

GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
JALPAIGURI GOVERNMENT ENGINEERING COLLEGE, JALPAIGURI 735102, WEST BENGAL
Website: www.jgec.ac.in Phone: 03561-255131 Fax: 03561-256143

Notice for Quotation to Procure Goods, Materials, Hiring of Works , Hiring of service in relation to Convocation' 2017

Ref. no. RSTC/1/2018/11/printing

Dated: 17.11.2018

The College invites sealed quotations from reputed Companies / Suppliers / Service provider agencies for procurement of Goods, Materials, Hiring of Works , Hiring of service in relation to RSTC, 2018 as stated below. The interested Companies / Suppliers / Service provider Agencies may submit their Quotations / bid documents in prescribed format. Details of Specification for procurement of Goods, Materials, Hiring of Works , Hiring of service System & estimated quantities are as follows:-

Sl. No	Item name	Item Specifications	Quantity
1.	Certificate	Printing of certificate for paper presenter with 300gsm Art paper	250 nos.
2.	Certificate	Printing of certificates for best papers with 300 gsm Imported art paper	80 nos.
3.	Invitation Card	Printing of Invitation card of A4 size 100 gsm paper in multicolor with printed envelope	100 nos.
4.	Writing Pad	Minimum 30 Pages of half of A4 size,	350 nos.
5.	Program Schedule	Printing of program schedule (7 inch X 9.5 inch) with multicolor cover page printing and 20 pages dummy paper both side printing.	300 nos.
6.	I Card	Printing of I card for participant with transparent cover and robe in multicolor.	250 nos.
7.	I Card	Printing of I card for delegates with transparent cover and robe in multicolor.	50 nos.
8.	I Card	Printing of I card for Organizers with transparent cover and robe in multicolor.	100 nos.
9.	Food Coupon	Printing of Food coupon in multicolor	1000 nos.
10.	Printing of Abstract	Printing of Abstract of half of A4 size with multi color cover page and 10 pages multicolor print and total 160 pages inner page print in both side with minimum 80 gsm gloss paper.	350 nos.
Printing of Banners, printing of Certificates, printing of invitation card and design of badges will be as per instruction of the sectional head. So the suppliers are requested to contact Mr. Dhiman Mondal, HOD, CSE in this regard (sectional head).			

Qualification Conditions:

- Bidder should be registered Firm / Company / Establishment
- Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, Commercial Tax Clearance/V.A.T. / GST Certificate and other taxes (whichever applied)
- Bidders should have relevant credentials

Delivery Place / Works site:

Bidder will supply and deliver the materials / Works / service with requisite number at JGEC premises.

Bid Price:

- The Bid Price shall be in Rs. and including all Taxes and other levies such as the transportation expenses , no extra price is payable by the college. Bidder must quote the item wise.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account.

Validity Quotation:

Quotation shall remain valid for a period not less than 30 days after the deadline dates specified for submission.

The followings must be Submitted with the Quotations/Bid:

1. Copy of Establishment Registration Certificate/ valid Trade licence in relevant field
2. Copy of PAN and copy of latest return
3. Copy of GST
4. Copy of PTAX enrolment certificate and copy of latest paid challan of PTAX
5. Detailed office address of the Agency with Office Telephone, Number, Fax Number and Mobile Number and name of the contact person

Evaluation of Quotations:

- a) The purchaser will evaluate all the items taken together and bidder has to quote for all items in a block and compare quotations determined to be substantially responsive(all the items) i.e. a) they are properly signed.
- b) Confirm to terms, conditions, specifications and qualifications and qualifications conditions.

Award of Contract:

The purchaser will award the contract to the bidder whose quotations has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price. **Order will be placed to a single party for all the items,**

The bid document may also be downloaded from our web-site : www.jgec.ac.in

All documents must be submitted to the Office of the Principal on or before **26.11.2018 till 2.00 PM** in sealed envelope and marked with “**Quotation for Procurement of Goods, Materials, Hiring of Works , Hiring of service-Convocation-2017**”. All sealed quotations received till then will be opened on the same day before the bidder or their representative who wish to be present, in the office **at 3.00 P.M.**

CHECK LIST FOR BIDDERS / APPLICANTS

01. The Bidder should ensure that all documents and papers submitted in this BID are fully authenticated by the authorized signatory under his signature with official seal where ever applicable.

The following documents form should be submitted with BID:

Sl. No	Documents to be submitted	Documents Submitted (Y/N)
1	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory	
2	Statement indicating experience of supplying such items & working with Govt. Ministries/ Departments/PSUs, etc.	
3	Attested copy CST	
4	Attested copy of PAN/Number.	
5	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT if applicable.	
6	Bid Form	

Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

The bidder whose bid is accepted will be notified of the award of contract by the purchaser.

The terms of the accepted offer shall be incorporated in the supply order. The validity period may be extended by the purchaser by another 15 day in exceptional cases.

11. Other Terms & Conditions:

- (a) The College reserves the right to postpone/cancel the bid, the bidder will have to abide with the decision.
- (b) Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply (certified by the committee constituted for the purpose). Personnel in Charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of payment.
- (c) No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.
- (d) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied with IFQ.
- (e) Successful bidder will have to enter into an agreement with this Campus for timely execution of the Purchase order.
- (f) No payment will be made for any damage of goods supplied.
- (g) We look forward to receiving your quotations and thank you for your interest in this project.

Principal/JGEC

FORMAT OF BID Form

Supplier ref. no.

dated:

Name of the Firm:

Quotation for procurement of Goods, Materials, Hiring of Works , Hiring of service in relation to RSTC' 2018

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Sl. No	Item name	Item Specifications /Features with brand	Quantity	Offered price in Rs. including all

Total

(Total Amount in Rupees only)

We agree to supply the above mentioned items / works in accordance with technical specification for total contract price of (In words Rupees.....) including taxes, Transportation etc. within one week of the issue of supply order.

2. We also confirm that the normal commercial warrantee/guarantee shall apply to the supplied items.

3. We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name: Designation:

Address:

Contact No.:

Date: