to bind the manufacturer. It should be included by the
Bidder in its bid.

This SCHEDULE should be considered as a turnkey one

Schedule Name: AMC for 500 LPH RO water Plant at hostel Building & AMC of arsenic plant at GCETTB

SL NO.	Particulars	Quantity
RO water Plant at hostel Building	Anty-Skell Liquid Apply(60lit) & Cartiz Chang(6pic) When Required For 1 Years	1 job
	Maintenance of Connection :Inter Connecting Ss Pipe Line Pipe & Fittings, For 2no Out Let Point Each Floor (Total 8 No Of Point)	
	Maintenance of Stainless Steel Storage :Monthly cleaning Stainless Steel Storage Tank 2000lit	
	1 year maintenance by operator	
arsenic plant at GCETTB	Servicing for iron & arsenic removal tube-well including all media change and add one more iron Filter FRP vessels 10/54 complete set Al2o3, BIRM(Clack). Snd pabels etc.UV sterilizer set. Regular back wash by operator	1 job

SCHEDULE :SUPPLY OF LAWN MOWER

ITEM NAME	SPECIFICATION	QUANTITY
LAWN MOWER	DRIVE MECHANISM : SELF PROPELLED OPERATOR PROTECTION CONTROL (O.P.C.) / ENGINE BRAKE :MOW SAFE TECHNOLGY FUEL TANK CAPCITY (IN LITRES) :1.5 DECK : ALUMINIUM ALLY DEC SWING BACK BLADES: PROVEN SWING BACK BLADE SYSTEM DISCHARGE GUARD :REAR DISCHARGE GUARD GRASS CATCHER:DUST DIRECTION TECHNOLOGY HANDLE FOLDING : LOCKING AND PIVOTING SYSTEM CUTTING WIDTH (IN INCHES/MM) :21/530 CUTTING HEIGHT ADJUSTMENT :SINGLE LEVER CUTTING HEIGHT RANGE (IN MM):11 STAGES GRASS CATCHER CAPACITY (IN LITRES): 70	1 NO