

**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE PRINCIPAL**  
**JALPAIGURI GOVERNMENT ENGINEERING COLLEGE, JALPAIGURI 735102, WEST BENGAL**  
Website: [www.jgec.ac.in](http://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 3rd Regional Science & Technological Congress (RSTC-Northern Region)**

*Ref. no. RSTC/2018/1/food/5*

*Dated: 20.11.2018*

The College invites sealed quotations from reputed Catering service provider/agencies for procurement of Goods, Materials, Hiring of Works , Hiring of service in relation to 3rd Regional Science & Technological Congress (Northern Region), on 12th& 13th December, 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
01	Foods and associated items to arrange Break Fast, Tea, High Tea, Coffee on Day-1 (12/12/2018) & Day-2 (13/12/2018)	<p><b>1. Complete arrangement of Break Fast Packets, Tea, Coffee, &amp; Biscuits on 12<sup>th</sup> and 13<sup>th</sup> Dec, 2018 at the event venue with following items ( at Venue-2) :</b></p> <p><b>Day-1 (12/12/2018): Break Fast:</b>  i) One Britannia Fruit Cake (Big size of price around 20/-), ii) One Boiled egg, iii) One Banana, iv) One Apple/ Orange, v) One dry Sweet</p> <p><b>Day-2 (13/12/2018): Break Fast:</b>  i) Bread Toast ii) One small size butter cube, iii) One sachet Jam iii) One Boiled egg, v) One dry Sweet, vi) One Fruiti/ Fruit juice pouch pack (200ml).</p> <p><b>2. Complete arrangement of Special High Tea on 12<sup>th</sup> Dec at 12:00 Noon, with following items:</b>  i) Roasted Casement, ii) Cream Biscuit, iii) one Dry Sweet(Sugar Free), iv) Panner Pakoda, Fruit Juice, Tea &amp; Coffee</p> <p><b>3. Complete arrangement of High Tea on 13<sup>th</sup> Dec at 7:30 pm, with following items:</b>  i) Chicken Pakoda, ii) Veg Momo, , ii) Biscuits, iii) Tea &amp; Coffee.</p> <p><b>4. Tea &amp; Coffee with biscuits 2 times on each day</b></p> <p><b>5. 20 litre Water Drums with dispenser</b></p>	<p><b>400 Break Fast Packets on 12/12/2018 &amp; 250 Break Fast Packets On 13/12/2018</b></p> <p><b>100 heads on 12/12/2018 &amp;</b></p> <p><b>100 heads On 13/12/2018</b></p> <p><b>2 nos. on Day-1 (12/12/2018) During Break Fast &amp;</b></p> <p><b>2nos. on Day-2 (13/12/2018) During Break Fast</b></p>

		<p><b>Complete work in all respect, including supply, distribution, mobilization of food items with adequately maintained hygiene, paper napkins and disposal, restoration of the sites in original state.</b></p> <p><b>Competent skilled person(s) should be present all the time to provide uninterrupted service at the venue on 12<sup>th</sup> and 13<sup>th</sup> Dec, 2018.</b></p>		
--	--	---	--	--

**Qualification Conditions:**

- a) Bidder should be registered Firm / Company / Establishment  
b) 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)

**Delivery Place / Works site:**

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

**Bid Price:**

- a) The Bid Price shall be in Rs. and including all Taxes and other levies such as the transportation expenses, wages of support staffs, no extra price is payable by the college. Bidder must quote item wise.  
b) 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 date specified for submission.

**The followings must be Submitted with the Quotations/Bid:**

1. Copy of Establishment Registration Certificate/ valid Trade license in relevant field
2. Copy of documents in support of the credential (experience of executing similar type services)
3. Copy of PAN and copy of latest return
4. Copy of GST
5. Copy of PTAX enrolment certificate and copy of latest paid challan of PTAX
6. Detailed office address of the Agency with Office Telephone, Number, Fax Number and Mobile Number and name of the contact person.

**Evaluation of Quotations:**

- The purchaser will evaluate and compare quotations determined to be substantially responsive i.e.a) 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.

The bid document may also be downloaded from our web-site :[www.jgec.ac.in](http://www.jgec.ac.in)

All documents must be submitted to the Office of the Principal on or before **30.11.2017 till 2.00 PM** in sealed envelope and marked with **Quotation for "Procurement of Goods, Materials, Hiring of Works , Hiring of service-RSTC-Northern Region-2018.** 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 wherever 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 of GST	

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 quotation 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) Total responsibility of the Goods, Materials in the site will be with the party only, College is not responsible any way for damages, pilferage or loss of Goods, Materials, etc. 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 3rd Regional Science & Technological Congress (Northern Region), on 12th& 13th December, 2018 to be held in **Jalpaiguri Govt.***

**Engg. College**

**Ref. no. RSTC/2018/1/food/5**

**Dated: .11.2018**

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

**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: