

**GOVERNMENT OF TRIPURA
EDUCATION DEPARTMENT
DHALAI DISTRICT POLYTECHNIC, AMABASSA
SHORT NOTICE INVITING QUOTATION**

Dated: 01.12.2022

No. F.2 (5)-DDP/Procurement/Dec27 /2023/ _____

Sealed item rate tender/quotation(s) is hereby invited on behalf of the Governor of Tripura from the manufactures/authorized dealers/ reputed firms having experience for supplying the followings up to Up to 12/12/2022 at 12:30 PM. The quotations will be opened on the same day, if possible or on the next working day.

Sl. No.	Name of Work	Date of announcement of quotation form	Last Date of Receiving quotation	Time for Completion
1.	SUPPLYING, ASSMBLING, COMMISSIONING (WHERE NECESSARY), AND TESTING & DEMONSTRATION OF “OFFICE ITEMS” AT DHALAI DISTRICT POLYTECHNIC, AMBASSA.	w.e.f 01/12/2022 at 10:30 AM	Up to 12/12/2022 at 12:30 PM	10 (Ten) days

Tender/Quotations form included terms and conditions can be had from the office of the Principal, Dhalai District Polytechnic, Ambassa w.e.f. w.e.f 01/12/2022 to 12:30 PM of 12/12/2022 on any working day or by down loading from website www.ddpambassa.ac.in forms downloaded from website shall not accompany any postal order Tender/Quotation(s) can be sent through registered post/Speed post/Dropped in tender box of office of the undersigned within stipulated date and time mentioned above.

1. Bid Price

- a) The Contract shall be made for the part / full quantity as described in ANNAXURE “A” as per the discretion of the purchaser. Corrections if any shall be made by crossing out, initiating, dating and rewriting.
- b) All duties taxes (GST) and other levies payable by the contractor under the contract shall be included in the total price and no conditional pricing should be made. **Details break up such as basis price, Taxes applicable etc required to be furnished clearly against total price of each item. Nothing extra will be entertained thereafter.**
- c) The rates quoted by the bidders shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 1. Each bidder shall submit only one Tender/Quotation.
 2. Validity of quotation:
Quotation shall remain valid for period not less than 90 days after the deadline date specific for submission.
 3. Evaluation of Tender/Quotations:
The purchaser will be evaluate and compare the Tender/quotations determined to be substantially responsive i.e which
 - (a) are properly signed and
 - (b) conform to the terms and conditions and specifications
 4. The purchaser will award the contract to the bidder whose Tender/Quotation has determined to be subsequently responsive and who has been offered the lowest evaluated quoted price.

Signature of Supplier/Contractor

Signature of Principal
Dhalai District Polytechnic, Ambassa


 (Dr. Sajan Kanta Das)
 Principal (DC) & H.O.
 Dhalai District Polytechnic
 Ambassa, Dhalai, Tripura.

