

To,

Dear Sir/Madam,

**Sub : INVITATION OF SEALED TENDER FOR SUPPLY OF
LABORATORIES EQUIPMENT**

Dear Sir/Madam

GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING AND TECHNOLOGY, MALDA, invites Sealed Tenders, in the following two parts from bona-fide suppliers / manufactures / authorized dealers for **supply of laboratories Equipment for development of following laboratories on turnkey basis.** Tender Paper (TP) can be downloaded from website www.gkciet.in. The cost of downloaded TP is Rs. 500/- to be paid in the form of Crossed Account payee demand draft, drawn in favour of Account Officer, GKCIET, Malda on any scheduled bank at Malda. The Tenders should be submitted, in separate sealed covers, as under:

Part I: Technical Bid

Part II: Commercial Bid

The Part – I : Technical Bid shall also contain two separate sealed envelopes one for Demand Draft towards the cost of tender paper super-scribed : “ Demand Draft for tender document” and the other envelop shall contain EMD amount super-scribed “EMD Amount”. These two envelop along with the document for Technical bid shall be place in a sealed cover super-scribed “Part – I : Technical Bid for Supply of Laboratories Equipment” and addressed to: The OFFICER ON SPECIAL DUTY GKCIET, PO: KOTWALI, MALDA 732144.

The Part – II: Commercial Bid, shall be super-scribed “Part – II: Commercial Bid for Supply of Laboratories Equipment” in separate sealed cover and addressed to: The OFFICER ON SPECIAL DUTY GKCIET, PO: KOTWALI, MALDA 732144.

The above covers (Part – I and Part – II) shall be put in a common cover, super-scribed " Supply of Laboratories Equipment” and addressed to: " OFFICER ON SPECIAL DUTY GKCIET, PO: KOTWALI, MALDA 732144" so as to reach the Institute on or before 28/09/2012, up to 3:00 pm. The Tenders received after the time and date specified would be rejected. Part – I: Technical Bid will be opened at 4:00 pm on 28/09/2012.

Part I: Technical Bid

The technical bid is comprises of (A) Technical Specification and (B) Terms and Conditions

A. Technical Specifications:

Technical specifications of the following Laboratories are given against each Lab as under:

1. Electrical Lab -	ANNEXURE I
2. Electronics Lab.	ANNEXURE II
3. Workshop	ANNEXURE III
4. Applied Mechanics Lab.	ANNEXURE IV
5. Refrigeration and Airconditioning Lab.	ANNEXURE V
6. Electrical Workshop	ANNEXURE VI
7. Electronics Circuit and Device Lab.	ANNEXURE VII
8. Drawing Lab.	ANNEXURE VIII
9. Thermal Engineering Lab.	ANNEXURE IX

B. Terms & Conditions:

1. The tenderer(s) should be either manufacturer / supplier / authorized dealer. The tenderer should have valid registration with all statutory authorities. Tenderer are required to submit all the information / documents required as per the Part – I : Technical Bid and Part – II : Commercial Bid.
2. The Tender Papers must be signed separately by each Partner of the Firm / Company or by a person holding a power of attorney authorizing him / her to do so.
3. Please note that the Part – I would be opened first to analyses the technical specification and terms and conditions. The tenderer who will qualify in the Technical Bid shall be informed. GKCIET, MALDA will evaluate and compare the technical bid determined to be substantially responsive i.e. which are (a) properly signed; and (b) conform to the terms and conditions, and technical specifications. The technical bid would be evaluated separately for each Laboratory for all items taken together, so that the entire supply and installation for development of each laboratory can be awarded to a single firm on turnkey basis. Tenderers are therefore required to submit technical bid separately for each lab for all items taken together, incomplete or not quoted items against any laboratory will make the tenderer ineligible for that laboratory and his/her tender for that laboratory will be completely rejected.
4. The Part II, Commercial Bids of only such tenderer, who are found eligible, as per Part – I, shall be opened for further consideration in presence of successful tenderer those who will qualify in technical bid. The Commercial Bid must clearly indicate the rates quoted in figures and in words, and the authorized signatory with the official seal must duly sign all documents. Tenderer shall quote price for all items against each Laboratory in the Part II Commercial bid, incomplete or not quoted items against any laboratory will make the tenderer ineligible for that laboratory and his/her tender for that laboratory will be completely rejected.
5. In Part – II of the Commercial Bid, the rate quoted must be F.O.B.

(GKCIET, MALDA) inclusive of packing, forwarding etc. Excise duty, Sales Tax/VAT, Octroi, surcharge and insurance, if any must be indicated separately. Educational discount, if any should be indicated clearly. For imported items, Custom duty shall be indicated separately.

- 5.1 The contract shall be for all items of equipment for each lab on trunked basic as per proforma enclosed in Part – II : Commercial bid. Corrections, if any in quoted price, shall be made by crossing out, initialing, dating and rewriting.
 - 5.2 The rates quoted by the tenderer shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - 5.3 The prices should be quoted in Indian Rupees only.
 - 5.4 The rate quoted must be both in words and figures.
 - 5.5 The quantity against each item mentioned in the tender may vary according to the actual requirement at the time of placing Purchase Order.
 - 5.6 GKCIET, MALDA will not provide Central Sales Tax Form "D", wherever applicable.
6. All legal disputes shall be under the jurisdiction of the MALDA Courts in the state of West Bengal.
7. **Earnest Money Deposit (EMD):**
- 7.1 “EMD at the rate of 2% of the quoted price of each laboratory” in the form of Crossed Account payee demand draft, fixed deposit receipt from commercial bank or Bank guarantee from a commercial bank drawn in favour of Accounts Officer, GKCIET, Malda on any scheduled bank at Malda shall be submitted along with the Tender. Tender without earnest money deposit shall be **OUTRIGHTLY REJECTED**. A model format of bank guarantee for furnishing EMD is enclosed in Annexure- A.
 - 7.2 Forfeiture of EMD: EMD of a tenderer will be forfeited if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.
 - 7.3 Refund of EMD: EMD furnished by all unsuccessful tenderers should be returned to them without any interest whatsoever, at the earliest after expiry of the final tender validity period but not later than 30 days after conclusion of the contract. EMD of the successful tenderer should be returned, without any interest whatsoever, after receipt of performance security from it as called for in the contract.
8. Each tenderer shall submit only one tender.
9. **Validity of Tender:**
Tender shall remain valid for a period not less than three months after the deadline date specified for submission.

