

**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**

**Ref. no. JGEC/2019/PUR2/IT-4**

**Dated: 07.03.2019**

The College invites sealed quotations from reputed Companies / Suppliers / Service provider agencies for procurement of Goods, Materials, Hiring of Works , Hiring of service 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	Estimated Price in Rs.
01	Anti-Virus for P.C	Bitdefender Gravity Zone Business with 3(Three) years subscription	60 Users License Units	

**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)
- C) Bidder should have following certificates as mentioned below:
  - i) ISO 9001:2015 (IT & ITES SYSTEM) ii) ISO 4001: 2015 (EMS) iii) ISO 27001: 2013 (ISMS) IV) ISO 20000-1:2011(IT & ITES SYSTEM).

**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
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:**

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](http://www.jgec.ac.in)

All bid with documents must be submitted to the Office of the Principal on or before **14.03.2019 till 2.00 PM** in sealed envelope and marked with **Quotation for "Procurement of Goods, Materials, Hiring of Works , Hiring of service** . 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	Attested copy of GST ., GSTIN	
3	Attested copy of PAN/Number.	
4	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT if applicable.	
5	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 5 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*

*CollegeRef.no.JGEC/2019/PUR2/IT-4*

*Dated: 07.03.2019*

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

**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: