



# સરકારી ઇજનેરી કોલેજ

(ગુજરાત સરકાર)

પશુ જૈવિકની બાજુમાં, સેક્ટર-૨૮, ગાંધીનગર - ૩૮૨૦૨૮.

**GOVERNMENT ENGINEERING COLLEGE**

(Government of Gujarat)

Nr. Animal Vaccine Institute, Sector-28, Gandhinagar-382028.

Tel. : (O) 079-23215167 ; Tele Fax : (Pri)079-23215965



E-mail : principal\_gecp@yahoo.co.in

Website : [www.gecg28.ac.in](http://www.gecg28.ac.in)

Date : 02/11/2013

Reference Number: GEC /PUR-STC/2013/

## **BID FORM for Procurement of Office Table for GEC**

### **Important Information:**

<b>Date of issue</b>	2/11/2013
<b>Tender fees</b>	Rs. 500
<b>EMD</b>	Rs. 2000
<b>Last date of submission</b>	25/11/2013 till 16:00 hrs
<b>Date of bid opening</b>	25/11/2013 at 17:00 hrs
<b>Tender inviting Authority and address</b>	Principal, Government Engineering College, Nr. Animal Vaccine Institute, Sector-28, Gandhinagar.

## **Invitation of quotations for Procurement of Office Table for GEC**

To,

Dear Madam/Sir,

The GEC invites quotations for procurement of Office Table from manufacturer or authorized distributor under two bid systems. Interested parties who wish to participate in tenders can obtain the tender documents from gec website [www.gecg28.ac.in](http://www.gecg28.ac.in). Bidders have to submit the bid through RPAD/Speed Post till the last date & time prescribed for submission. Tender sent by other means will not be accepted in any case. EMD, Tender Fee, and other essential documents should be submitted for each quoted items on or before 25/11/2013(16:00) hrs in the office of the GEC, Gandhinagar

Last Date of Submission of Bid : 25 /11/2013 (16.00 hrs.)

Date of Opening of Technical Bid : 25 / 11 /2013 (17:00 hrs.)

Tender shall be valid up to : 90 Days You are invited to submit your most competitive quotation for Office Table for GEC. A tender fee (Rs. 500/-) in form of DD in favor of "GEC" payable at Gandhinagar only, should be attached along with the bid document and should reach us latest by 25/11/2013.

### **Terms and Conditions:**

- The bidder is free to quote for single category or all categories of appliances individually. However, the contract shall be for the full quantity for a particular item.
- The bid is to be quoted for full quantity mentioned in the bid document. Part bids will not be accepted
- All duties, taxes and other levies payable including the supply at our place by the vendor under the contract shall be included in the total price.
- Rates quoted should also include installation of material at our site.
- The items for which quotations have been submitted must be in accordance with the specifications given in Annexure-1. Variations in specifications (if any) should be mentioned in a separate letter.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The bidder should duly fill Annexure II with financial quotation.
- Interested Agencies shall submit their proposal ***in sealed envelopes super-scribed*** with "Please Don't Open, this is bid", ***due date, project and complete address.***
- **Period of delivery-** The items are to be delivered within a maximum time limit of 30 days from the issue of Purchase order.
- The tender shall be submitted in two parts viz, (a) Technical Bid and (b) Financial Bid.

- Technical bid shall consist of technical details, and should be submitted in duplicate. Deviations (if any) from tender specifications and commercial terms and conditions should be clearly mentioned. The tender form shall be submitted with this bid duly signed by the bidder.
- Financial bid shall consist of price details (CIF, up to GEC ).
- The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule tender are not fully filled in. Particular attention must be paid to delivery date and also to the particulars referred to in the condition of the contract. The tenderer should sign every page.
- The technical bids should be submitted in sealed covers, marked "Technical Bid for **Office Table** "
- Only technically qualified bidder's financial bids shall be open.
- Tenders not complying with the above conditions are liable to be rejected at the sole discretion of GEC without any further reference.
- This tender is not transferable.
- This Tender document can be downloaded from website [www.gecg28.ac.in](http://www.gecg28.ac.in) . The filled in/complete in all respect tender document must be submitted with tender document fee of **Rs. 500 /-** in the form of Demand Draft in favour of the "**GEC**" **payable at Gandhinagar**
- **General:** GEC reserves the right to choose, accept or reject any or all requests/offers, in full or part and also reserve the right at any stage to reduce or increase the quantity and split the order.
- **EMD:** As indicated in the Tender Notice Rs. 2000 /- only in form of Demand Draft in favor of the "**GEC**" is refundable.
- Vendor should specify all applicable Charges, Tax, Freight Charges, quote FOR value in India Rupees.
- The Bidder has to submit VAT No., PAN No. with Income Tax Return of their firm along with tender documents.
- Security deposit: The successful tenderer shall be required to furnish/deposit Bank performance guarantee from any nationalized bank @ 10 % of the cost of the items to be purchased in favour of GEC within ten days of the receipt of the order. If the tenderer fails to comply with the above requirements within the said period the earnest money already deposited by him/ them shall be applicable for forfeiture and GEC shall purchase the items required at the risk and cost of the successful tenderer
- All or any Claim(s), dispute(s) or difference(s) arising out of or in with connection with this agreement shall be subject to the jurisdiction of the Courts at Gandhinagar only

### **Evaluation of Quotations**

GEC will evaluate and compare the quotations determined to substantially responsive i.e. which are properly signed; and confirm to the terms and conditions, and specifications.

