



Office of the Principal

Jagiroad College

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www.jagiroadcollege.co.in

Ref.No:JC/DBT/Tender/2019/005

Date: 24/10/2019

Bid Document

Notice inviting quotations in two bids system-(Technical & Financial) for supply of laboratory equipments to Jagiroad college to be procured from DBT Star College grant

Sealed quotations in two-bid system are invited for supply of equipments etc. by affixing court fee Rs. 8.25 (Rupees Eight and Twenty Five Paisa) only from reputed firms / suppliers / Authorised Dealer/ OEM (from now onwards-all to be termed as the Party) item-wise separately as per Annexure-A (Lab Equipment), Annexure-B (Computers, Projectors, Printers and other Peripherals) and Annexure-C (Telescope), (as applicable to the Party) to be procured from DBT Star College grant received by the this College. Total amount of equipments etc. to be procured is Rs. 40 Lakh. For further details visit Jagiroad College website www.jagiroadcollege.co.in.

BID issue and submission Instructions

(Bid documents to be issued from and submitted to the College Office only)

A. Important Dates:

- i) Date of availability of bid document for the parties: 25/10/2019 from 10.00am
- ii) Last date of purchase of bid documents by the parties: 29/10/2019 up to 3.00pm
- iii) Last date and time for bid submission by the parties: 30/10/2019 up to 3.00pm
- iv) Date of opening of Technical bid documents: 01/11/2019 at 3.30pm
- v) Date of opening of Financial bid documents: 04/11/2019 at 3.30pm
- vi) Venue of bid opening: Principal's Office

B. Other terms and Conditions:

1. Fee Rs.2000/- (Rupees Two Thousand only) have to be paid at the time of purchase of bid documents, to be paid in the form of Demand Draft/Banker's cheque only, to the Principal, Jagiroad College, Jagiroad payable to Canara Bank Jagiroad Branch (One can pay online also to the account no. 1436101009914 with proof).
2. The party must have experience in supplying similar Lab items in at least two Colleges of Assam with total budgetary amount not less than the amount mentioned in this bid documents.
3. Quotations have to be submitted in two bid (Technical & Financial) system.
4. The technical bid should contain all documents fulfilling eligibility criteria, experience and completion certificate, GST Registration Certificate and PAN Card, Original Equipment Manufacturer (OEM)'s authorization letter, Trade License, Annual IT-Return, and any other valid documents as wish to be submitted by the Party and is to be submitted in a single sealed envelope clearly mentioning "Technical Bid".
5. The financial bid, to be submitted in a single sealed envelope clearly mentioning "Financial Bid", and it should contain the price of the items clearly quoted inclusive of all taxes and duties as mentioned in the prescribed format mentioned in the Annexures, provided by the college. Bids submitted not in the prescribed format will be rejected.



6. Both the envelopes must be included in a single sealed envelope properly writing "Quotation for supply of Lab Equipments" containing Technical Bid and Financial Bid, to be submitted with proper address for communication.
7. The items must be supplied and installed within 45 days from the date of issue of the formal work order by the College.
8. Earnest Money at the rate of 2% (1% only for the tenderer belonging to ST, SC & OBC) of the estimated cost will have to be deposited along with the bid in the form of Demand Draft/Banker's cheque only, to the Principal, Jagiroad College, Jagiroad payable at Canara Bank Jagiroad Branch.
9. The acceptance of tender will rest with the Principal of the College and it is to mention that Lowest (L1) bidder may not be accepted solely on the basis of the lowest price and reserves the right to reject any or all the tenders received without assigning any reason. All bids in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.
10. The bidders must enclose self-attested copies of PAN Card, and GST Registration Certificate, Trade Licence, Annual IT-Return certificate without which the bid will be rejected.
11. Further, the bidders must also enclose self-attached photocopies of Registration Certificate, Work Experience Certificate (at least two works of similar nature, work value not less than the quoted value here in any one year of the last three years) and Financial Soundness Certificate (Bank Solvency Certificate) etc. without which the bid will be rejected.
12. The validity of acceptance of the tenders shall remain open for a period of 180 (one eighty) days from the date of opening the bids. If any bidder withdraws his tender before the said period or makes any modification in the items and conditions of the tender, which are not acceptable to the College Authority, then the Authority shall without prejudice to any other right or remedy be at liberty to forfeit an amount equivalent to 2% of the value of the contract.
13. The party shall submit proof of at least two successful similar works executed during the last three years.
14. It may be noted that the lowest quoted rates (L1 bidder) may not be the sole criteria for selection of successful tenderer. Other requirements like experience of work in similar amount and nature, financial soundness will be considered for selection. Certificates regarding work experience, financial soundness etc. will have to be duly attested by Gazetted officer or self-attached and original copies may be required to submit if asked for.
15. The bidder shall sign a declaration as per format given in the covering letter in their official letterhead or the bid under the official secret act for maintaining secrecy of the bid documents, drawings or any other records connected with the work given to them (if any).
16. The Principal, Jagiroad College has the right to change the opening date and time of the bids with intimation at the College website.
17. In case of submission/opening of the bids is a holiday, the bids shall be submitted/opened on next working day at the same time.
18. The bid documents are not transferrable to any other party other than the bid buyer party.
19. The Party should sign in all pages and submit sealed envelope in the box provided at the College office only.

Sd/- Principal
Jagiroad College,
Jagiroad



Annexure-I

Self declaration

(to be submitted in letter head of the Party)

*It is hereby declared and certified that our party "-----"
(name of the party) has not been made blacklisted by any authority such as
Government Departments/ PSUs/ Institutions in dealing with supply and
installation of this type of items mentioned in the bid documents. If at a
later date it is found that this declaration becomes false, the work order
(if allotted) shall automatically be cancelled and we are ready to pay
necessary penalties as per rule.*

Seal of the Party

Signature

Date:

Proprietor/Authorised Person

With Designation



Annexure-II

Format for submission of the Quotations for supply of Lab Items to Jagiroad College

1. Name of the Party:
2. Address:
3. Name of the Proprietor/Authorised Person with designation:
4. Contact Number of the Party/Authorised Person:
5. Email ID:
6. Website address (if any):
7. PAN Card: (Enclosed/not enclosed)
8. Trade License (if any): (Enclosed/not enclosed)
9. Registration Details: (Enclosed/not enclosed)
10. GST Number details (if any):
11. Copy of Annual IT-Return Certificate: (Enclosed/not enclosed)
12. Proof of at least two similar work orders: (Enclosed/not enclosed)

Sd/- Principal
Jagiroad College

Name, Full Sign and Seal of the Party
Date: