Government of West Bengal
Office of the Principal
Jalpaiguri Government Engineering College
Jalpaiguri -735102, West Bengal
Phone: +91-3561-255465; Fax: +91-3561-256143
Website: www.jgec.ac.in

Memo No: JGEC/CPC/CPU/E-waste/2024 **Date: 06.07/2024**

NOTICE INVITING QUOTATIONS

Quotations in sealed covers are invited from reputed, experienced, and bona fide firms/organizations for **rate contracts i.e. price per unit** (including all taxes) which will be valid for one year (from the date of bid opening) from reputed Companies / Suppliers / Service providers/ dealers/ agencies for the **repair/assembly of CPU using E-Waste components of E-Waste cell**. It is to be noted that the cumulative price including all taxes in the purchase order (to be awarded to the evaluated bidder as per rule/norms) during the validity period of the rate contract will be the cost of at least 10 CPUs using the available resources. According to the available resources in the E-Waste cell and the demand for the repaired/assembled CPU, the total cost of the components/products must be less than Rs.1 Lakh at a time. The rate contract will be valid for one year. Considering that, the interested Companies / Suppliers / Service providers/Agencies may submit their Quotations/bid documents in the prescribed format.

Term & Conditions:

All the nonfunctional electronic wastes are dumped in the E-Waste cell of JGEC. E-waste components may be used to repair/renovate/new product development.

Eligibility: - The quotations must have experience in similar works of repairing computers and its peripherals in any Govt./Semi- Govt./PSU in last 03 (Three) years having PAN, GST No., Trade License, Certificate of registration of the firm/organization issued by competent authority.

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/ / GST Certificate, and other taxes (whichever applied)

Delivery Place / Works site:

Bidder will supply and deliver the materials / Works/service with the 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, and wages of support staff, 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.

c) Total quoted price must be less than 1 Lakh.

Validity Quotation:

Quotation shall remain valid for 30 days or more after the deadline date specified for submission.

The following 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:

a) Conform **to** terms, conditions, specifications and qualifications and qualifications conditions.

Award of Contract:

The purchaser will award the contract to the bidder whose quotations have been substantially responsive and offered the lowest quoted price.

The bid document may also be downloaded from our website*: www.jgec.ac.in*

Submission: - Quotation with all requisite documents, as stated above, has to be deposited in a sealed cover with superscription **"repair/assembly of CPU using E-Waste components of E-Waste cell "**with the last date mentioned below:-

Inspection: Before submission of a quotation, the necessary inspection may be made by the interested suppliers on any working day from **08.07.2024 to 09.07.2024**, 12:00 noon to 1 P.M.

Last Date: 16.07.2024 up to 12:00 Noon.

Opening Date: 16.07.2024 at 12.30 P.M.

The Bid document may also be downloaded from our website: www.jgec.ac.in

All sealed quotations received till then will be opened before the bidder or their representative who wishes to be present, in the office.

Quotations must indicate all terms and conditions of the firms/organization and rates must be given in figure and words relating to the said works.

The Authority of this College reserves the right to accept or reject any or all the quotations whatsoever without assigning any reason thereof.

CHECKLIST 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.	Trade License	
3.	Credential document in support of doing similar work	
4.	Attested copy of GST	
5.	Attested copy of PAN/Number.	
6.	Attested copy of tax return	
7.	Bid Form	

Not with-standing the above, the purchaser reserves the right to accept or reject any quotations 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.

Other Terms & Conditions:

(a) The College reserves the right to postpone/cancel the bid, the bidder will have to abide by 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). The 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 or class of bidders, either for the price or for other terms and conditions.

(d) Quotation may be submitted on the printed letterhead of the bidder in the prescribed format supplied with IFQ.

(e) Successful bidder will have to agree with the college for timely execution of the Purchase order.

(f) No payment will be made for any damage of goods supplied.

(g) We look forward to receiving your quotations and thank you for your interest in this work.

(h) During the execution of work, it is mandatory to provide original GST bills, and manufacturer's warranty of the items/ procured or used parts to justify the authenticity of the spare parts.

Sd/-
(Dr. AMITAVA RAY)
Principal
Jalpaiguri Govt. Engg. College
Jalpaiguri

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Copy forwarded for information and take necessary action to:

1. College Website, Jalpaiguri Govt. Engg. College, Jalpaiguri, www.jgec.ac.in
2. Notice Board, Jalpaiguri Govt. Engg. College, Jalpaiguri-
3. Storekeeper, Jalpaiguri Govt. Engg. College, Jalpaiguri.
4. Guard file

Sd/-
(Dr. AMITAVA RAY)
Principal
Jalpaiguri Govt. Engg. College
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Quotation of Works

Sl. No.	Name of Item (s)	Unit Price (Rs)

(Total Amount in Rupees…….. only)

We agree to service the above-mentioned works in accordance with technical specification for total contract price of …… (In words Rupees……) including taxes etc. within Seven working days of the issue of the Work Order.

We also agree and abide by the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name:
Designation:
Address:
Contract No:
Date: