

Government of Tripura  
Education (Higher) Department  
**GOMATI DISTRICT POLYTECHNIC**  
Fulkumari, Udaipur, Gomati Tripura

No.1(21)-GDP/UDP/DNIT/2023 (Minor Const.)/ 5446

Dated: 04-03-2023

**SHORT NOTICE INVITING TENDER (2<sup>nd</sup> Call)**

On behalf of the Governor of Tripura, the Principal, Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura, invites sealed Tender to perform the under-mentioned work from enlisted contractors/agencies/bidders of Tripura PWD/TTAADC/RD having experience in similar nature of work.

Sl. No.	Name of Work	Estimated Cost	Earnest money (Refundable)	Cost of Tender Fee (Non-Refundable)	Date of Down-loading Tender Document	Last Date of submitting Tender
1.	<b>Maintenance of Toilets (Male/Female) including plumbing works</b>	Rs.2,00,000.00 (Rupees TwoLakhs only)	Rs. 2,000.00 (Rupees Two Thousand only)	Rs.500.00 (Rupees Five Hundred only)	04/03/2023 onwards	10/03/2023 Upto 12:00 P.M.

Detailed specification, necessary terms & conditions and requisite documents may be downloaded from the website: [www.gdp.nic.in](http://www.gdp.nic.in). Interested tenderers may send or drop their bids and offers to the “Principal, Gomati District Polytechnic, Fulkumari” in sealed cover superscripting “**Tender for Maintenance of Toilets**” latest by **10-03-2023 upto 12:00 P.M.** The Tenders will be opened on the same day at **12:30 P.M.**, if possible, in presence of intending tenderers. Tenders received after the due date and time will not be taken into consideration. The undersigned reserves the right to reject any tender 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, Gomati District Polytechnic, Fulkumari, Udaipur, for information.
2. The Member Secretary, Institutional Procurement Committee, GDP, Fulkumari, Udaipur for information.
3. The Convener (Website development & maintenance), GDP, Fulkumari, Udaipur for uploading the said “Notice Inviting Tender” 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, GDP, Fulkumari, Udaipur.

## **INSTRUCTION TO TENDERS**

1. Last Date & Time of submission of tenders/bids: **10/03/2023, upto 12:00 P.M.**
2. Date and Time of opening of tenders/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. Tenders received after the last date will not be taken into consideration.
5. The tender documents should accompany the copies of necessary documents such as, valid GST registration, Trade license and PAN card.
6. The contractor/agency/bidder should have been in existence for at least last one year (proof to be attached).
7. The tenders should be send or dropped in a sealed cover and superscripted as “**Tender for Maintenance of Toilets**”.
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 tenderer 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 tender, the tenderer shall submit the details in the prescribed format duly signed on each and every page of the tender.**
12. While submitting the tender, the tenderer shall include a Declaration as in **Annexure – B**, wherein correct **contact number** and **email-id** must be provided.
13. Refundable Earnest money of Rs. 2000.00 (Rupees Two thousand) only and Non-refundable Tender Fee of Rs. 500.00 (Rupees Five hundred) only must be submitted in the form of separate Demand Drafts along with the tender.
14. Payment will be effected after satisfactory completion of the work and also subject to the availability of necessary funds at Gomati District Polytechnic (GDP), Udaipur, Gomati Tripura.
15. Unless authorized by GDP, the tenderer 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.
16. The prices shown in tender should be final and may not be increased under any circumstances.
17. 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.
18. For clarification on any issue the tenderer 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 11.00 A.M. to 4.00 P.M.** or may submit their queries through email at [procurement.gdp@gmail.com](mailto:procurement.gdp@gmail.com).
19. The tender is not transferable.
20. The tenders received through telex / tele-fax / e-mail will not be accepted by the Institute under any circumstances.
21. The Institute shall not be responsible for any delay / loss or non-receipt of tenders/bids by post/courier service.
22. No unsolicited correspondence shall be entertained after the submission of the offer.
23. Quoting merely the lowest price does not confer any right to any tenderer for award of work. The Institute's competent authority on recommendation of the Purchase Committee, reserves the right to select any tender on the grounds of quality, brand reputation, offer of additional / special features, compatibility, etc.
24. The Institute also reserves the right to reject any tenders with unbranded / sub-standard brand / uncertified brands even if they are found to be lowest.
25. **Work is to be completed within 02 (Two) Weeks from the date of receipt of work order.**
26. If the work(s) are not upto the standard, it is liable for outright rejection.
27. Authentic GST rate must be indicated wherever applicable.
28. The tenderer is requested to visit the Institute website [www.gdp.nic.in](http://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.
29. The tenderer 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.
30. The Tender Inviting authority reserves the right to cancel the tender any time without showing any reason to anyone thereof.
31. No labourer under the age of 14 (Fourteen) years shall be engaged for the construction works.
32. **Before submitting Tender, the tenderers 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.** Tenderers submitting the tenders are deemed to have done so. No claim on this account will be entertained afterwards.

Signature of Tenderer with seal and date

**Sd/- Principal-in-charge  
Gomati District Polytechnic**

**ANNEXURE – “A”**

**REQUIREMENT FORMAT / REQUIREMENT SCHEDULE**

Sl. No.	Items description	Brand / Mfg. Name (prolific Brand/ Mfg.)	Unit price in INR	% of GST (if any) per unit	Rate per Unit in INR including GST	Discount per unit in INR	Total Unit Price including GST in INR after discount
1.	Cement (Preferably Dalmia, Star, Ambuja, UltraTech, ACC)						
2.	Brick (First Class)						
3.	Sand: River sand (per cum./cu.ft.)						
4.	Aggregate: down 20 mm (per cum. /cu.ft.)						
5.	Tiles (Size: 8” X 10”)						
	PVC Tap						
6.	Metal Tap						
7.	Plumbing Pipe						
8.	Urinal Pot						
10.	Wash Basin						
11.	Toilet door: Plastic						
12.	Toilet Flash						
	i) Repair						
	ii) Replacement						
13.	Labour Cost						
14.	Miscellaneous (if any)						

**N.B.:** *If any of the tenderer wishes to quote different manufacture’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 of Tender with seal and

Sd/- Principal-in-charge  
Gomati District Polytechnic

ANNEXURE – “B”

(To be typed on the Company Letterhead)

**DECLARATION**

To  
The Principal  
Gomati District Polytechnic  
Fulkumari, Udaipur, Gomati Tripura

**Subject: Tender for Maintenance of Toilets.**

Sir,

I/We, the undersigned tenderer having read and examined in details, the specifications, terms and conditions, and all tender documents in respect to the NIT No. \_\_\_\_\_ date \_\_\_\_\_ do hereby propose to submit **Tender for Maintenance of Toilets** as specified in the tender documents. I/We also do hereby solemnly affirm and declare that:

1. My/Our organization does not have any legal suit/ criminal case pending against it for violation of any law.
2. My/Our organization has not been blacklisted or debarred by any state or central government organization.
3. The information furnished in the tender 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 tender.
5. The Terms & Conditions of this proposal are valid for a period as mentioned in the NIT. Thanking you,

Yours faithfully,

Seal of the Tenderer

(Signature of the tenderer with date)  
 Address.....  
 .....  
 .....  
 Mobile No.: .....  
 Email id: .....

*N.B. In absence of Letter head, the tenderer/bidder must submit filled-in Declaration of this format.*