

OFFICE OF THE PRINCIPAL
GOVERNMENT ENGINEERING COLLEGE RAIPUR
Old Dhamtari Road, Sejbahar, Raipur (CG)

TENDER- DOCUMENT
FOR
PURCHASE OF STATIONERY ITEMS
(2015-2016)



**OFFICE OF THE PRINCIPAL,
GOVERNMENT ENGINEERING COLLEGE RAIPUR**
OLD DHAMTARI ROAD, SEJBAHAR, RAIPUR (C.G.)- 492015

No./GECR/Sty./Tender/15-16/

Raipur, Dated -----

The Tender document will be available at the office of **Principal, Government Engineering College Raipur (C.G.)** on any working day on payment of Rs 500/- in cash from A/C Section. OR it may also be downloaded from the Institute website www.gecraipur.ac.in. In case of the tender document downloaded by the website, a demand draft/ banker's cheque of an amount Rs. 500/- payable in favour of Principal, Govt. Engineering College, Raipur must be attached with the tender document.

Last date for purchasing the tender: 16/11/2015 up to 5.00 PM
Last date for receiving the tender: 17/11/2015 up to 5.00 PM
Date of opening of tender: 18/11/2015 up to 12.00 PM

TERMS AND CONDITIONS

(Terms and conditions for supply of Stationery / Equipments/ Goods as per enclosed Annexure -I)

1. The tender document is non-transferable. A Xerox copy of receipt provided by the account section, office of the principal, Govt. Engg. College, Raipur (CG) should be attached with submitted Tender document.
2. Submitted Tender document should follow the prescribed format of Techno-commercial bid as per Annexure-II.
3. Printed leaflets/literature should be attached with Techno-commercial bid supporting the specification of stationery/ equipments/goods. Photocopy of goods/equipment's leaflets are not allowed.
4. All pages of Technical document should be duly signed by the competent authority of firm/ Manufactures / Agency.
5. Commercial bid provided by the dealers Agency would require the dealership certificate/ authorisation certificate provided by the firms/ companies/ manufacturer.
6. An Earnest Money Deposit of amount Rs. 3% in form of Demand draft/ Banker's cheque must be given in favour of Principal, Govt. Engg. College Raipur (CG).
7. Techno-commercial bid and EMD should be kept in envelope separately. These two envelopes should be kept in a big envelope. Details of Tender No. date & Name of department (if any) etc. should be written on the big envelope.
8. Failing EMD amount the tender document will not be open and it is liable to be rejected. The tender document will be rejected also failing the submission of printed Leaflets/literature along with the samples of all items.
9. Two percent penalty of cost of stationery/ equipment/ goods will be deducted per month if the items are not supplied within the time limit.
10. Any condition imposed by the firm/ Manufactures company will not be accepted for the supply of stationery/ equipment/ Items.
11. All rights are reserved to the undersigned regarding the Acceptance/ Non-Acceptance/ Rejection of Tender/ Tender document.
12. For Any dispute, the judicial jurisdiction will be Raipur (CG).
13. The bidder should quote their offer rate in clear terms without any ambiguity.
14. Item no. and page of the tender document should be strictly in chronological order. Make, name of the manufacture should be mentioned against each stationery item or equipment.
15. The rate should be FOR destination including all taxes. Nothing extra will be paid.
16. If rate are quoted ex- go-down/ ex -factory then Excise duty, and PFI change, VAT/ CST should be clearly indicated.

17. **Taxes, if livable extra, should be clearly indicated failing which the rate quote in the tender will be considered as inclusive of all taxes.**
18. There should be no alterations / corrections made in the Tender. The quoted rate should be both in figures and words.
19. The tender should clearly indicate whether the stationary / equipment / goods are complete in itself. If in the opinion of the tenderer, certain accessories are necessary with the type of the stationary / equipment / goods tendered, the tenderer must quote for aforesaid accessories under the heading Extra but essential.
20. In case of non- acceptance of the tender, the EMD will be refunded to the tenderer in due course of time. The EMD will be treated as security deposit in case of selected tenders. EMD / Security deposit will be forfeited in case of breach of agreement of supply by the tenderer / supplier. The order shall stand cancelled and security deposit forfeited under the following conditions -
21. If supplier expresses his inability to execute the order for the quoted items within validity period of the tender at the rate quoted in the tender and for makes brand quoted in the tender.
22. If the complete equipment is not supplied within the delivery period mentioned in the order or within the extended period permitted.
23. If the supplier executes only part of the order.
24. Any stationery / equipment / goods / Trainer / Hardware or software breakdown must be attended within 48 hours during the valid warranty period of the stationery items / equipment / software free of cost.
25. Payment shall be released after the successful and complete supply of tendered items.
26. If defects of any kind or deviations from the specification are detected and reported to the supplier, the supplier should make replacement or rectify the defects free of cost within 30 days from the date of report, failing which the equipment will not be accepted and will be returned to the supplier at his own cost and risk, and the EMD will be forfeited, in case the equipment is sent for repairs to the firm, it should be repaired within 30 days from the date of receipt of equipment failing which the same will not be accepted and EMD will be forfeited, however the undersigned may condone the delay in described cases at his discretion.
27. The undersigned reserves the right to increase / decrease the quantity of the equipment to be supplied.
28. The submission of the tender will be deemed to be the acceptance of all the terms and condition of the tender as stated herein and / or elsewhere in the tender document.
29. **Tenders should be valid for at least twelve month from the date of opening of the tender. The prices should be firm without variations of any kind.**
30. If required "D" FORM duly completed and signed by the competent authority for reduction in GST at the time of final payment shall be issued.
31. The undersigned reserves 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 to split up the tender as he / she may deem fit.
32. Exact and earliest possible time of delivery should be indicated in the tender against each item. The delivery period given in the order will be the date of receipt of the goods / equipment in the Institute and not the date dispatch of the equipment by the supplier.
33. No advance payment will be made.
34. The tenderer will have to submit last three years PSU / Government Supply record as far as possible.
35. The tenderer / bidder shall provide TIN No. along with latest income tax clearance (CST, Clearance certificate from the concerned authority and should be attached with the tender document). Tenders received without these certificates shall be rejected.
36. The undersigned is not responsible for any loss or damage to the goods / equipments during transit irrespective of the fact that they are insured or not insured or delivery is ex-go down or factory station.
37. No claim shall be entertained in respect of interest on Earnest Money / Security deposit / Bid Deposit.




Principal
Govt. Engg. College Raipur,
Raipur (C.G.)

ANNEXURE - I
LIST OF ITEMS TO BE PURCHASED
(For Government Engineering College Raipur)

Sl. No.	Particulars of items	Detail Specification	Rate Rs. / Per Unit		Total cost
			Basic Cost	All other charges/ Tax/ Levies	
1.	Mini Drafter	Reputed company make like Omega Atekhon Rotring or equivalent quality of reputed company make. Drafter made with Stainless steel or chrome plated arms. Aluminum die-casting process made Channel / clamp, rivets, made of extrude grade Brass material. Channel Square plate and Protractor plate must be powder coated. Scale made of best quality Unbreakable transparent Acrylic sheet with Hot stamping markings on scale Standard size 16 inch length and suitable for A2 size sheet.			
2.	Scientific Calculator	fx- 991MS, S.V.P.A.M. (Super Visually Perfect Algebraic Method) model. Casio brand or equivalent quality of reputed company make scientific calculator with 2 line display 10+2 digits (12-digit mantissa + 2 digit exponential display), slide on hard case model with minimum 400 functions. Back-step viewing and editing of input data facility with plastic keys and Two way power facility (solar & Battery) etc or batter			
3.	Engineering Drawing Board	1st quality softwood drawing Board made of seasoned Pine wood with thickness minimum 16 mm with smooth surface of size approx 23" x 32" of Alekhan Pyramid brand or equivalent quality of reputed company make			
4.	Drawing Sheet	Orient make or equivalent quality of reputed company make, Super white colour Drawing sheet, size 71 cm x 56 cm, weight 15kg or better for 150 nos packet			
5.	Set Square	Nalanda brand or equivalent quality of reputed company make, Full size set of 30-60 and 45-90 degree Set Squares made out of clear transparent virgin acrylic plastic sheet, beveled edge with engraved scale markings with sheet thickness 3.0 mm			
6.	Writing Clip Pad	Regular size writing pad made of best quality transparent/ color Acrylic plastic sheet (minimum 3mm thick) with spring clip arrangement			
7.	Drawing Board Clip	Omega brand Drawing Board Clips made from the toughest spring steel, Nickel plated set of 04 clip suitable for drawing board 16mm to 22mm thick.			
8.	Plastic Scale	Nalanda, Faber Castel or Omega deluxe brand Plastic scale made with best quality Acrylic plastic sheet of minimum 3mm thick, with 30 cm length one edge graded in cm and other edge in inches			
9.	Graph Paper	Super quality Graph paper, size 70 cm x 50 cm printed for cm scale			
10.	College Copy	96 pages of Classmate, Peacock, Navneel or equivalent quality of reputed company make.			

11.	C- Writing Paper	Size 33 cm x 40 cm, super quality plane paper of Orient, Classmate, Peacock brand or superior quality of reputed company make, minimum 60 Gsm or better.
12.	File Cover	Superior quality of Alkon, Omega or equivalent quality of reputed company make file cover with spring clip and duplex board.
13.	Ball Pen	Jotter ball Pen of Rynold, Luxor, cello brand or equivalent quality make, (Blue, Black, and Red colour.)
14.	Ball Pen Refill	Jotter Pen refills of Rynold, Luxor, Cello brand or equivalent quality make, (Blue, Black, and Red colour.)
15.	Non Dust Pencil Eraser	Apsara, Faber Castel, Rotring or equivalent quality of reputed company make.
16.	Drawing Pencil	H/HB/2H Pencils of Faber Castel, Rotring, Apsara brand or equivalent quality of reputed company make.
17.	French Curve	Superior quality acrylic plastic sheet (minimum 3.0mm thick) made from heavy weight clear plastic with perfectly smooth, beveled edges, individual protective vinyl case, set of minimum 3 French curves of Nalanda brand, Omega, Faber Castel or equivalent quality of reputed company make.
18.	Roller scale	Omega, Faber Castel, Rotring or equivalent quality of reputed company make with minimum 16 cm length or better.
19.	Clutch Pencil	Faber castle, Rotring, Classmate brand or equivalent quality of reputed company make. Clutch pencil with 0.5 HB lead pencil pack.
20.	Geometry Box	Standard Geometry box with all required set of instruments/items of Classmate, Faber Castel, Navneet, Scholar brand or equivalent quality of reputed company make.
21.	Adjustable Set Square	Nalanda brand or equivalent quality of reputed company make. Medium size unbreakable head moulded, adjustable Set Squares made out of clear transparent virgin acrylic plastic sheet three side beveled inking edge with engraved scale markings with sheet thickness 3.0 mm.

Note : Sample for all items are compulsory with printed broacher or leaflet (if any) with detail specification of the items.


 Principal
 Govt. Engg. College Raipur,
 Raipur (C.C.)

Annexure-II

GOVERNMENT ENGINEERING COLLEGE, RAIPUR (CG)
Format of Techno-commercial Bid

The offer should be submitted in the following format only

Tender No /.....

Raipur, Date:.....

Sr. No.	Name of Items along with Specifications (as per Annexure-I)	Technical Specification which the bidder wants to supply along with printed Catalogue Brochure	Price of the Goods / Equipment	Taxes (VAT, CST etc.)	Cost of the Goods / Equipment including all taxes & Charges	Remarks
1	2	3	4	5	6	7

- Note:-
1. All the above quoted items rate should be in confirmation with the tender conditions.
 2. Attach printed catalogue / Brochure in original for above quoted items along with the samples of all tendered items as per Annexure -I.

Signature

(Name & Full Address of the Firm with Seal)

Undertaking

(To be signed and returned along with the tender)

I/We(FullName).....

Address.....
.....have read the tender rules for the supply of various stores as per tender notice of the Principal Govt. Engg. College, Raipur (CG) and bidding rules supplied to me/us with the bidding documents.

PlaceDate.....

Signature:

(Name & Full Address of the Firm with Seal)