- a. Notwithstanding the above, the purchaser reserves the right to accept or reject any tender /quotation and to cancel the bidding process and reject all tender /quotations at any time prior to the award of the contract.
- b. The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the tender /quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
5. Payment shall be made after delivery, testing commissioning and inspection etc of the goods.
 6. Warranty /Guarantee shall be for 01(one) year as a whole. If normal commercial warranty/guarantee exceed by 1(one) year, then higher of the two as indicated shall be applicable to the supplied goods.
 7. The tenders/quotations are to submit certified **photocopies** of current **PTCC, GSTN certificates and PAN CARD.**
 8. **Brand name /model no. has to be mentioned.**
 9. Tenders/quotations has to submitted along with manufacturers original (or certified by the manufactures with their stamps) brochure /catalogues without which tenders will be not be accepted.
 10. Supply, assembling (where necessary) etc. of all items including others accessories shall be the responsibility of the contractor.
 11. The contractor shall not be permitted to tender/quotations for works in Dhalai District Polytechnic, Ambassa responsible for award and execution of contract in which near relatives is posted in Accountant /as an Officer in any capacity between the grades of the Principal to Assistant Professor/Lecturer. He shall also intimate the name of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazette officer in the Dhalai District polytechnic, Ambassa.
 12. Confusing/ errors if any noticed had to be got clarified /corrected from the Principal, Dhalai District Polytechnic, Ambassa prior to dropping of tender/quotations. Any claim of such issues after dropping of tender will not be entered.
 13. The contractor/supplier should initial all correction if any, to rate (s) and items in the Quotation/tender. **The contractor in full name should sign every page**
 14. The bidder shall seal the bid /tender in an envelope (for each work separately) addressed to the Principal, Dhalai District Polytechnic, Ambassa **super scribing on it the name of work.**
 15. Tenders/quotations must be received in the office of the Principal, Dhalai District Polytechnic, Ambassa [employer] not later than time and date given in the notice of Invitation. If the specified date is declared holiday, tender(s) shall be received up to the appointment time on the next working day.
 16. GCT (including CGST & SGST) of materials/items in respect of the contract shall be payable by the contractor/supplier and the Government shall not entertain any claim whatsoever in this respect.
 17. Before submitting quotations, the tenders/quotations are to satisfy themselves by actual visit to the site of work as regards the prevailing condition to approaches and roads and availability of labour's and materials etc. and the tenderer submitting tenders/quotations shall be deemed to have done so. No claim on the above account will be entertained after wards.
 18. Any bid received by Principal, Dhalai District Polytechnic, Ambassa,[employer] after the deadline for submission of quotations will summarily rejected and returned unopened to the bidder.

KS
11/21/2022
(Dr. Saja Kanta Das)
 Principal (I/C) & H.O.
 Dhalai District Polytechnic
 Ambassa, Dhalai, Tripura.

Signature of Supplier/Contractor

Signature of Principal
Dhalai District Polytechnic, Ambassa

19. The tender/quotations for work shall remain open for acceptance for a period of 90(Ninety) days from the date of opening of the tender. If any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which are not acceptable to the department, then the Government shall without prejudice to any other right or remedy is at liberty to forfeit the earnest money absolutely.
20. Tenderer(s) who do not fulfil any of these conditions or are incompletely in any respect, are liable to be summarily rejection.
21. In addition to deduction of GST will also be deducted at source as per applicable rules from the bills of the contractor/supplier from running/final bill.
22. The contractor/supplier should quote in figures as well as in words the rates and amount tendered by them. The amount for each item should be worked out and requisite totals shall be given.

a) **Correction of Errors**

- b) The contractor/supplier shall quote the rates and amounts quoted by them **both in figures as well as in words**. The amount for each item shall be worked out and requisite totals shall be given.
- c) Special care shall be taken so that the rates and amounts are always written both in figures and words in such a way that interpolation is not possible. In case of figure, the words Rs, should be written before the figure and paisa at the end (Viz. Rs, 250.50p). In case of rate or amount in words, the words Rs. Should precede and the word only shall be written at the end (viz.two hundred fifty and fifty only).
- d) Item(s) for which no rate or price has been entered by the contractor /agency shall not be paid for and shall be deemed covered by the other rates /prices in the contract.
- e) When there is a difference between the rates in figures in words, the rates, which correspond to the amounts worked out by the contractor, shall be taken as correct.
- f) When the amount of an item is not worked out by the contractor/supplier or it does not correspond with the rates written either in figures or in words, then the rate quoted by the contractor/supplier in words shall be taken as correct.
- g) When the rate quoted by the contractor in figures and words tallies but the amount is not worked out correctly. The rate quoted by the contractor/supplier shall be taken as correct and not the amount...
- h) All corrections to rates and amount in the tender shall be initiated by the contractor/supplier. Every page including the blank pages of bid document shall be signed by the contractor.
24. The materials shall be loaded and unloaded by the suppliers at his/her own cost and risk.
25. The materials shall be dispatched under coverage of transited insurance at the supplier own cost and risk.
26. The firm shall commission the materials at the site selected by the department and rendered demonstration / operational training to the department staff for a period suitable for the purpose.
27. Operation and service manual, parts catalogue, list of fast moving spares and recommended maintenance chart should be supplied free of cost along with each material if any.
28. Transit permit/ interstate clearance and such other issues will be the responsibility of the tenderer, Nothing extra will be entertained.
29. Canvassing in connection with tenders/quotations is strictly prohibited and the tender/quotation submitted by the bidder who will resort to canvassing will be liable to rejection.


 (Dr. Sajai Kanta Das)
 Principal (I/C) & H.O.
 Dhalai District Polytechnic
 Ambassa, Dhalai, Tripura.

Signature of Supplier/Contractor

Signature of Principal
Dhalai District Polytechnic, Ambassa

- 30. No non-Indian national as labour, who does not possess valid passport and visa will be allowed to work under any contractor. If otherwise the contract will be cancelled and there is no bar by police for prosecution of these contractors along with their labourers.
- 31. The “Defects liability Period “for the work is 1(one) year from the date of successful competition of supply. If any defects noticed within the “Defects liability Period” the same shall be rectified / replaced (same configuration or latest) by the bidder or firm at their cost and risk within 1(one) month from the date of intimation.

32. Experience certificate is to be provided in similar nature work as a prime contractor at least for one similar work of value not less than 80% of the estimated cost put to tender in the last 2(two) years to quality for awarding of the work.

BID FORM

Name of the Works: SUPPLYING, ASSMBLING, COMMISSIONING (WHERE NECESSARY), AND TESTING & DEMONSTRATION OF OFFICE ITEMS” AT DHALAI DISTRICT POLYTECHNIC, AMBASSA.

Reference: Letter No.....dated.....from.....

Sir,
We offer to execute the work.....described in your letter referred to above in accordance with the Conditions of Contract enclosed there with at a total Fixed Contract price of –

Rs** _____ [in figures]

Rs. _____ [in words]

This bid and your written acceptance of it shall constitute a binding contract between us. We understand that you not bound to accept the lowest or any bid you receive. We hereby confirm that this bid is valid for not less than 90 days as per terms and condition already state earlier.

Yours faithfully,


Authorized Signature: _____ Date: _____

Name & Title of Signatory: _____

Name of Bidder: _____

Address: _____ submission.

**To be filled by the Bidder, together with his particulars and date of


(Dr. Sajibanta Das)
 Principal (I/C) & H.O.
 Dhalai District Polytechnic
 Ambassa, Dhalai, Tripura.

Signature of Supplier/Contractor

**Signature of Principal
Dhalai District Polytechnic, Ambassa**

At the bottom of this form.

AGREEMENT FROM FOR

Name of the Work: SUPPLYING, ASSMBLING, COMMISSIONING (WHERE NECESSARY), AND TESTING & DEMONSTRATION OF OFFICE ITEMS" AT DHALAI DISTRICT POLYTECHNIC, AMBASSA.

ARTICLES OF AGREEMENT

1. This deed agreement is made in the form of agreement on _____ day _____ month _____ 2022 _____, between the _____ (Employer), or his authorized representative (hereinafter referred to as the first party) and _____ (Name of the Contractor), S/O _____ resident of _____ (hereinafter to as the second party), to execute the work of _____ (hereinafter referred to as works) on the following terms and conditions.
2. **Cost of the Contract**
The total cost of the work (hereinafter refer to as the "total cost") is Rs. _____ as reflected in Annexure – "A"
3. **Payments under the contract**
 - a) Payment to the second party for the work will be released by the first party in the following manner :-
Payment shall be made immediate after successful completion of the work.
 - b) Payment at each stage will be made by the first party :-
On the second party submitting an invoice for an equivalent amount.
4. **Completion time**
The work is to be completed within 5(Five) days. The time shall be reckoned immediately from the date of issue of work order. In exceptional circumstances, the time period stated in this clause may be extended in writing by mutual consent of both the parties.
5. Any wilful delay on the part of the second party in completing the work within the stipulated period will render him liable to pay liquidated damages @Rs.0.5% of the contract price per day which will deduct from payments due to him. The first party may cancel the contract and take recourse to such other action as deemed appropriate once the total amount of liquidated damages exceeds 2% of the contract amount.
6. **The second party shall:**
 - a) Take up the supply and arrange for its completion within the time period as stipulated
 - b) Employee suitable skilled persons to carry out the assembling (where necessary) and commissioning etc.
 - c) Be responsible for bringing any discrepancy to the notice of the representative of the first party and seek necessary clarification.
 - d) Keep the first party informed about the progress of work.
 - e) e responsible for all security and watch and ward arrangements at site till completion of the work and handing over as well.
 - f) Pay all duties taxes (GST) and other levies payable by agencies as per law under the contract (First party will effect deduction from running bills in respect of such taxes as may be imposed under the law)

Signature of Supplier/Contractor

Signature of Principal
Dhalai District Polytechnic, Ambassa

Dr. Saja Kanta Das
(Dr. Saja Kanta Das)
Bills in respect of
Dhalai District Polytechnic
Ambassa, Dhalai, Tripura.

7. Dispute settlement :-

Except where otherwise provide in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions hereinbefore mentioned and of workmanship or materials used on the work or as to any other question, claim, right matter or thing whatsoever, in any way arising out of or relating to the contract, designs, drawing, specifications, estimates, instructions order or those, conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the person appointed by the Director of Higher Education, Government of Tripura. It will be no objection to any such appointment that arbitrator so appointed is a Government servant, that he had to deal with the mater to which the contract relates and that in the course of his duties as Government servant he had expressed views on all or any of the matters in dispute or difference. The arbitrator to whom the matter is originally referred being transferred or another person to act as arbitrator accordance with the terms of the contract. Such persons shall be entitled to proceed with reference from the stage at which it was left by his predecessor. It also a term of this contract that no person other than a person appointed by such Director of Higher Education or as aforesaid should act as arbitrator and if for any reason that is not possible, the matter is not be referred to arbitration at all. In all cases where the amount of the claim in dispute is Rs. 50,000 (Rupees Fifty Thousand) and above, the arbitrator shall give reasons for the award.

Subject as aforesaid the provisions of the Arbitration act, 1940, or any statutory modification or re-enactment thereof the rules made there under and for the time being in force shall apply to the arbitration proceeding under this part.

It also term of the contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this part together with the amount or amounts claimed in respect of each such dispute.

It also term of the contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this part together with the amount or amounts claimed in respect of each such dispute.

It is also term of the contract that if the contractor(s) do/does not make any demand for arbitration in respect of any claim(s) in writing within 90 days of receiving the intimation from the Government that the bill is ready for payment in the claim of the contractor(s) will be demand to have been waived and absolutely barred and the Government shall be discharged and released of all liabilities under the contract in respect of these claims.

The arbitrators may from time to time with consent of the parties and enlarge the time for making and publishing the award.

Signature of Supplier/Contractor


(Dr. Sajal Kanta Das)
 Principal (I/C) & H.O.
 Dhalai District Polytechnic
 Ambassa, Dhalai, Tripura.

Signature of Principal
Dhalai District Polytechnic, Ambassa

Annexure – “A”

Name of the Work: SUPPLYING, ASSMBLING, COMMISSIONING (WHERE NECESSARY), AND TESTING & DEMONSTRATION OF “OFFICE ITEMS” AT DHALAI DISTRICT POLYTECHNIC, AMBASSA.

	Items	Specifications	Quantity	Rate(in Rs.)	Total Amount (Rs.)
1.	A4 paper	<ul style="list-style-type: none"> • Good quality Bright 70GSM Paper • Supports 1440 DPI printing • Suitable with All Printers 	20 Reams		
2.	Phenyl	1-ltr each Good quality Brand Phenyl, Toilet Cleaner, Glass Cleaner and Fighter	20 nos.		
3.	Phenyl	5 ltr each PaxClean ECO Multi Surface Disinfectant Floor Cleaner	5 nos		
4.	Towel(big)	Bombay Dyeing Flora 400 GSM Cotton Bath Towel - White Towel 152.4 x 76.2 x 0.25 cm; Capacity 32 x 60 Item Shape Rectangular	10 nos.		
5.	Celotap(big)	VCR Self Adhesive Transparent Cello Tape - 200 Meters in Length - 48mm / 2" Width	10 nos.		
6.	Tape	Scotch BOPP Packaging Tape 2"x50m Tan	0 5 nos.		
7.	Gum	Camlin Gum - 200ml			
8.	Red pen(one time)	Good quality ink	10 nos.		
9.	Black pen	Black pen one time	30pc		
10.	Multicolor Ball Point Pen	Good quality ink	30 nos.		
11.	stapler pin	stapler pin big size	10 box		
12.	stapler pin	stapler pin small size	10 box		
13.	Key bag	Instabuyz Leather Pouch Keychain - Dark Brown	5 nos.		
14.	Marker pen	OHP Permanent Marker - Assorted colours	10 nos.		
15.	Whiteboard Markers	Assorted colours	20 nos.		
16.	Whiteboard Duster	Whiteboard Duster	10 nos.		
17.	Whiteboard Duster	Magnetic Whiteboard Duster	05 nos.		
18.	Marker Ink	White Board Marker Ink (Black, 15ml)	10 nos.		
19.	Clipboard	CPEX Paper & Document Storage Clipboard	5 nos.		
20.	Fevistick	Pidilite Multi-Purpose Fevistik Nontoxic Glue Stick for Decorations & Craft Projects (15g)	10 nos.		
21.	Fevistick	Fevistik Glue Stik, 8 Grams Pack of 5 PEC	10 nos.		
22.	Envelope	small size	50 nos.		
		medium size	50 nos.		
		big size	50 nos.		
23.	Erasable Marker	Black Magnetic Whiteboard Pen Erasable Marker	5 nos.		
24.	File cover	Smart Office Cover File for documents and certificates Half Cloth Type Multi Color	10 nos.		

Signature of Supplier/Contractor

Signature of Principal
Dhalai District Polytechnic, Ambassa


(Dr. Sajal Kanta Das)
Principal (I/C) & H.O.
Dhalai District Polytechnic
Ambassa, Dhalai, Tripura.

		A4 Size Paper Clip Board Colorful Document/Files Holder with Cover Document & Papers/Letter Storage Clipboard with Cover Useful for Office	20 nos.		
		2D Ring Binder File, A4 (Blue Ring Binder File)	10 nos.		
		A4 Document File Bag, Transparent Envelope Holder Storage Case, Snap Button Organizer, Clear Flower Plastic Container for Papers, Stationery	10 nos.		
		BindEx Office Lever Arch Box File Laminated with 3D Design (Pack of 4) for Legal, Letter, A4 Size, F/S Size	10 nos.		
		Happy Laminated Cobra spring Files file covers Office Files, File folders for Home, school ,colleges and Office Documents	20 nos.		
		Clear Plastic Cover Presentation Display File Folder, 100 Pockets, A4 Size	5 nos.		
25.	Stapler	KROST Heavy Duty Pnuematic Stapler, (20 Gauge) Air Stapler with Staples. (Air Stapler)	01 no.		
26.	Stapler	INDURO Stapler for Wood with 5000 Staples	01 no.		
27.	Steel Lock	Link O Line ATOOT_65 with 3 Keys Each Double Locking 65mm Steel Lock, Hardened Shackle & 8 Lever	10 nos.		

Gross Total Cost: Rs _____

We agree to supply the above goods in accordance with the technical specification for a total contract price of Rs _____

(Amount in figures)

(Rupees _____ **) (Amount in**

words) within the period specified in the Invitation of the Quotation.

We also confirm that the normal commercial warranty / guarantee of _____ **months shall apply to the offered goods.**

Signature of Supplier/Contractor

Signature of Principal
Dhalai District Polytechnic, Ambassa

(Signature)
(Dr. Sajan Kanta Das)
Principal (IC) & H.O.
Dhalai District Polytechnic
Ambassa, Dhalai, Tripura.