

DHEMAJI COLLEGE
DHEMAJI, ASSAM
PIN-787057

NOTICE INVITING QUOTATION (NIQ)

Ref. No. i) DC/RUSA-1/MC/2017-18/030 dated 24-02-2018 & ii) Others

Affixing court fees stamp of rupees 8.25(Eight rupees and twenty five paisa only), sealed quotations are invited in two parts (Part I: Technical Bid and Part II: Financial Bid) by the Principal, Dhemaji College under the scheme of upgradation of existing degree college to Model college of Rastriya Ucchatar Siksha Abhijan (RUSA) from reputed and experienced Firms/Suppliers, fulfilling the qualifying requirements as prescribed in Tendered documents for following items:

NIQ No A: Supply of items (basins, water tap etc.) for newly constructed toilets.

NIQ No B: Supply of steel basins(branded) for Zoology & Botany Laboratories.

NIQ No C: Supply of Roof Sheets for Newly Constructed Building under State Govt. Fund.

NIQ No D: Other items to be published shortly as per requirement.

The details schedule of items, Terms and Conditions, Last date of submission, Date of opening of quotations and others can be downloaded from the website www.dhemajicollege.in. or can be collected from Dhemaji College RUSA office during office hour.

Principal
Dhemaji College, Dhemaji.

DHEMAJI COLLEGE
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Particulars	Details
Nature of the work	<p>NIQ No A: Supply of items (basins, water tap etc.) for newly constructed toilets.</p> <p>NIQ No B: Supply of steel basins(branded) for Zoology & Botany Laboratories.</p> <p>NIQ No C: Supply of Roof Sheets for Newly Constructed Building under State Govt. Fund.</p> <p>NIQ No D: Other items to be published shortly as per requirement.</p>
Details of Contact Persons for clarification/ queries	<p>Dr. Dipak Kr. Neog Phone No. : 9435506155 Email : dhemajicollege@rediffmail.com or Mr. Diganta Hazarika, Coordinator, RUSA Dhemaji College, Assam Phone: 9435681961. Email: dhemajicollegerusa@gmail.com</p>
Mode of tendering	<p>I. Details Terms and Conditions can be obtained/downloaded from the college website www.dhemajicollege.in. Hard copy can be obtained from College Office during the office hours.</p> <p>II. Tenders have to be submitted in the College Office during the Office hours.</p> <p>III. The Bidders have to submit the sealed tenders by affixing non refundable Court Fee Stamps of Rs. 8.25 (Eight rupees and twenty five paise only)</p> <p>IV. The Bidders must have to submit their tenders separately in every group of NIQ. Both the Bids, Technical and Financial should be submitted in separate and block making 'A' as Technical Bid and 'B' as Financial Bid distinctly.</p>
Cost of Tender Document	Nil

No. of Covers	i) Technical Bid ii) Financial Bid
Earnest Money Deposit (EMD) for all items.	Nil
Date of Publishing Tender	3 rd March, 2018
Website for Obtaining / Downloading Tender Documents etc.	www.dhemajicollege.in
Last date of Pre bid Quarries	12 th March, 2018 (up to 12 O' Clock.)
Bid Submission start date and time	3 rd March, 2018 . From 10 A.M.
Bid Submission closing date and time	12 th March,2018 up to 3 P.M.
Technical Bid and Financial Bid opening date and time	13 th March, 2018 at 12 .00 noon if 13-03-2018 is closed the office for any unavoidable circumstances, bid will open in the next day i.e. 14-03-2018
Address where the tenders are to be submitted	Principal Dhemaji College, Dhemaji, PO & Dist.- Dhemaji PIN- 787057 (Assam)
Venue for opening of technical bid and financial bid	Office of the Principal, Dhemaji College, Dhemaji

1. IMPORTANT NOTE:

- 1.1 Tenders Documents may be obtained from the Office of the Principal, Dhemaji College, Dhemaji. Moreover, tender documents may be downloaded from the college website :www.dhemajicollege.in
- 1.2 Bidder can access tender documents on the website.
- 1.3 Tenders and supporting documents should be submitted in the college office within the stipulated period of time.
- 1.4 The Bidders must have to submit their tenders separately in every group of NIQ. Both the Bids, Technical and Financial should be submitted in separate and block making 'A' as Technical Bid (Annexure-I) and 'B' as Financial Bid (Annexure-II) - distinctly.

2. ELIGIBILITY:

- 2.1 The Vendors should have the experience of supply of library books for colleges / universities, should have the experience of supply of sports goods and facilities for college/ universities, and should have the experience of the supply of power generator etc. for at least last three years.
- 2.2 The Vendors should submit and undertaking with the Technical Bid to the effect date he or his firm has not been black listed by any of the Departments / Organisation and No Criminal Case is pending against the said Firm on the date of submission of this bid (Annexure- VI).

- 2.3 The Vendor must furnish details of PAN No. , Service Tax No. (if applicable) VAT Registration No. along with copy of these documents.
- 2.4 The rates quoted by the firm should be in Indian Rupees. In case of difference / discrepancy between the rates quoted in figures and words, the letters shall prevail.
- 2.5 The bids should be valid for a minimum period of 90 days after the closing date of submission.
- 2.6 The bidder must submit self attested copy of Certificate of Registration/incorporation of the firm in case the bid is submitted by farm.
- 2.7 The EMD of successful firm(s) shall be converted in to Performance Security Deposit and shall be returned after successful completion of contract.
- 2.8 The Principal of Dhemaji College as well as RUSA Monitoring/Evaluation Committee and other related Committees, RUSA reserve the right to accept/ reject any or all bids without assigning any reason.
- 2.9 The Firms/ Suppliers are requested to submit copies of the following documents along with the Technical Bid, failing which their Bids shall be rejected and shall not be further considered:-
 - (a) Copy of Earnest Money Deposit (EMD)
 - (b) Copy of PAN/ GIR card, VAT registration certificate
 - (c) Copy of Work Experience of similar work during the last three years
 - (d) Copy of Undertaking that the Farm is not Black Listed by any Government Departments/ Organisations
 - (e) Original Tender document duly signed with seal of the farm on each page in token of acceptance of the terms and conditions of the tender.
- 2.10 Conditional bids shall not be considered and will be rejected out-rightly at the first instance.

3. TERMS AND CONDITIONS:

- 3.1 The contract is to commence from the date of award of contract to the farm and shall continue for the period of six months, unless it is curtailed or terminated by Dhemaji College owing to deficiency of service or supply of sub standard quality of materials.
- 3.2 The contract shall automatically expire after six months from commencements of the contract unless extended further by the mutual consent of contracting farm and Dhemaji College.
- 3.3 The contract may be extended on the same terms and conditions or with some additions/ deletions/ modifications and on satisfactory performance, for a further period of three months with mutual consent.

- 3.4 The contracting farm shall not be allowed to transfer, assign, pledge or sub-contracts rights and liabilities under this contract to any other company/ farm/ agency etc.
- 3.5 The contracting farm will be bound by the details furnished by the farm to Dhemaji College, while submitting the tender or at subsequent stage. In case, any of such documents furnished by the farm is found to be false at any stage, it would be deemed to be a breach of terms of contract making the farm liable for legal action besides termination of contract.
- 3.6 Financial bids of only those farms who are technically qualified shall be evaluated.
- 3.7 The Library books must be supplied as per the list of books submitted by the different departments of the College.
- 3.8 Dhemaji College, Dhemaji reserves the right to terminate the contract during initial period after giving a week's notice to the farm.
- 3.9 All expenses for sending the items supplied to Dhemaji College, Dhemaji 787057, Assam should be borne by the farm.
- 3.10 The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained during the period of the contract
- 3.11 The owner / supplier/ farm should be available on his/ her own direct telephone (office as well as residence) and also on mobile phone so that he/ she may be contacted immediately in emergency cases.
- 3.12 Before award of contract, all original documents will be checked by the authority of Dhemaji College and at that time attested photo copies are required to be furnished.
- 3.13 Dhemaji College shall not be responsible for any financial loss or other injuries to any person deployed by the contracting farm in the course of their performing the duties to Dhemaji College in connection with the supply of items.
- 3.14 In the event of failure to accept the offer of contract or failure of submission of Performance Security Deposit by the successful bidder within stipulated time line for whatsoever the reason(s), Earnest Money Deposit submitted by the bidding farm shall be forfeited.
- 3.15 Either party may terminate the contract by giving a notice of one month.
- 3.16 In case of breach of contract by the vendor, Dhemaji College shall have the authority to cancel/ terminate the contract, besides forfeiting the Security Deposits.
- 3.17 It may specifically be mentioned whether quotation is strictly as per tender specifications/ conditions. Deviation in any form will not be accepted.
- 3.18 Dhemaji College reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever. Further Dhemaji College reserve the right to purchase or to purchase any item listed in the price schedules.
- 3.19 The contract shall be subject to Dhemaji Jurisdiction. This document and the contract or job award letter issued as a result of the tender process shall be interpreted in terms of Indian law.
- 3.20 All disputes arising out of this contract shall be settled amicably by Dhemaji College and the contractor. In the event of failure to reach amicable settlement, the change shall be settled by an Arbitrator appointed by Dhemaji College as per the provisions contained in Arbitration and Conciliations Act 1956.

- 3.21 The terms and conditions of Rastriya Uccharar Siksha Abhijan (RUSA) will be followed and implemented.
- 3.22 The terms and conditions of Public Financial Management System (PFMS) will be followed in case of all financial transaction issues.
- 3.23 The successful Bidder (s) must sign an agreement with the Authority of the Dhemaji College, Dhemaji regarding the contract and supply of materials as well.

4. PROCEDURE FOR SUBMISSION OF THE PROPOSAL/ TENDER

- 4.1 The Bidders must have to submit their tenders separately in every group of NIQ. Both the Bids, Technical and Financial should be submitted in separate and block making 'A' as Technical Bid (Annexure-I) and 'B' as Financial Bid (Annexure-II, III, IV & V) – distinctly.
- 4.2 The copy of related documents must be submitted along with the Technical Bid and Financial Bid.
- 4.3 The Bidders can submit the tender either by post or by submitting in the box provided in the college in the following address –

Address : To

The Principal,
Dhemaji College,
Dhemaji, PO & Dist.- Dhemaji, Assam.
PIN- 787057.

5. EARNEST MONEY DEPOSIT (EMD):

- 5.1 The Technical Bid must be accompanied by NEFT/DD/Bankers' Cheque for Earnest Money Deposit, drawn on any Nationalized Bank/Scheduled bank in favour of Principal, Dhemaji College. EMD shall be valid for a maximum period of 90 days from the closing date (original) of the tender. Quotation submitted without EMD shall be summarily rejected.
- 5.2 The DD/Bankers' Cheque in physical form duly sealed in envelope superscribed with "DDs towards EMD and Tender Document cost for the tender no. for Supply of....." shall be dispatched/ submitted at the Office of the Principal, Dhemaji College at the address mentioned below :

Principal
Dhemaji College, Dhemaji
PO & Dist.: Dhemaji (Assam)
PIN- 787057

6. RETURN OF EMD:

- 6.1 The EMD of the unsuccessful Bidder will be return as early as possible after the expiration of the period of the bid validity but not later than 30 days of the issue of the purchase order. No interest will be paid by Dhemaji College on the EMD.

- 6.2 The EMD of successful Bidder will be returned after the completion of the Contract.
- 6.3 The Financial Bids of only technically qualified Bidders will be opened.

7. DELIVERY:

- 7.1 Free delivery at Dhemaji College, Dhemaji, PO & Dist.- Dhemaji, PIN- 787057 (Assam).

8. BID EVALUATION CRITERIA:

- 8.1 In the first instance the Technical Bids shall be opened by the Authority of Dhemaji College, Dhemaji in the presence of representative of Bidders, if available.
- 8.2 The date and time of the Technical Bids and Financial Bids is given for all.
- 8.3 The Bidders may depute their representatives for the opening of the Bids.
- 8.4 The Technical Bids will then be evaluated by the Dhemaji College internally.
- 8.5 Once the Technical Bids are accepted, the Financial Bids of the vendors (whose Technical Bids have been accepted) shall be opened.
- 8.6 If any vendors so desires, it may depute its representative for Financial Bid opening event also.
- 8.7 The decision of the Principal, Dhemaji College, Dhemaji shall be final and binding.
- 8.8 The terms and conditions of Rastriya Ucchatar Shiksha Abhijan (RUSA) will be followed and implemented.
- 8.9 The terms and conditions of Public Financial Management System (PFMS) will be followed in case of all financial transaction issues.

Annexure-I

TECHNICAL BID

(Contract for supply of to Dhemaji College)

1. Name of the Tendering Company/Firm /Agency :
2. Name of Owner/ Director/Manager of Company/Firm /Agency :
3. Full Address of the Company/Firm/Agency of Registered Office :
Telephone No. :
Fax No. :
E-mail Address :
4. Banker of the Company/Firm/Agency with Full address :
5. Details of Earnest Money Deposit (EMD) :
RTGS/NEFT/DD
Drawn on Bank
6. Name of the items to be supplied :
7. PAN/GIR No. :
8. TIN No. :
9. VAT/ Sales Tax Registration No. :
10. Additional information, if any (Attach separate sheet, if required) :

Date :

Place :

Signature of authorized person
Full Name & Designation :
Seal :

SELF-DECLARATION-NO BLACKLISTING

To,

**The Principal,
Dhemaji College, Dhemaji
Assam. PIN- 787057**

In response to the advertisement No.....,
Dated on Notice Inviting Quotation (NIQ), Dhemaji College,
I/We hereby declare that presently our Company/Firm.....
..... is having unblemished record and is not
declared ineligible for corrupt and/or fraudulent practices either indefinitely or for a
particular period of time by any State/Central Government /PSU/Autonomous Body.

We further declare that presently our Company/Firm
..... is not blacklisted and not declared ineligible for
reasons other than corrupt and fraudulent practices by any State/Central
Government/PSU/ Autonomous Body on the date of Bid submission and no Criminal
case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage then without
prejudice to any other action that may be taken, my/our security deposit may be
forfeited in full and the award of work contract if any to the extent may be cancelled.

Thanking you

Place :.....

Signature: _____

Date :.....

(Seal)

Name in Full _____

Designation _____