

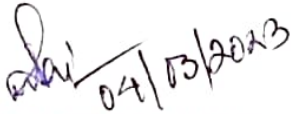
Government of Tripura
Education (Higher) Department
Gomati District Polytechnic
Fulkumari, Udaipur, Gomati Tripura

No. F.1.(21)-GDP/DNIT/2023(Windows)/ 5454

Date: 04-03-2023

SHORT NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from bonafied manufacturers/ distributors/ suppliers/ authorized dealers/bidders for **“Repair and Maintenance of Anodised aluminium sliding windows and ventilators”** at Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura. Detailed specification, necessary terms & conditions and Bid document may be downloaded from the website: www.gdp.nic.in. Interested bidders may send their bids and offers to the “Principal, Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura” in sealed cover superscripting **“Quotation for Repair and Maintenance of Anodised aluminium sliding windows and ventilators”** latest by **10th March, 2023** upto **12:00 P.M.** The quotations will be opened on the same day at **12:30 PM**, if possible, in presence of intending bidders. Quotations received after the due date and time will not be taken into consideration. The undersigned reserves the right to reject any quotation including the lowest one without assigning any reason thereof.



(SURAJ DEB BARMA)

Principal-in-charge

Gomati District Polytechnic
Fulkumari Udaipur, Gomati Tripura

Copy to:-

1. The DDO, GDP, Fulkumari, Udaipur, for information.
2. The Member Secretary, Institutional Procurement Committee, GDP, Fulkumari, Udaipur for information.
3. The Convenor (Website development & maintenance), GDP, Fulkumari, Udaipur for uploading the said “Short Notice Inviting Quotation” on the Institute website.
4. The Account Section, GDP, Fulkumari, Udaipur, for information.
5. The Store Keeper, GDP, Fulkumari, Udaipur, for information.
6. Notice boards.

TERMS AND CONDITIONS

1. Last Date & Time of submission of quotations/bids: **10/03/2023, upto 12:00 P.M.**
2. Date and Time of opening of quotations/bids: **10/03/2023 at 12:30 P.M.** , if possible.
3. If the date of opening bids specified in the notice happens to be a holiday, the bids shall be opened on the next working day without any further notice.
4. Quotations received after the last date will not be taken into consideration.
5. The bid documents should be accompanied by the copies of necessary documents such as, valid GST registration, Trade license, PAN Card, etc.
6. The bidder should have been in existence for at least last one year (proof to be attached).
7. The quotations should be send or dropped in a sealed cover and superscripted as “**Quotations for Repair and Maintenance of Anodised aluminium sliding windows and ventilators**”.
8. Rates quoted must be valid for 01 (one) year.
9. The rates should be inclusive of all taxes, duties, freight, packing, forwarding, transportation, labour cost,etc.
10. The bidder shall hold their offer valid for a minimum period of 01 (One) year from the date of awarding of contract.
11. Rates, make/brand, specification/quality, etc. if any, for each item has to be specified in the enclosed format as in **Annexure - A. While submitting the bid, the bidder shall submit the details in the prescribed format duly signed on each and every page of the bid.**
12. Bidders should quote price for the full package as indicated in **ANNEXURE - “A”**. Contract will be made for the full package as per the discretion of the quotation inviting authority.
13. While submitting the bid, the bidder shall include a Declaration as in **Annexure–B**, wherein correct **contact number** and **email-id** must be provided.
14. Contract will be awarded to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quoted price.
15. The bidder shall initial all corrections if any, to rate(s) and items in the bid. *The bidder shall put his /her signature in every page.*
16. Payment will be effected after satisfactory completion of the work followed by inspection by the Institute and also subject to the availability of necessary funds at Gomati District Polytechnic (GDP),Udaipur, Gomati Tripura.
17. Unless authorized by GDP, the bidder must submit GST invoice/bill (in triplicate) in respect of the subsequent Work Order, and such invoice must indicate the Work Order's identification number.
18. The prices showing bid should be final and may not be increased under any circumstances.
19. If the originality & quality of item(s) are found to be questionable or compromised during the inspection, the item(s)should be replaced with immediately.
20. For clarification on any issue the bidder may contact the Member Secretary or Members of Institutional Procurement Committee, Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura during the working days **before 10/03/2023 between 11.00A.M. to 4.00P.M.** or may submit their queries through email at procurement.gdp@gmail.com.
21. The bid is not transferable.
22. The bids received through telex/tele-fax/e-mail will not be accepted by the Institute under any circumstances.
23. The Institute shall not be responsible for any delay/loss or non-receipt of bids/bids by post/courier service.
24. No unsolicited correspondence by the bidder shall be entertained after the submission of the offer.
25. Quoting merely the lowest price does not confer any right to any bidder for award of work. The Institute’s competent authority on recommendation of the Purchase Committee, reserves the right to select any bid on the grounds of quality, brand reputation, offer of additional / special features, compatibility, etc.
26. The Institute also reserves the right to reject any bids with unbranded / sub-standard brand / uncertified brands even if they are found to be lowest.
27. **Work is to be completed within 02 (Two) Weeks from the date of receipt of work order or as specified in the Work Order.**
28. If the work(s) are not upto the standard, it is liable for outright rejection.
29. Authentic GST rate must be indicated wherever applicable.
30. The bidder is requested to visit the Institute website www.gdp.nic.in for any information/updates/corrigendum. The Principal or Institutional Procurement Committee, Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura may be consulted, if required.
31. The bidder shall quote the rates and amounts quoted by them **both in figures as well as in words**. If the amount in figure is not legible then the amount mentioned in words will be taken into consideration.
32. The bidder/contractor shall not be permitted to quote for work/supply in Gomati District Polytechnic, Fulkumari if any nearer relative is posted in Accounts/Store section or serves as an Officer in any capacity between the grades of the Principal to Lecturer who is responsible for award and execution of contract in Gomati District Polytechnic, Fulkumari. 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 nearer relatives of any officials of the Gomati District Polytechnic, Fulkumari.

33. The Bid Inviting authority reserves the right to cancel the bid any time without showing any reason to anyone thereof.
34. No labour under the age of 14 (Fourteen) years shall be engaged for the construction works.
35. **Before submitting Bid, the bidders are advised to satisfy themselves by actual visit to the site of work regarding the prevailing conditions of approach roads and availability of labourers and materials.** Bidders submitting the bids are deemed to have done so. No claim on this account will be entertained afterwards.
36. All legal disputes shall be subject to jurisdiction of Tripura High Court at Agartala.

ANNEXURE-“A”

REQUIREMENT FORMAT / REQUIREMENT SCHEDULE

Sl. No.	Items description	Units of Measurement	Unit Rate in INR	% of GST (if any) per unit	Unit Rate in INR (inclusive of GST)	Discount (if any)	Total Price including GST in INR after discount
1.	Repairing and maintenance of anodized aluminium sliding windows and ventilators by providing and fixing						
	a) Supply and fixing float glass panes of 4.0 mm thickness (weight not less than 10.0 kg / sq.m)	Per Sq.m					
	b) Rubber gasket	Nos					
	c) Rollers used for sliding.	Nos					
	d) Locking arrangements, screws etc.	Nos					

N.B.: If any of the bidder wishes to quote different manufacturer's rate for a single item, then it may be quoted in separate sheet of same format and has to indicate brand name, % of GST per unit in each case, Rate per unit of that specific item including GST, discount and total price per unit of each item including GST, i.e. as per above format for each of the manufacturer. Kindly specify Unit Price, GST separately (if applicable), discount (if any) for each item.

Signature:

Name:

Business Address:

.....

Mobile No:-

Email.id:-

Date:-

Place:-

(Note: Price bid must be submitted in the given format only with bidder's rubber stamp duly affixed.)

ANNEXURE – “B”

(To be typed on the Company Letterhead)

DECLARATION

To
The Principal-in-Charge
Gomati District Polytechnic
Fulkumari, Udaipur, Gomati Tripura

Subject: Repair and Maintenance of Anodised aluminium sliding windows and ventilators.

Dear Sir,

I/We, the undersigned bidder having read and examined in details, the specifications, terms and conditions, and all bidding documents in respect to the Quotation No. _____ dated: _____, do hereby propose to provide services as specified in the bidding documents.

I/We also do hereby solemnly affirm and declare that:

1. My/Our organisation does not have any legal suit/ criminal case pending against it for violation of any law.
2. My/Our organisation has not been blacklisted or debarred by any state or central government organisation.
3. The information furnished in all parts of this bid document is accurate and true to the best of my/our knowledge.
4. My/ Our firm shall not pay any type of commission to any person in regard to this bid.
5. The Terms & Conditions of this proposal are valid for a period of 60 (Sixty) days from the last date specified for submission of the bid bids.

Thanking you,

Yours Faithfully,

Signature:

Name:

Business Address:

Mobile No:-

Email.id:-

Date:-

Place:-