

Government of West Bengal
Office of the Principal
Jalpaiguri Government Engineering College
Jalpaiguri -735102

AMENDED BID DOCUMENT OF NIT No.:JGEC/CPC/EXAM-STATIONARY/2018/01 Date: 15-03-2018

Notice Inviting Tender (Section I)

Office of Issue	: Office of the Principal Jalpaiguri Government Engineering College (JGEC) Jalpaiguri -735102
NIT No.	: JGEC/CPC/EXAM-STATIONARY/2018/01
Date of issue of bid document	: 15-03-2018
Tender Forms Available From	: www.jgec.ac.in
Amended Last date of Receipt	: 18-04-2018 (up to 12'O Clock)
Amended Date of opening of Technical bid	: 18-04-2018 (at 12:30pm)
Amended Date of opening of Financial bid	: 18-04-2018 (at 1:00pm)
Cost of Bid Document	: Rs. 200/- (Rupees two hundred only)
Earnest Money	: Rs. 5000/- (Rupees five thousand only)
Total Estimated Cost	: Rs. 320000/- (Rupees three lakh twenty thousand only)[Approx.]

Sealed limited tenders under two bid systems i.e. "**Technical Bid**" & "**Financial Bid**" are invited from interested and eligible firms for "**Supply of Stationery and other General Items (Even Semester Examination 2018)**" in Jalpaiguri Government Engineering College

The Technical & Financial bids should be sealed by the bidder in separate covers duly superscripted "**Technical Bid -NIT No.: JGEC/CPC/EXAM-STATIONARY/2018/01/Supply of Stationery and other General Items (Even Semester Examination 2018)**" and "**Financial Bid - NIT No.: JGEC/CPC/EXAM-STATIONARY /2018/01/Supply of Stationery and other General Items (Even Semester Examination 2018)**" respectively and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscripted "**NIT No.: JGEC/CPC/EXAM-STATIONARY/2018/01/Supply of Stationery and other General Items (Even Semester Examination 2018)**".

Bidders are advised to go through the tender document carefully and understand various provisions contained therein along with their implications. The tender document is not transferable under any circumstances.

Bidders shall have to deposit Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand only) in the form '**Demand Draft**' drawn on any scheduled bank in favour of "Principal, Jalpaiguri Govt. Engineering College" payable at Jalpaiguri along with the bid.

Intending eligible bidders may obtain a copy of bid document from the website of Jalpaiguri Govt. Engg. College i.e. www.jgec.ac.in/ Portal and the cost of bid document (Rs. 200/-) may be deposited in the form '**Demand Draft**' drawn on any scheduled bank in favour of "Principal, Jalpaiguri Govt. Engineering College" payable at Jalpaiguri along with the bid.

For any clarification regarding any terms and conditions of the tender, bidders may contact to the **Controller of Examination / Store Keeper, Jalpaiguri Govt. Engg. College**

(Section – II)

INSTRUCTIONS FOR SUBMISSION OF TENDER

1. BONAFAIDE BIDDER

The bidder should be bonafide, which shall mean an entity:

- (a) Having a valid Trade Licence certificate;
- (b) Having Permanent Account Number;
- (c) Having GST Registration No. (GSTIN), PTAX Registration;
- (d) Having executed at least two purchase orders for supply of stationery of value not less than fifty thousand in any Central/ State Govt. & Public Sector Undertaking / MNC within the preceding five years as on 15-03-2018;
- (e) Meeting all other requisites laid down in this Section elsewhere.

2. TENDER DOCUMENT

The tender must be submitted through a 'Letter of Submission of Tender' as per Annexure-I in the manner indicated below, failing which the tender is liable to be rejected. Incomplete or conditional tender is also liable to be rejected.

3. SUBMISSION OF TENDERS - TIME LIMIT/MODE

The tender documents duly completed should be submitted in two separate parts. The first part should be sealed in a separate envelope and superscripted as "**Technical Bid - NIT No.: JGEC/CPC/EXAM-STATIONARY /2018/01/Supply of Stationery and other General Items (Even Semester Examination 2018)**". This should contain all the information which would enable Tender Issuing Authority to decide on credentials of the bidders for performing/ doing the job besides EMD (para 4 below) and other documents listed below in **para 4 of Section II** and elsewhere in the Section.

The second part will consist of the "**Financial Bid - NIT No.: JGEC/CPC/EXAM-STATIONARY /2018/01/Supply of Stationery and other General Items (Even Semester Examination 2018)**" and should be superscripted on the second envelope as such. Both the envelopes should be sealed in one envelope and duly superscripted as "**Tender for -NIT No.: JGEC/CPC/EXAM-STATIONARY /2018/01/Supply of Stationery and other General Items (Even Semester Examination 2018)**" and addressed to "The Principal, Jalpaiguri Govt. Engg. College , Jalpaiguri - 735102"

4. THE FOLLOWING DOCUMENTS MUST BE SUBMITTED IN THE TECHNICAL BID

- Letter of Submission of tender.
- Tender document with all pages duly signed and embossed with official seal.
- Demand Draft of Rs. 5,000/ - (Rupees Five Thousand only) towards EMD.
- D. D. of Rs. 200/ - (Rupees two hundred only) towards cost of Bid document
- Copy of a valid Trade Licence certificate
- Copy of PAN Card and Latest IT Return.
- Copy of Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
- Copy of registration certificate for PTAX.
- Copy of Registration No (for Co-operative Societies)
- Copy of Registration No (for S.S.I. Units)
- Documents indicating at least two executed purchase orders for supply of stationery of value not less than fifty thousand in any Central/State Govt. organisation, Public Sector Undertaking/MNC within the preceding five years as on 15-03-2018
- A self-certificate to the effect that the tenderer has not been blacklisted by any Central/State Govt. organisation, Public Sector Units or its contracts have not been terminated on account of poor performance.

5. THE FOLLOWING DOCUMENTS MUST BE SUBMITTED IN THE FINANCIAL BID

The Schedule of Rates (SOR) given at Annexure-IV duly filled in and signed by the bidder, shall be submitted in the 'Financial Bid'.

All rates shall be quoted only in the proper form i.e. in the SOR(Annexure-IV) **inclusive of taxes**. Each page shall be signed in full by the bidder or his authorized signatory as described in paras above.

6. TERMS & CONDITIONS GOVERNING THE CONTRACT

GENERAL TERMS & CONDITIONS

- a. The schedule of rates should be filled in carefully after considering all the aspects of contract **and "Terms & Conditions Governing the Contract"**. No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the bidder had not understood the work envisaged by this tender document. Any overwriting in the schedule of rates should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the bidder or his authorized signatory.
- b. The tender document duly completed as described in para above must reach the designated address up to 12'O Clock **on 18-04-2018** positively.
- c. Sealed tenders shall be submitted either by post/with acknowledgement due or in person. Tenders by Telegram/ Fax will not be considered.
- d. Tenders received after the scheduled date and time shall not be considered under any circumstances.
- e. J.G.E.C. reserves the right to:-
Accept or reject any or all the Technical and financial Bids without assigning any reasons at any point of time and the decision of the JGEC authority will be final. Relax the tender conditions at any stage if considered necessary for the purpose of finalising the contract in the overall interest of JGEC.
Disqualify the bidders blacklisted by Central/State Govts./Public Sector Units or whose contracts have been terminated on account of poor performance.
- f. Each folio of tender document and every supporting documents attached with it shall be signed by the intending bidder or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.
- g. Tenders containing erasures, omissions or alterations are liable to be rejected. If any corrections become necessary these must be made in ink and all such corrections must be attested by full signature of the bidder with seal.
- h. The materials to be supplied should be strictly as per specification. If there is found any dispute such as quantity, quality, specification etc the supplier will be black listed and the payment will be forfeited for the materials so supplied.
- i. The authority may deduct necessary taxes from the payment to the suppliers as per existing laws.
- j. **No interest will be paid on the EMD.**

OPENING OF BIDS:

The technical bids will be opened in the presence of bidders or their authorized representatives **at 12:30pm on 18-04-2018**. The bidder's representatives present at the time of opening of bid shall sign in an attendance register. Authorisation letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening (A Format is given in **Annexure- II**).

Only one representative for any bidder shall be authorized and permitted to attend the bid opening.

The date fixed for opening of bids, if subsequently declared as holiday, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on the next working day, time and venue remaining unaltered.

VALIDITY OF OFFER:

The bidder will be required to keep the offer open for a period of **120 (one hundred and twenty) days** from the last date of submission of tender. It shall be understood that the tender document have been sold/issued to the bidder and the bidder is permitted to tender with the stipulation that after submitting his tender, he shall not rescind his offer or modify the terms and conditions thereof in any manner that is not acceptable to JGEC.

ACCEPTANCE OF TENDER:

- a. The authority for acceptance of the tender documents and tendered rates will rest with the competent authority of JGEC who does not bind himself to accept the lowest or any other tender, nor does he undertake to assign reasons for his decision in this matter.
- b. Acceptance of tendered rates will be communicated through a letter as soon as possible.
- c. All the tender documents submitted by a bidder shall become the property of JGEC and JGEC shall have no obligation to return the same to the bidders.
- d. **Canvassing in connection with tender is strictly prohibited and the tender submitted by the bidder who resorts to canvassing will be liable for rejection.**
- e. If the bidder deliberately gives wrong information or conceals any information/facts in his tender, which shall be favourable for acceptance of his tender fraudulently, then JGEC reserves the right to reject such tender at any stage of execution without any financial liability.
- f. The bidder shall treat the contents of the tender documents as private and confidential

TERMS OF DELIVERY:

Door delivery at Jalpaiguri Government Engineering College, JGEC Campus, Store Section, Jalpaiguri - 735102.

DELIVERY PERIOD:

Within 7 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order.

PAYMENT TERMS:

- (i) 100% payment shall be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.
- (ii) Taxes will be deducted as per applicable rules.
- (iii) **Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017**

GUARANTEE/ WARRANTY:

The contractor shall guarantee that the stores, articles sold/ supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The date of manufacturing of the items supplied will not be more than 3 (Three months) old. The contractor shall guarantee that the said goods/ stores articles would continue to conform to the description and

quality aforesaid for a period of twelve months, from the date of providing of the said goods/ stores / articles to the purchaser.

The decision of the JGEC shall be final as to the quality of the stores and shall be binding upon the bidders and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects. The items/ articles supplied will not be more than 3 months (Three months) old.

The acceptance of articles will be given only when the articles are found up to the specifications given in the tender enquiry and free from all defects. The rejected items must be removed by the bidders from the consignee's premises within 03 days from the date of the information about their rejection. The in-charge stores concerned will take reasonable view of such materials but in no case shall be responsible for any loss, shortage, damage that may occur to it while it is in the premises of the consignee.

EARNEST MONEY:

The bidder will be required to deposit a sum of Rs. 5,000/- (Rupees Five Thousand only) as earnest money along with completed tender documents. The earnest money is towards an undertaking by the bidder that the bidder will not back-out from his offer or modify the terms and conditions thereof in a manner not acceptable to JGEC. Should the bidder fail to observe or comply with the said stipulation, the entire amount shall be liable to be forfeited by JGEC. **No interest will be paid on the EMD.**

JGEC reserves the right to terminate the Agreement any time without assigning any reason/notice.

CRITERIA FOR EVALUATION OF BIDS:

Technical Bid:- The technical bids of the bidders will be opened in the first stage and will be evaluated on following criteria:-

- Letter of Submission of tender.
- Tender document with all pages duly signed and embossed with official seal.
- Demand Draft of Rs. 5,000/- (Rupees Five Thousand only) towards EMD.
- D. D. of Rs. 200/- (Rupees two hundred only) towards cost of Bid document
- Copy of a valid Trade Licence certificate
- Copy of PAN Card.
- Copy of Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017
- Proof of registration for PTAX.
- Copy of latest PTAX, IT return.
- Copy of Registration No (for Co-operative Societies)
- Copy of Registration No (for S.S.I. Units)
- Documents indicating at least two executed purchase orders for supply of stationary of value not less than fifty thousand in any Central/State Govt. organisation, Public Sector Undertaking/MNC within the preceding five years as on 15-03-2018
- A self-certificate to the effect that the tenderer has not been blacklisted by any Central/State Govt. organisation, Public Sector Units or its contracts have not been terminated on account of poor performance.

Financial Bid:- The financial bids will be opened only in respect of those firms, which meet the technical bid criteria mentioned above.

Contract will be awarded to the firms which emerge as **L1** as per price mentioned in SOR, for particular item(s).

ANNEXURE - I
LETTER OF SUBMISSION OF TENDER

To
The Principal /O.I.C.
Jalpaiguri Govt. Engg. College
Jalpaiguri - 735102

Subject: Tender for "Supply of Stationery and other General Items (Even Semester Examination 2018)"

Tender Notice No. _____

Dear Sir,

Subject to the conditions given in the tender documents for the abovementioned contract, I/We hereby tender for the contract for supplying material as Contractor for JGEC for its office at the rates specified in the S.O.R.(Annexure- III) annexed with the documents. I/We hereby certify that I We have examined and am/are fully familiar with all the provisions of the contract documents and I/We are satisfied that they are accurate and agree to abide by all these terms and conditions laid therein.

The following certificates/ documents are enclosed herewith:-

- Tender document with all pages duly signed and embossed with official seal.
- Demand Draft of Rs. 5,000/ - (Rupees Five Thousand only) towards EMD.
- D. D. of Rs. 200/ - (Rupees two hundred only) towards cost of Bid document
- Copy of a valid Trade Licence certificate
- Copy of PAN Card.
- Copy of Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017
- Proof of registration for PTAX.
- Copy of latest PTAX, IT return.
- Copy of Registration No (for Co-operative Societies)
- Copy of Registration No (for S.S.I. Units)
- Documents indicating at least two executed purchase orders for supply of stationary of value not less than fifty thousand in any Central/State Govt. organisation, Public Sector Undertaking/MNC within the preceding five years as on 15-03-2018
- A self-certificate to the effect that the tenderer has not been blacklisted by any Central/State Govt. organisation, Public Sector Units or its contracts have not been terminated on account of poor performance.
- The Schedule of Rates (SOR) duly filled and signed is enclosed in a separate sealed envelope as Financial Bid.

I/We do hereby declare that the entries made in the tender and annexure attached therein are true.

Yours faithfully,

Signature of Bidder

Name: _____

Mobile/Tel No.: _____

Address : _____

ANNEXURE - II**NIT No.: JGEC/CPC/EXAM-STATIONARY/2018/01****LETTER OF AUTHORISATION FOR ATTENDING BID OPENING****Subject: Authorization for attending bid opening of Tender for Supply of Stationery & other general items.**

A person is hereby authorised to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Name & Specimen Signature of Bidder

Or

Officer authorised to sign the bid documents on behalf of the bidder.

Note:

1. Only one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representative are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

ANNEXURE-III
NIT No.: JGEC/CPC/EXAM-STATIONARY/2018/01

CHECKLIST and the order in which the documents are to be submitted for the Technical Bid

Please check whether all the below mentioned documents have been supplied for participating in the tender for hiring of vehicles. The documents are to be submitted in descending order.

SL	Documents	Page No
1.	Letter Of Submission Of Tender (Annexure I)	
2.	Tender Document with all pages duly signed and embossed with official seal	
3.	Demand Draft of Rs. 5,000/- (Rupees Five thousand only) towards EMD	
4.	Demand Draft of Rs. 200/- (Rupees two hundred only) towards cost of Bid document	
5.	Copy of a valid Trade Licence certificate	
6.	Copy of PAN Card.	
7.	Copy of registration certificate for GST, PTAX.	
8.	Copy of latest PTAX, IT return.	
9.	Copy of Registration No (for Co-operative Societies)	
10.	Copy of Registration No (for S.S.I. Units)	
11.	Documents indicating at least two executed purchase orders for supply of stationary of value not less than fifty thousand in any Central/State Govt. organisation, Public Sector Undertaking/MNC within the preceding five years as on 15-03-2018	
12.	A self-certificate to the effect that the tenderer has not been blacklisted by any Central/State Govt. organisation, Public Sector Units or its contracts have not been terminated on account of poor performance.	
13.	Letter of authorisation for attending bid opening (Annexure II)	
14.	Any Other document (please specify)	
15.	Schedule of Rates (Annexure IV)	

Bidders to ensure

- A. That all pages have been stamped and signed by the authorized person(s).
- B. That all the pages have been numbered.
- C. That all the documents are legible (clearly readable).

SL NO.	Bidder to ensure	Yes/ No
1.	That all pages have been stamped and signed by the authorized person(s).	
2.	That all the pages have been numbered.	
3.	That all the documents are legible (clearly readable).	

ANNEXURE-IV**(To be kept in a separate envelope)****NIT No.: JGEC/CPC/EXAM-STATIONARY/2018/01****SCHEDULE OF RATES (S.O.R.) TO BE QUOTED FOR SUPPLY OF STATIONERY AND OTHER GENERAL ITEMS (EVEN SEMESTER EXAMINATION 2018)**

Sl. No.	Name of the Item	Unit	Required Unit (Approx.)	Unit Rate (in Rs.) Inclusive of all Taxes	Total Amount (in Rs.) Inclusive of all Taxes
1	Answer Script 36 pages with printing on all the pages, EC punching in every leaf, Centre stitch by two staples, a unique serial number of 5 digits in front page in red ink, weight not less than 65 grams.	Script	14000		
2	Answer Script 8 pages with printing on front page only, Centre stitch by two staples, weight not less than 14 grams.	Script	15000		
3	Answer Script 12 pages with printing on front page only, EC punching in every leaf, Centre stitch by two staples, weight not less than 21 grams.	Script	8000		
4	A4 Paper not less than 80 gsm	Pkt.	40		
5	A3 Paper not less than 100 gsm	Pkt.	1		
6	Bond A5 Paper 100 gsm with water mark (yellow/silver color) (Watermark of printing must be collected from COE)	Sheet	3000		
7	Executive Bond A4 Paper pink color 100gsm with watermark and one side printed (Watermark and Subject text of printing must be collected from COE)	Sheet	3000		
8	Executive Pads with water marking and printed text on every leaf.(Watermark and Subject text of printing must be collected from COE); Size:21.00cm x 29.70cm; 100 pages; Paper Quality: Not less than 80gsm	Pcs.	3		
9	Paper Block Pad; Size:21.00cm x 29.70cm; Colour: Blue; 200 pages; Paper Quality: Not less than 75gsm Each page contains a pre-formated printing (Printing Content must be collected from COE)	Pcs.	20		
10	Paper Block Pad; Size:21.00cm x 29.70cm; Colour: Yellow; 200 pages; Paper Quality: Not less than 75gsm; Each page contains a pre-formated printing (Printing Content must be collected from COE)	Pcs.	20		
11	Printed Provisional Certificate Pad; Each pad contains 200 leaves; Each leaf of A4 size and 200gsm (Printing sub. must be collected from COE)	Pcs.	10		

