**GOVERNMENT OF WEST BENGAL**

**OFFICE OF THE PRINCIPAL**

**PURULIA GOVT. ENGINEERING COLLEGE**

**PURULIA, PIN-723103**

Memo No. 03 /CA/PGEC/*2018-19* Dated Purulia the 20th July-2018

# QUOTATION NOTICE NO.: Spot-03 /CA/PGEC/*2018-19*

**Spot Quotation for running the Book Stall of Our Institute**

Spot Quotation are invited by the Principal, Purulia Govt. Engineering College, Purulia for the above mentioned subject *from* the reputed Agencies/Vendors.

**Terms and conditions**:

1. The tender must be submitted in two bids, one containing the technical bid and the other containing the price bid.
2. The technical bid shall not contain any indication of the price offered for the item for which quotation is given by the vendor. In case it is found that the technical bid contains the price for the item or any direct or indirect indication of it, the entire bid documents will be summarily rejected and steps as per the existing Govt. rules will be initiated against the bidder.
3. A separate envelope shall be enclosed in addition to the price and technical bid containing the demand draft for Tender fees & Earnest money.
4. **INVITATION:**‐ Sealed Tenders are invited by the Principal, Purulia Government Engineering College, Vill.: Agarpur, Post: Ramamoti, Dist.: Purulia to run Book Stall at the college campus by the well experienced Vendors.
5. **FOR SPECIAL ATTENTION**:‐ All Tenderers are to note that tenders containing any deviation from the terms and conditions, specifications and other requirement are liable to be rejected. The tenderer who do not meet the appropriate standard of capability and financial resources, may not be considered. The inviting authority reserves all rights to reject any or all the tenders without assigning any reason and split up the supply if necessary and to accept the tender in whole or part. Invitation of the tender shall under no circumstances create any right, legal or otherwise in favour of the tenderer in case the tender is closed, withdrawn or cancelled before issuance of purchase order nor shall the inviting authority be liable to explain the reason of such closure, withdrawal or cancellation of the tender.
6. **REQUEST FOR TENDER DOCUMENT**:‐ The tender documents can be downloaded from

[**www.rkmgec.ac.in/Institute’s**](http://www.rkmgec.ac.in/Institute's) **office**. Requisite tender p r o c e s s i n g fees o f R s . 500/‐ have to be submitted in the form of demand draft favoring “**Purulia Government Engineering College**” payable at Purulia at the time of deposit or submission of tender/bid documents. The tender documents will be available in the college website/Institute’s office from 20.07.2018 to 26.07.2018 (up to 4:00 P.M.).

1. **LANGUAGE OF TENDER**:‐ The tender shall be submitted in the prescribed form in English. All papers and correspondences in connection with the tender shall be in English.
2. **VALIDITY**:‐ The validity of the offer shall be up to 3 1.03.2019.
3. **SCOPE OF WORK**:‐ Vendor should be responsible to
4. (a) Run a Book Stall to supply the items like books,pens,papers,pencils,drawing sheet/board etc. at local market rates for one year. Water and electricity will be supplied by the college. Vendor will not be allowed to use heaters. Vendor should pay a rent to the college. **Vendor offers highest rent per annum, will be accepted.** The college authority shall in no way be liable for-
   1. any injury, accidental or otherwise, suffered by any Book Stall Workers.
   2. any damage caused to any person/College properties by any Book Stall Worker while discharging duties in the college complex, will be dealt with as per law.
   3. No compensation will be borne by the institute.
5. **EARNEST MONEY /BID SECURITY DEPOSIT**:

Earnest Money Rs. 10,000 is to be deposited by the tenderer in the form of Demand Draft./Banker’s Cheque from a nationalized bank payable at Purulia in favour of “Purulia Government Engineering College”. In case of failure to implement the order, the E.M.D. of the successful Bidder will be forfeited. The earnest money shall be forfeited in the event of withdrawal of the tender document within the original validity period, once submitted or the successful bidder fails to execute necessary agreement within the period specified or for submitting false, incorrect, misleading information in the bid, mistakes, miscalculations. Exemption from depositing Earnest Money in t e r m s of e x is t i ng Govt order may be considered if requested in writing s u p p o r t e d with necessary documents in original. Earnest Money deposit will be released on request by the unsuccessful tenderer, after finalization of the tender and in case of successful tenderer, it will be released only after completion of the consignment by the consignee subject to terms and conditions as envisaged in this clause and any other clause of this Tender notice. No Interest on E.M.D. is admissible. Tender documents without EMD will not be accepted. EMD if not submitted with the tender documents cannot be submitted after tender documents are opened on the stipulated date of opening.

1. **SUBMISSION OF TENDER**: Tender must be submitted at the office of Purulia Government Engineering College at the above address in sealed cover superscripting " TENDER FOR “BOOK STALLS.” against Tender Notice No: 03/CA/PGEC/*2018-19* and DO NOT OPEN BEFORE 27.07.18 AT 12‐ 30pm" in bold letters and shall be deposited in tender box allotted for the purpose in the college office.

The sealed envelope must contain the technical and price bid in separate envelopes in duplicate, section wise. Tenders that have not been submitted section wise may be summarily rejected. Late Tenders shall be returned to the Bidders/Tenderers unopened. All the tenders must be accompanied by current‐

**Certificates:**

***a)*** Professional Tax (PT) Clearance Certificates and IT, PAN valid up to the date of opening of the tenders. Application for such clearance addressed to the competent authority may also be considered. IT, Service Tax, or suitable certificate bearing exemption to any or all of above from competent authority.

***b)*** GST account details and supporting documents must be submitted or suitable certificate bearing exemption to any or all of above from competent authority.

**c)** Trade License for Proprietorship Firms.

d) Past experience for undertaking similar type of work in educational institutions.

If the cover is not sealed & marked properly as above no responsibility will be assumed for any misplacement of the tender or premature opening of the envelope or parcel. Tenderers can send the tender by post but the college authorities shall not take any responsibility for misplacement in the tender documents sent by post, or delay in delivery by post. No arrangement will be made to collect tender from any delivery point other than specified in the Tender Notice. All papers submitted with the tender must be serially numbered. Quotations submitted are to be written in ink neatly or to be typed without overwriting/illegible writing. Words in figures must be sufficiently clear in the quotation paper;

.No change in the Tender Schedule will be accepted. Rate must be quoted in the format provided in the Tender Schedule. Tender will be received at the office of The Purulia Government Engineering College on all working days (except Saturday, Sunday and other public holidays) from 20.07.2018 to 26.07.2018 between 11‐00 a.m. to 5‐00 p.m. Tenders received late for any reason will not be considered. Telephonic tender will not be entertained.

1. **OPENING OF TENDER**:‐Tender will be opened on **27.07.18 at 1‐00 p.m**. at the above office of the Purulia Government Engineering College in presence of the intending tenderer / their representative, if any. If for any administrative reason the date of opening of the tenders be a declared holiday, the tender will be opened on the next working day at the same time and place. If the tender could not be opened on the date of opening due to any unavoidable circumstances or acts of god like riots, commotion, strike, heavy torrential rain leading to massive water logging etc. that shall be indicated along with the revised date of opening of tender in the college website which may be checked.
2. **EVALUATION OF TENDER**:‐ i) The College authority will evaluate and compare the quotations determined to be satisfactorily responsive i.e. the quotations which conform to the Laid Down terms and conditions and specifications. ii) The quotations would be evaluated separately for each item.
3. **DELIVERY:**‐ Start of working schedule is to be made at the

consignee's place within the stipulated date to be mentioned in the work order. Schedule of

work shall be s t a r t e d on or before 07/08/2018.

12 **PAYMENT:**‐

(a ) **Rent should be collected annually in advance**.

13. **SERVICE PERIOD**: ‐ The vendor shall be b o u n d t o s e r v e for a period of 12 months from the date of acceptance o f the order.

1. **INSURANCE**:‐ It is desirable that the vendor should keep the employees under cover of insurances, e.p.f etc. and pay minimum wage as applicable by state government orders.
2. **LAWS GOVERNING THE CONTRACT**:‐ i)The contract shall be governed by the laws of the Union of India in force. ii) The courts of the place, from where the acceptance of tender has been issued, shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract. iii) Irrespective of the place of delivery, the place of performance or place of payment under the

contract or the place of issue of advance intimation of acceptance of tender, the contract shall be deemed to have been made at the place from where the acceptance of the tender has been issued.

1. **ARBITRATION**:‐ In the event of any question, dispute or difference arising under the contract conditions of Contract, or any special conditions of contract, or in connection with the contract( except as to any matters the decision of which is specially provided for by these or the special conditions) the same shall be referred to the sole arbitration of an officer as per prevailing norms of Govt of West Bengal .
2. **FRAUD AND CORRUPTION**:‐ The Bidders, Suppliers, Contractors and their Subcontractors and Consultants in the contracts require to observe the highest standard of ethics during the procurement and execution of this contract by not being engaged in Corrupt, fraudulent, collusive, coercive or obstructive practice as generally defined. Non‐Compliance of the above will lead to rejection of proposal for award/declaring a firm or individual ineligible etc even for future bidding.
3. **AWARD OF CONTRACT**:‐ Contract period may be extended for vendors after successful completion of work order.

Sd/

Principal

Purulia Government Engineering College



**Purulia Government Engineering College**

**Website:https://rkmgc.ac.in**

**Village-Agharpur, P.O. - Ramamoti, Block- Joypur, District – Purulia, Pin- 723103**

Annexure

Summary of quoted price and details of EMD submitted (To be enclosed with the bank draft)

|  |  |  |
| --- | --- | --- |
| Sl. No. Name of work / item | Quoted | EMD @ Rs 10000/ Draft no. and date |
|  | value |  |
|  | (Rs.) | Drawn on bank |

Total (Rs.)

Signature of supplier

(With official seal)