

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

Memo No. JGEC/PGEQUIP/183(Sanc.)/ST/P/S&T/6G-33/2017/CE/03 Date: 07-05-2019

**Notice Inviting Quotation
(Section I)**

Office of Issue:	Office of the Principal Jalpaiguri Government Engineering College (JGEC) Jalpaiguri -735102
NIQ No.:	JGEC/PGEQUIP/183(Sanc.)/ST/P/S&T/6G-33/2017/CE/03
Date of issue of bid document:	07-05-2019
Quotation Forms Available From:	www.jgec.ac.in
Last date of Receipt:	20-05-2019 (up to 12'O Clock)
Date of opening of Technical bid:	20-05-2019 (at 12:30pm)
Date of opening of Financial bid:	20-05-2019 (at 1:00pm)
Cost of Bid Document:	NIL
Earnest Money:	NA
Total Estimated Cost:	Rs. 90,000/- (Rupees Ninety thousand only)[Approx.]

Sealed limited quotations as "**Technical & Financial Bid**" are invited from interested and eligible firms for "**Supply of instrument/equipment for the WBDHESTB research grant in CE Department, JGEC**" in Jalpaiguri Government Engineering College. The Technical & Financial bids should be sealed by the bidder in cover duly superscripted "**Technical & Financial Bid - NIQ No.: JGEC/PGEQUIP/183(Sanc.)/ST/P/S&T/6G-33/2017/CE/03/Supply of instrument/equipment for the WBDHESTB research grant in CE Department, JGEC**". Bidders are advised to go through the quotation document carefully and understand various provisions contained therein along with their implications. The quotation document is not transferable under any circumstances. Intending eligible bidders may obtain a copy of bid document from the website of Jalpaiguri Govt. Engg. College i.e.,www.jgec.ac.in.

For any clarification regarding any terms and conditions of the Quotation, bidders may contact to the **Dr. Arghadeep Biswas, Principal Investigator, Department of Civil Engineering, Jalpaiguri Govt. Engg. College.**

**(Section – II)
INSTRUCTIONS FOR SUBMISSION OF QUOTATION**

1. BONAFIDE BIDDER

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

- a) Having a valid "Certificate of Incorporation"/ "Trade License".
- b) Having PAN, GST Registration (GSTIN) and PTAX Registration (if applicable);

Technical documents must contain the following for each of the Item for which bidder is willing to quote:

- a. Name of Item, with Make and model no (desirable)
- b. Detailed Technical Specification
- c. Comprehensive on-site Warranty for at least one year or as specified.
- d. Bidder's relevant credentials.

2. QUOTATION DOCUMENT

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

3. SUBMISSION OF QUOTATIONS - TIME LIMIT/MODE

The quotation documents duly completed should be submitted in an envelope superscripted as "**Technical & Financial Bid - NIQ No.: JGEC/PGEQUIP/183(Sanc.)/ST/P/S&T/6G-33/2017/CE/03/Supply of instrument/equipment for the WBDHESTB research grant in CE Department, JGEC**". This should contain all the information which would enable Quotation Issuing Authority to decide on credentials of the bidders for performing/ doing the job and other documents listed below and elsewhere in the document.

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

- Letter of Submission of Quotation.
- Quotation document with all pages duly signed and embossed with official seal.
- Copy of a valid Trade Licence certificate, Copy of PAN Card and Latest IT Return available.
- Copy of Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 and Copy of registration certificate for PTAX (if applicable).
- Copy of Registration No (for Co-operative Societies)/Copy of Registration No (for S.S.I. Units).
- Technical documents must contain the following for each of the Item for which bidder is willing to quote:
 - i. Name of Item, with Make and model no (desirable)
 - ii. Detailed Technical Specification
 - iii. Comprehensive on-site Warranty for at least one year or as specified.
 - iv. Bidder's relevant credentials.

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

The Schedule of Rates (SOR) given at Annexure-VI duly filled in and signed by the bidders, shall be submitted in the 'Financial Bid'. All rates shall be quoted only in the proper form i.e. in the SOR (Annexure-VI) **inclusive of taxes and should not exceed the MRP**. While considering the GST, the GST Exemption mentioned in notification No. "**47/2017-Integrated Tax (Rate)**" **dated 14.11.2017, of Ministry of Finance, Govt. of India**, may be considered (as the items are for use in research work and in teaching purposes and not for any commercial use). 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 quotation 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 quotation document duly completed as described in paras above must reach the designated address up to 12'O Clock **on 20-05-2019** positively.
- c. Sealed quotations shall be submitted either by post/with acknowledgement due or in person. Quotations by Telegram/ Fax will not be considered.
- d. Quotations 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 or part of 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 quotation 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 Govt./Public Sector Units or whose contracts have been terminated on account of poor performance.
- f. Each folio of quotation 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. Quotations 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.

OPENING OF BIDS:

The bids will be opened in the presence of bidders or their authorized representatives **at 12:30pm on 20-05-2019**. 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 quotation. It shall be understood that the quotation document have been sold/issued to the bidder and the bidder is permitted to quote with the stipulation that after submitting his quotation, he shall not rescind his offer or modify the terms and conditions thereof in any manner that is not acceptable to JGEC.

ACCEPTANCE OF QUOTATION:

- a. The authority for acceptance of the quotation documents and quoted rates will rest with the competent authority of JGEC who does not bind himself to accept the lowest or any other quotation, nor does he undertake to assign reasons for his decision in this matter.
- b. Acceptance of quoted rates will be communicated as soon as possible.
- c. All the quotation 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 quotation is strictly prohibited and the quotation 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 quotation, which shall be favourable for acceptance of his quotation fraudulently, then JGEC reserves the right to reject such quotation at any stage of execution without any financial liability.
- f. The bidder shall treat the contents of the quotation documents as private and confidential.

TERMS OF DELIVERY:

Door delivery at Jalpaiguri Government Engineering College, JGEC Campus, Department of Civil Engineering, Jalpaiguri - 735102.

DELIVERY PERIOD:

Free delivery, including installation and commissioning, within 15 days of the placement of confirmed supply order on the firm or as stipulated in the Supply/Purchase Order. Part delivery will not be entertained.

PAYMENT TERMS:

- (i) Payment shall be released on satisfactory receipt of the goods/articles ordered. However, performance security as per WBFR will be retained during the period of warranty as performance guarantee. 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 specifications and particulars contained/mentioned in the Quotation 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 **Quotation enquiry and free from all defects**. The rejected items must be removed by the bidders from the consignee's premises within 07 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.

Liquidated Damages shall be levied in case of delay in the delivery of goods or completion of Works and shall be levied at the rate of 2% per month of delay or part thereof. Liquidated Damages will be subject to a ceiling of 10% of the contract price and shall be levied by way of Pre-estimated damages and not by way of penalty.

The Goods under supply must be fully insured against any loss or damages during transit or storage or during commissioning or installation.

There could be circumstances/events where the supplier/contractor may not be in a position in spite of his best efforts, to meet the delivery/completion schedule due to events beyond their control and not foreseeable such as wars, riots, fires, floods, epidemics, other natural calamities, quarantine restrictions and freight embargo etc. In such cases suitable delivery extensions based on merit of the case may be granted for arranging the delivery of goods or completion of works on the basis of written application by the supplier / contractor at the discretion of the college authority. Also the supplier shall not be made liable for forfeiture of performance security, liquidated damages or termination of contract as per provisions made in the contract elsewhere due to reasons for delay mentioned above.

The supplier/contractor should have proper and valid licensee / right to the use of and/ or supply the product/ services for their design, material or manufacturing and it's patent, trademark or industrial design rights in the purchaser's country. The supplier/contractor should safeguard the interest of the purchaser from any third party claim towards the infringement of it and indemnify the purchaser. **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 evaluated on following criteria:-

- Letter of Submission of Quotation.
- Quotation document with all pages duly signed and embossed with official seal.
- Copy of a valid Trade Licence certificate, Copy of PAN Card and Latest IT Return available.
- Copy of Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 and Copy of registration certificate for PTAX (if applicable).
- Copy of Registration No (for Co-operative Societies)/Copy of Registration No (for S.S.I. Units).
- Technical documents must contain the following for each of the Item for which bidder is willing to quote:
 - i. Name of Item, with Make and model no (desirable)
 - ii. Detailed Technical Specification
 - iii. Comprehensive on-site Warranty for at least one year or as specified.
 - iv. Bidder's relevant credentials.

Financial Bid:-

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 QUOTATION**

To,
The Principal,
Jalpaiguri Govt. Engg. College,
Jalpaiguri- 735102.

Subject: Quotation for "**Supply of instrument/equipment for the WBDHESTB research grant in CE Department, JGEC**"

NIQ No. : JGEC/PGEQUIP/183(Sanc.)/ST/P/S&T/6G-33/2017/CE/03

Dear Sir,

Subject to the conditions given in the quotation documents for the above mentioned contract, I/We hereby quotation for the contract for supplying material as Contractor for JGEC for its office at the rates specified in the S.O.R.(Annexure- V) 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 am/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:-

- Letter of Submission of Quotation.
- Quotation document with all pages duly signed and embossed with official seal.
- Copy of a valid Trade Licence certificate, Copy of PAN Card and Latest IT Return available.
- Copy of Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 and Copy of registration certificate for PTAX (if applicable).
- Copy of Registration No (for Co-operative Societies)/Copy of Registration No (for S.S.I. Units).
- Technical documents must contain the following for each of the Item for which bidder is willing to quote:
 - i. Name of Item, with Make and model no (desirable)
 - ii. Detailed Technical Specification
 - iii. Comprehensive on-site Warranty for at least one year or as specified.
 - iv. Bidder's relevant credentials.
- A self-certificate to the effect that the Bidder 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 Rate (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 Quotation and annexure attached therein are true.

Yours faithfully,

Signature of Bidder

Name: _____

Mobile/Tel No.: _____

Address : _____

ANNEXURE - II**NIQ No.: JGEC/PGEQUIP/183(Sanc.)/ST/P/S&T/6G-33/2017/CE/03****LETTER OF AUTHORISATION FOR ATTENDING BID OPENING****Subject: Authorization for attending bid opening of Quotation for "Supply of instrument/equipment for the WBDHESTB research grant in CE Department, JGEC".**

A person is hereby authorised to attend the bid opening for the quotation 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 (Authorization must be submitted).