Sl. No.	Name of the Item	Unit	Required Unit (Approx.)	Unit Rate (in Rs.) Inclusive of all Taxes	Total Amount (in Rs.) Inclusive of all Taxes
12	Printed Degree Certificate sheet; Each sheet of A4 size, one side glossy and not less than 120 gsm; (Sub. text of printing must be collected from COE)	Sheet	2000		
13	Graph Paper Semi logSize-A4; Not less than 70 gsm	Sheet	4000		
14	Graph Paper PlainSize-A4; Not less than 70 gsm	Sheet	4000		
15	Drawing Sheet; Size-A1; Not less than 110 gsm	Sheet	300		
16	Toner Cartridge for Canon NPJ 28 (Subject to verification by Canon Authorized Technician at the delivery place)	Pcs.	10		
17	Ink for Epson L565(Colour: Black)	Bottle	12		
18	Ink for Epson L565(Colour: Blue)	Bottle	2		
19	Ink for Epson L565(Colour: Pink))	Bottle	2		
20	Ink for Epson L565(Colour: Yellow)	Bottle	4		
21	Toner Cartridge 88A HP	Pcs.	2		
22	Colour Toner Cartridge for MFP HP Laser jet Printer (Model: PRO MFP M176n)	Set	1		
23	Canon Photocopier Drum((Model: IMAGE RUNNER 2420L)	Pcs.	1		
24	Four Flapper Office File (with binding cloth) Size: 25.50 cm x 34.50 cm; Material used: premium grade flap cardboard of 420gsm and marble finished.	Pcs.	50		
25	Index File(Lever Arch File); Fitted and unfitted machine; Size:8cm x 34cm x 26.50cm [Oxford, Ambassador, Deep]	Pcs.	10		
26	Cloth Duster (24"x24")	Pcs.	30		
27	Gusseted Plastic Bag with sealing tape One side printed (Subject text of printing must be collected from COE) Width of Bag (Out side Dimension) = 12" Depth (From Front to Back) = 10" Length of Bag (Or Height) = 15" (excluding Sealing Portion) Thickness of Single Layer : Not less than 400 gauge(100 micron) 5 Different Colours (Each colour group of 300 piece)	Pcs.	1500		
28	Good quality Cloth Lined Envelope (13"X18")	Pcs.	100		

Sl. No.	Name of the Item	Unit	Required Unit (Approx.)	Unit Rate (in Rs.) Inclusive of all Taxes	Total Amount (in Rs.) Inclusive of all Taxes
29	Good quality Cloth Lined Envelope with one side printed (13"X18"); (Sub. text of printing must be collected from COE)	Pcs.	200		
30	Good quality Envelope (12"X5")(Brown-200 and White-200)	Pcs.	400		
31	Stapler Pin Big [Kangaro-Munix:24/6-1M][1000 staples(20*50)]	Pkt.	20		
32	Stapler Pin Small[Kangaro-Munix:No. 10-1M][1000 staples(20*50)]	Pkt.	30		
33	Good quality liquid Gum(300ml)[CAMEL,Supreme]	Pcs	3		
34	Good quality White Adhesive (500gms) [Fevicol MR]	Pcs	1		
35	Blue gel pen(Link/Reynolds/Montex)	Pcs.	30		
36	Red gel pen(Link/Reynolds/Montex)	Pcs.	30		
37	Best Quality Thread (Sutli).	Kg	2		
38	Cello TapeTransparent 2 inch 65 metre Strong Adhesive [3M Tough, Premium Wonder, Scotch]	Pcs.	15		
39	Refilling ink in of old self inking stamps	Pcs.	5		
40	Fine Tip Permanent Marker (Black, Blue, Red, Green); 5 pieces of Each Colour[Luxar, Camlin, Reynolds, Faber Castell]	Pcs.	20		
41	Whitening Pen [Luxar, Camlin, Reynolds, Faber Castell]	Pcs.	4		
42	Plastic Folder Transparent with snap button A4 size [Saya, ALPINE]	Pcs.	50		

Note: Quantity may vary at the time of placing the order.

(Dr. Amitava Ray)
Principal
Jalpaiguri Govt. Engg. College
Jalpaiguri