10. Delivery Period:

Earliest period of delivery and completion of installation and commissioning of the equipment shall be 45 days from the date of issue of Purchase order.

11. Submission of Documents

The tenderer should inter alia include the following in Part – I : Technical Bid.

11.1 Manufacturer's/Company's name, it's trademark should be mentioned in the Tender and printed original illustrative leaflets giving technical particulars of the quoted equipment should be attached in the tender with seal and signature of the authorized representative of the firm participating in the tender process, without which tender shall be rejected. No soft copy in CD and other storage device shall be accepted. In case of leaflets downloaded and printed from manufacturer's website, the same shall be duly authenticated with seal and signature of the channel partner/dealer or authorized representative of the manufacturer in addition to the seal and signature of the authorized representative of the firm participating in the tender. The website address of such manufacturers is to be mention in the tender as well.

11.2 Copy of up-to-date Sales Tax Clearance Certificate.

11.3 Copy of up-to-date Income Tax Clearance Certificate and PAN No.

11.4 Copy of Valid Trade License.

11.5 Copy of up-to-date registration certificate of SSI Unit if any.

11.6 Copy of list of vendors served for supply of such Equipment / Similar equipment for last three years.

12. Award of Contract:

The GKCIET, MALDA will award the contract to the tenderer whose tender has been determined to be substantially responsive in terms of Part –I : Technical bid and Part – II : Commercial Bid.

12.1 Notwithstanding the above, GKCIET, MALDA reserves the right to accept or reject any tenderer(s) and to cancel the bidding process and reject all tenderer(s) at any time prior to the award of contract.

12.2 The tenderer whose bid is accepted will be notified of the award of contract by the GKCIET, MALDA prior to expiration of the tenderer(s) validity period. There shall not be any changes in the terms and conditions of the tender.

13. Performance Security:

13.1 Performance security at the rate of 5% of the contract value in the form of account payee demand draft, fixed deposit receipt from commercial bank or Bank guarantee from a commercial bank in favour of Accounts Officer, GKCIET, Malda shall be submitted within 21 days after the notification of the award of contract. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations. A model format of Bank guarantee for providing performance security is enclosed

at Annexure –B.

- 13.2 Forfeiture of Performance Security: Performance security is to be forfeited and credited to the Institute Account in the event of a breach of contract by the supplier, in terms of the relevant contract.
- 13.3 Refund of Performance security: Performance security should be refunded to the supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects but not later than 60 days of completion of all such obligations under the contract.
14. **Payment:**
Payment will be made immediately after delivery & satisfactory commissioning of the goods / services and training of personnel.
15. **Normal Commercial Warranty/ Guarantee:**
Warranty/ guarantee of three years shall be applicable to the supplied equipment / instrument.
16. Points which are not explicitly covered under “terms and conditions” above shall be covered by Manual on Policies and Procedures for Purchase of Goods circulated by Ministry of MHRD, Govt. of India. A copy of the same is available in the Institute for perusal of the tenderers. Tenderers are advised to go through the manual before submission of their tenderers. A soft copy of the manual can also be downloaded from <http://finmin.nic.in/>.
You are requested to provide your offer as per Tender notice to Officer On Special Duty, *GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING AND TECHNOLOGY, MALDA, PO: KOTWALI 732144*
Tel. No. +91(3512) 268455, Fax No. +91(3512) 268-780.

PART – II : COMMERCIAL BID

Name of the Laboratory :-----

SL.	Description of Items	Quantity	UNIT PRICE	TOTAL PRICE

Signature of the Tenderer with Seal

MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas
(hereinafter called the "tenderer").....
 has submitted their offer dated
 for the supply of.....
(hereinafter called the "tender").....
 against the purchaser's tender enquiry No.
 KNOW ALL MEN by these presents that WE
 ofhaving our registered office at
are bound unto.....
 (hereinafter called the "Purchaser)
 in the sum of
 for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its
 successors and assigns by these presents. Sealed with the Common Seal of the said Bank this
day of20

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept / execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)
 Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

ANNEXURE - B
MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To
The OSD,
GKCIET, MALDA

WHEREAS
(name and address of the supplier) (hereinafter called "the supplier") has undertaken, in
pursuance of contract no dated to supply
(description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall
furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum
specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby, affirm that we are guarantors and responsible to you, on
behalf of the supplier, up to a total of

..... (amount of the guarantee in
words and figures), and we undertake to pay you, upon your first written demand declaring the
supplier to be in default under the contract and without cavil or argument, any sum or sums
within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show
grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before
presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the
contract to be performed there under or of any of the contract documents which may be made
between you and the supplier shall in any way release us from any liability under this guarantee
and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

e Bank and address of the Branch