Note:

1. Only one representative will be permitted to attend bid opening. Alternate representative may 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
NIQ No.: JGEC/PGEQUIP/183(Sanc.)/ST/P/S&T/6G-33/2017/CE/03

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 quotation for hiring of vehicles. The documents are to be submitted in descending order.

SL	Documents	Page No
1.	Letter Of Submission Of Quotation (Annexure I)	
2.	Quotation Document with all pages duly signed and embossed with official seal	
3.	Copy of a valid Trade Licence certificate	
4.	Copy of PAN Card, registration certificate for GST, PTAX etc.	
5.	Copy of IT return.	
6.	Copy of Registration No (for Co-operative Societies)/ Copy of Registration No (for S.S.I. Units)	
7.	List of clients to whom same or similar type of item has/have been supplied (credential).	
8.	A self-certificate to the effect that the Bidder 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.	
9.	Letter of authorisation for attending bid opening (Annexure II)	
10.	Any Other document (please specify)	
11.	Schedule of Rates (Annexure IV)	
12.	Name of Item, with Make and model no (desirable)	
13.	Detailed Technical Specification	
14.	Comprehensive on-site Warranty for at least one year or as specified.	
15.	Annexure - V	

Bidders to ensure

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
NIQ No.: JGEC/PGEQUIP/183(Sanc.)/ST/P/S&T/6G-33/2017/CE/03

A self-certificate

To,
The Principal,
Jalpaiguri Govt. Engg. College,
Jalpaiguri- 735102.

**Subject: A self-certificate for Quotation of "Supply of instrument/equipment for the
WBDHESTB research grant in CE Department, JGEC"**

Quotation Notice No. JGEC/PGEQUIP/183(Sanc.)/ST/P/S&T/6G-33/2017/CE/03

Dear Sir,

This is to certify that the undersigned bidder 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.

Yours faithfully,

Signature of Bidder

Name: _____

Mobile/Tel No.: _____

Address : _____

ANNEXURE –V
NIQ No.: JGEC/PGEQUIP/183(Sanc.)/ST/P/S&T/6G-33/2017/CE/03

MODEL FORM OF WARRANTY CLAUSE

(See Clause 11(a) of Rule 47 of W.B.F.R. – I)

The contractor/seller hereby declares that the goods/stores/articles sold to the buyer under this contract shall be of the best quality (and workmanship) and shall be strictly in accordance with the specifications and particulars contained/mentioned in the clause _____ hereof and the Contractor/seller hereby guarantees that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of _____ days/months from the date of delivery of the said goods/stores/articles to the Purchaser and that notwithstanding the fact that the Purchaser (Inspector) may have inspected and/or approved that said goods/stores/articles, if during the aforesaid period of _____ days/months the said goods/stores/articles be discovered not to conform to the description and quality aforesaid or have deteriorated (and the decision of the Purchaser in that behalf will be final and conclusive) the Purchaser will be entitled to reject that said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality. On such rejection the goods/articles/stores will be at the Seller's risk and all the provisions herein contained relating to rejection of goods etc. shall apply. The contractor/seller shall, if so called upon to do, replace the goods etc. or such portion thereof as is rejected by the Purchaser otherwise the contractor/seller shall pay to the purchaser such damages as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Purchaser in that behalf under this contract or otherwise.

Signature of Bidder

Name: _____

Mobile/Tel No.: _____

Address : _____

ANNEXURE-VI
(To be kept in a separate envelope)

NIQ No.: JGEC/PGEQUIP/183(Sanc.)/ST/P/S&T/6G-33/2017/CE/03

SCHEDULE OF RATE (S.O.R.) TO BE QUOTED FOR "Supply of instrument/equipment for the WBDHESTB research grant in CE Department, JGEC"

Sl. No.	Item	Particular/ Specifications	Unit	Rate (Rs.)	Amount (Incl. of all taxes) (Rs)
1	Motorised Direct shear apparatus	As per IS 2720 (XIII) and IS 11229 specifications, multiple reversal type with 12 variable speeds, with loading unit of capacity 8 kg/sq.cm. normal stress on a square specimen of 60mm × 60mm × 25mm and motorized to give strain on the specimen at 12 rates ranging from 1.25 to 0.002 mm/min; shear box assembly for square specimen of 60mm × 60mm × 25mm in shear box housing, specimen cutter, set of weights to give normal stress up to 8 kg/sq.cm, with suitable holders for dial gauges (2 nos., each having 25 mm run and L.C. 0.01 mm) and tension-compression Proving Ring (2.5 kN, with calibration certificate) (<i>included</i>), suitable for operation on power supply 220/240V 50HZ AC single phase, complete with all accessories and operating / instructional manual.	1 Set		

1. Note: Quantity and requirement of listed items may vary at the time of placing the order.

Sd/-
(Dr. Amitava Ray)
Principal
Jalpaiguri Govt. Engg. College
Jalpaiguri