The evaluation will be done based on the following parameters:

- Price quote
- Guarantee offered by the vendor

### **Award of Contract**

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- Notwithstanding the above, GEC reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract without giving any reason.
- The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

### **Terms of Payment:**

- 100 percent payment will be released within 30 days credit period at the acceptance and delivery of material at our site.
- You are requested to provide your offer latest on or before 25th November 2013 in a sealed envelope. Quotations received after the above date will not be considered.
- Time allowed for completion of work shall be strictly followed, otherwise the supplier shall be liable to penalized at the rate of 0.5 % of the contract value of the job undone per week of delay on the part of the bidder/supplier.
- Address for submission of quotation:

**Government Engineering College,  
Nr. Animal Vaccine Institute,  
Sector-28, Gandhinagar - 382028**

**Principal  
GEC, Gandhinagar**

## Annexure I SPECIFICATIONS

Sr. No.	Description	Specification	Qty.
1.	Office Table	<ul style="list-style-type: none"> <li>Size : 1800X1200X750mm</li> <li>Laminated Top, One Side Three Drawers and other side one drawer and one Cabinets, Front Side Closed with 12 mm plywood</li> <li>Legs, supports etc., made from C.P. Teak wood 75x35 mm section.</li> <li>Footrest made from C.P. teak wood – 75 x 40 mm section.</li> <li>Top made from 19 mm thick plywood, laminated with 1.5 mm thick laminated sheet and 25X37 mm thick C.P. Teak Wood sloped boarder French polished.</li> <li>Cabinet and drawer made from 18 mm (front) &amp; 12mm (side) thick C.P. Teak wood with telescopic channel</li> <li>Locking system standard make.</li> <li>Complete unit (except top) Spray melamine polish and must be guaranteed for 5years.Door should have wooden knob</li> <li>Table shown in fig 1</li> </ul>	3

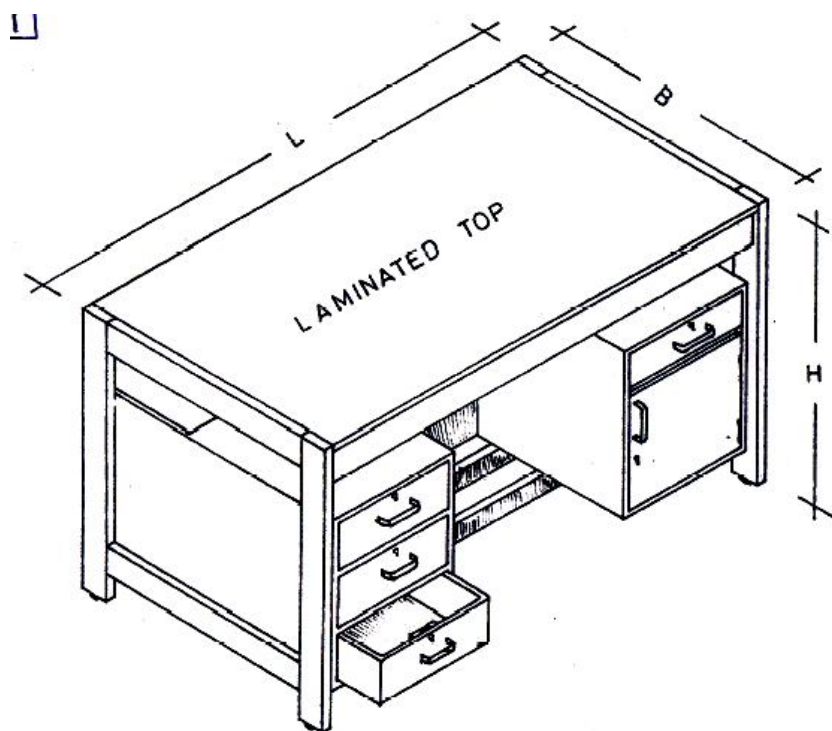


Fig : 1

## ANNEXURE-II

### FORMAT FOR SUBMISSION OF COMPANY DETAILS (DATA SHEET)

Sr. No	Particulars	Details to be filled by the organization
1	Name of the company	
2	Registered Office Address Telephone Number Fax Number e-mail	
3	Correspondence Address Telephone Number Fax Number e-mail	
4	Details of the authorized person (Name, designation, address) Telephone Number Fax Number e-mail	
5	Is the firm - <ul style="list-style-type: none"><li>• Government/ Public Sector Undertaking</li><li>• Proprietary Firm</li><li>• Partnership firm (if yes, give partnership deed)</li><li>• Limited company or Limited Corporation</li><li>• Member of a group of companies (if yes, give name and address, and description of other companies)</li><li>• Subsidiary of a large corporation (if yes give the name and address of the parent organization) If the company is subsidiary, state what involvement if any, will the parent company have in the project.</li></ul>	
6	Is the firm registered with sales tax department? If yes, submit valid sales tax registration certificate.	
7	Permanent Account Number of the firm.	

## Annexure III

### List of Items:

Sr. No.	Description of Goods and major features	Delivery date	Qty.	Quoted unit rate in Rs.	Total Amt. * (quantity per unit price)
1.	Office Table		3		

\*Cost inclusive of duties and taxes & FOR basis.

- Other terms and conditions of Delivery date:

Note:

1. The items for which quotations have been submitted must be in accordance with the specifications given in Annexure-1.
2. The bidding form must be authorized by company's representative.
3. Company seal should be affixed on all pages of the bidding document.

We agree to supply the above items in accordance with the specifications for a total price of Rs..... (amount in figures) (Rs.....amount in words) within the period specified in the invitation for quotations.

We also confirm that the normal commercial warrantee/guarantee of 3 years shall apply to the offered goods.

Authorized Signature of Supplier  
With stamp, email address & fax number

Date:

Place: