



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

Ref. no. JGEC/2020/ICTEMA/PUR/1

Dated: 10.12.2020

NOTICE FOR INVITING QUOTATION TO SUPPLY OF LAPTOP BAG

The College invites sealed quotations from reputed Companies / Suppliers / Service provider agencies to purchase Laptop bag for **International Conference on Thermal Engineering and Management Advances, ICTEMA 2020** at Mechanical Engineering Department. The interested Companies / Suppliers / Service provider Agencies may submit their Quotations / bid documents in prescribed format. Details Specifications & estimated quantities of the items are as follows:-

Sl. No	Item name	Item specification	Quantity	Total Estimated Price (Rs)
1.	Laptop bag	Size: 16"×10" Material: Rexine Chain Cabin: 4 nos (minimum) Bag colour: Black or dark brown Bag cover: preferably hard paper box	70	85,000/- (Eighty Five thousand only)

Qualification Conditions:

- a) Bidder should be registered Firm / Company / Establishment
- b) Bidder shall provide all relevant records required i.e. Latest Income Tax Return Certificate/PAN, Commercial Tax Clearance / GST Certificate and other taxes (whichever applied)

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 date specified for submission.

The following documents 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
4. Copy of PTAX enrolment certificate and copy of latest paid challan of PTAX
5. Copy of Registration No (for Co-operative Societies)
6. Copy of Registration No (for S.S.I. Units)
7. 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) 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.

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

All bid with documents must be submitted to the Office of the Principal on or before **17.12.2020 at 3.30 p.m.** in sealed envelope and clearly marked with “**QUOTATION FOR SUPPLY OF LAPTOP BAG - Ref. no. JGEC/2020/ICTEMA/PUR/1**” and followed by **Principal Section.**

All sealed quotations received till then will be opened on the same day before the bidders or their representative who wish to be present, in the office on **17.12.2020 at 4.00 P.M.**

CHECK LIST FOR BIDDERS / APPLICANTS

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	Copy of a valid Trade License certificate	

3	Attested copy of GST., GSTIN	
4	Attested copy of PAN/Number.	
5	Latest Income Tax Return	
6	Attested copy of return for last month/quarter as the case may be submitted towards GST.	
7	Copy of Registration No (for Co-operative Societies)	
8	Copy of Registration No (for S.S.I. Units)	
9	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.

Terms of delivery:

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

Delivery period:

Within 5 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.

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.

Sd/-
Principal
Jalpaiguri Government Engineering College

FORMAT OF BID

Supplier ref. no.....

Dated:

Name of the Firm:

Quotation for procurement of Items for Mechanical Engineering Dept.

Ref. no. JGEC/2020/ICTEMA/PUR/1

Dated: 10.12.2020

Sl. No	Item name	Item specification	Quantity	Unit Price (in Rs.) Inclusive of all Taxes	Total Price (in Rs.) Inclusive of all Taxes
1.	Laptop Bag				

Total:

(Total Amount in Rupees only)

1. 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: