

**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 Award Ceremony' 2018**

**Ref. no. AWARD/2/2018/11/Chair-flower-carpet**

**Dated: 20.11.2018**

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 Convocation' 2017 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	i. Hiring of Chairs, Tables, Lamp stand, Podium, Sofa	VIP Chairs: 350 nos., PVC Chairs with cover : 250 nos. Sofa: 12 nos., VVIP Chairs: 12 nos. Tables: 18 nos. Big Lamp stand ( Prodip stand / golden diya ) : 01 nos., Podiums( 02 nos.)fin the Collegiate Auditorium: Hall size: Length: 110 ft, width:45ft, height: 20ft. Stage size: Length: 45 ft, width:25ft, height: 15ft.	Full set
	ii. Flower decoration	Decoration with the followings: a. Two entry gates outside the Auditorium (i) at the entry of workshop (ii) 60 ft ahead of the previous one with flowers b. Stage decoration, Hall decoration and Wall decoration with silken clothes & flowers, Supply of bouquets for VIPs( 10 nos. King size, 10 nos. Queen size) & Table flower vase with flower: 10 nos. c. Flower tubs: 100 nos.	
	iii. Hiring of Carpet	Total Auditorium floor( 110'), workshop corridor and road upto 1 <sup>st</sup> gate to be covered with green carpet, Stage with blue carpet. Walkway ( Passage) on the auditorium floor, workshop corridor( 150') and road(150') upto 1 <sup>st</sup> gate to be covered with 6' wide red carpet: 200, with red carpet ( 300'x6'), fittings	
		Corridor: Road from the first entry gate to Auditorium entry. For all the above three works including fittings, fixtures, mobilization of resources / goods/ articles/ erection, installation , dismantling, disposal, regaining of the sites in original state. System should be sufficiently strong, stable and waterproof.	
		<i>Supply and installation will be as per instruction of the sectional head with a good quality material. So the suppliers are requested to contact Mr. Chinmoy Ghosh, CSE in this regard ( sectional head).</i>	

**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 , no extra price is payable by the college. Bidder must quote the 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 datespecified 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 PAN and copy of latest return
3. Copy of GST Copy of PTAX enrolment certificate and copy of latest paid challan of PTAX
4. Detailed office address of the Agency with Office Telephone, Number, Fax Number and Mobile Number and name ofthe 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.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 the three items,**

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 **28.11.2018 till 2.00 PM**insealedenvelope and marked with “**Quotation for Procurement of Goods, Materials, Hiring of Works , Hiring of service-Convocation-2017**”. All sealed quotations received till thenwill be opened on the same day before the bidder or their representative who wish to bepresent, 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 fullyauthenticated by the authorized signatory under his signature with official seal whereverapplicable.

The following documents form should be submitted with BID:

Sl. No	Documents to be submitted	DocumentsSubmitted (Y/N)
1.	All pages of this BID document should be dulysigned by the authorized signatory as a token ofacceptance of all terms and conditions by thebidder. Any other document submitted by thebidder should also be signed by the authorizedsignatory	
2.	Statement indicating experience ofsupplying such items & working with Govt.Ministries/ Departments/PSUs, etc.	
3.	Attested copy of VAT/CST/Service TAXRegistration number, if applicable.	
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 ifapplicable.	
6.	Bid Form	

Not withstanding the above, the purchaser reserves the right to accept or reject anyquotations and to cancel the bidding process and reject all quotations at any time prior to theaward 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 periodmay 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 willhave 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 inCharge will certify the quality and quantity of the items supplied/ work done as perspecifications 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 otherterms and conditions.
- (d) Quotation may be submitted on the printed letter head of the bidder in the prescribed formatsupplied with IFQ.
- (e) Successful bidder will have to enter into an agreement with this Campus for timelyexecution 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 thisproject.

Principal/JGEC

1. College Notice Board
2. College website [www.jgec.ac.in](http://www.jgec.ac.in)
3. District Magistrate office
4. Panchayat office
5. ZillaParishad
6. Guard file

**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 Convocation' 2017*

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**Dated: 20.11.2018**

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:

