

**GOVERNMENT OF TRIPURA
WOMEN'S POLYTECHNIC
HAPANIA, AGARTALA, TRIPURA (W)**

NO.F.1 (55)-WP/ Proc./Comp./2015-2016/584

Date: 09/11/2017.

Notice Inviting Tender

“Tender for supply and installation of Air Conditioner”

Sealed item rate tenders are invited by the undersigned on behalf of the Governor of Tripura under **MHRD Fund** for supply and installation of following item from bonafied Manufacturers /Suppliers /Dealers:

Sl.No	Name of Item	Specification	Quantity
01	2 ton 3 Star Air Conditioner	i) Split type , ii) alloy condenser with copper tubing. iii) PM 2.5 Filter iv) Power full mode v) Temperature display. vi) Outdoor unit should have welding free design made from superdyma metal sheet or, Equivalent	05 nos

Detail tenders document may be collected from the office of the undersigned on payment of Rs. 200/- (Rupees two hundred only) in cash or may be downloaded from the website: www.wptripura.nic.in. The downloaded tenders must accompany a DD for **Rs. 200/-** (Rupees two hundred only) drawn in favour of “**Principal, Women’s Polytechnic**” payable at Agartala. Earnest money of Rs. **2,000/-** (Rupees two thousand only) in the form of DD drawn in favour of “**Principal, Women’s Polytechnic**” payable at Agartala is to be submitted along with the tender. Interested bidders may send their bids in sealed cover superscripting on the envelope “**Tender for supply and installation of Air Conditioner**” latest by **23rd Nov, 2017** upto **2 PM**. The tenders will be opened on the same day at 3 PM if possible in presence of intending bidders. Tenders received after 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.

Sd/-

(Prof. D. L. Roy, FIE)

Principal

Women’s Polytechnic,
Hapania, Tripura (W).

Copy to:-

1. The Procurement Officer, Women’s Polytechnic, for information.
2. The DDO, Women’s Polytechnic, for information.
3. The Account Section, Women’s Polytechnic, for information.
4. The Store Keeper, Women’s Polytechnic, for information.
5. The Convenor, Women’s Polytechnic website maintenance for upload to the website on 11/11/2017 at 10 AM.

Signature with seal of Bidder/Dealer

GOVERNMENT OF TRIPURA
EDUCATION (HIGHER) DEPARTRTMENT
WOMEN'S POLYTECHNIC,
HAPANIA, TRIPURA (WEST)

NOTICE INVITING TENDER
(Tender Document)

No. F. 1 (55)-WP/Proc./Comp./2015-16/

Date:

09/11/2017

Sealed item rate tender is hereby invited by the undersigned from the manufacturers/ authorized dealers/ distributors/ reputed firms having experience for procurement of under mentioned item:

Sl. No.	Name of the Tender	Earnest Money	Tender fee
1	Supply & Installation of Air Conditioner for Women's Polytechnic, Hapania, Tripura (W). Detail specifications are given in Annexure - A	Rs. 2000/- (Two thousand only)	Rs. 200/- (Two hundred only)

TERMS AND CONDITIONS:-

Earnest money should be deposited in the form of **Demand Draft** on any schedule bank guaranteed by Reserve Bank of India. Tender forms including terms and conditions can be had from the office of the **Principal, Women's Polytechnic**, Hapania, Tripura (West) **w.e.f. 10/11/2017 to 23/11/2017 upto 2.00 pm** on any working day on payment of an amount of **Rs. 200/-** in cash or can be downloaded from the website www.wptripura.nic.in. The downloaded tender must accompany a DD for **Rs. 200/-** (Non-refundable) drawn in favour of "**Principal, Women's Polytechnic**" payable at Agartala. Tender(s) may be sent by Registered Post /Speed post only or can be dropped in the tender box placed at the office of the Principal, Women's Polytechnic, Hapania within stipulated date and time mentioned above. It has to ensured that tenders sent by post must reaches the office of the **Principal, Women's Polytechnic, Hapania, Tripura (West), Pin-799130** before due date and time. Tender documents delivered after due date and time will not be taken into consideration. The authority reserves the right to reject any tender to cancel the bidding process and reject all tenders at any time prior to the award of contract without assigning any reason.

1. Bidders should quote price for the full package as indicated in **Annexure "A"**.
2. Contract will be made for the full package or item wise as per the discretion of the purchaser. Correction, if any shall be made by Crossing out, dating, rewriting and initial signature.
3. All Taxes (as applicable) should be charged according to applicable government rates.
4. The bidder has to furnish up to date GST registration and income tax clearance certificate along with the bid.

Signature with seal of Bidder/Dealer

5. Declaration, typed on company letter head, stamped and signed by authorized signatory (**Annexure – B**) must be submitted.
6. The rates quoted by the bidders shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
7. Each bidder shall submit only one Tender. Any bidder, who submits more than one bid, shall be disqualified.
8. Tender shall remain valid for a period not less than **90 days** after the deadline date specified for submission.
9. The purchaser will award the contract to the bidder whose tender has been determined to be substantially responsive and who has offered the lowest evaluated quoted price.
10. Notwithstanding the above, the purchaser reserves the right to accept or reject any tender and to cancel the bidding process and reject all tenders at any time prior to the award of contract.
11. The bidder whose bid to be accepted will be notified for the award of contract by the purchaser prior to expiry of the tender validity period. The terms of the accepted offer shall be incorporated in the purchase order.
12. **Payment:**
 - (i) Advance: - No advance Payment.
 - (ii) On delivery: - No payment on delivery.
 - (iii) On final acceptance: - 90% payment of the contract Price shall be given to the supplier within **30 (Thirty) days** after the date of the acceptance of the respective goods and 10% will be retained for a period of six months as Security money.
13. Warranty / Guarantee shall be for a period of **01 (One)** year as a whole. If normal commercial warranty/guarantee exceeds by **01 (One)** year, then higher of the two as indicated shall be applicable to the supplied goods.
14. Brand Name / Model No. has to be mentioned wherever applicable along with the copies of authorization letter of the manufacturers / Distributorship or Dealership certificate (duly signed by the bidder or Authorized person of the bidder) from Manufacturers etc. in favour of the bidder. The bidder has to provide the Authorisation Certificate if the bid document is signed by the Authorized person in favour of the bidder.
15. Tender has to be submitted along with Manufacturers' Original or downloaded brochure / catalogues duly signed by the bidder or his Authorized person, without which tender may be rejected at the discretion of the Authority.
16. **Earnest money deposit** Earnest money **Rs. 2000/- (Rs. Two Thousand only)** shall be deposited in the State Bank of India or any schedule bank of India guaranteed by the Reserve Bank of India, in the shape of Deposit at call / Deposit receipt / Bank Demand Draft / Bank Guarantee only drawn in favour of the "**Principal, Women's Polytechnic, Hapania, Tripura (west)**" payable

Signature with seal of Bidder/Dealer

at Agartala must be submitted along with the Tender(s) failing which the tender(s) will be summarily rejected.

17. The earnest money deposited by the successful bidder will not carry any interest and it will be dealt with as provided in the conditions stipulated in the tender.

18. The EMD shall be forfeited.

(a) In 50%, if the Tenderer withdraws the Tender during the validity period of Tender.

(b) In full, in case the supplier fails to start supply (or cannot show valid reasons which are acceptable to the authority) specified in the tender documents within **30th day** or such time period as mentioned in letter of award after the date on which the Authority issues written orders to commence the work / supply.

19. The Earnest money of the successful tenderer deposited before issue of work / supply order will also form a part of security deposit. Security money will be deducted from Running Account bill(s) @10% (ten percent) of the bill(s) amount of the successful bidder till full Security Money is retained and will be retained up to “defect liability period”. As an alternative, Bank Guarantee (BG) from any Schedule Bank guaranteed by Reserve Bank of India may also be accepted as “Security Money” in question.

20. Supply, assembling, testing etc. of all equipment including others accessories shall be the responsibility of the contractor.

21. The contractor shall not be permitted to tender for works in Women’s Polytechnic, Hapania responsible for award and execution of contract in which near relatives is posted in Accountant / as an Officer in any capacity between the grades of the Principal to Lecturer. 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 to any officials of the Women’s Polytechnic, Hapania.

22. Confusions / errors, if any noticed need to be clarified / corrected from the Principal, Women’s Polytechnic, Hapania prior to dropping of tender Any claim on such issues after dropping of tender will not be entertained.

23. The contractors should initial all correction if any, to rate(s) and items in the tender. *The contractor should put his /her signature in every pages.* Letters etc. found in the tender box of rising or lowering the quoted rates or dealing with any other points in connection with tender shall not be considered.

24. The bidder shall seal the bid / tender in an envelope addressed to the Principal, Women’s Polytechnic, Hapania, Tripura (w) subscribing on it the Name of Work & NIT No.

25. Tender(s) must be received in the office of the Principal, Women’s Polytechnic, Hapania, Tripura (w) not later than the time and date given in the notice of invitation. If the specified date is declared holiday, tender(s) shall be received upto the appointed time on the next working day.

Signature with seal of Bidder/Dealer

26. Before submitting tender, tenderers are to satisfy themselves by actual visit to the site of work / supply as regards the prevailing condition to approaches and roads and availability of labourers and materials etc. and the tenderers submitting tenders shall be deemed to have done so. No claim on the above account will be entertained after wards.
27. Supply order may be issued to the successful bidder(s) depending on the available sanctioned amount. Hence, quantity may be increased or decreased at the discretion of the authority during the time of evaluation of tender.
28. The tenderers are requested to visit the office website www.wptripura.nic.in for any information/updates/corrigendum. The Principal, Women's Polytechnic, Hapania, Tripura (W) may be consulted if required.
29. All legal disputes shall be subject to jurisdiction of Tripura High Court.
30. The party must mention in the quotation, the rate/amount of annual maintenance charges, if we opt for maintenance contract after expiry of the warranty period.
31. The contractor shall quote the rates and amounts tendered by them **both in figures as well as in words**. The amount for each item shall be worked out and requisite totals shall be given.
32. The bidder has to provide the duly signed (by the bidder or his Authorized Person) copy of Work / Supply order in similar nature of work / supply in support of previous experience as a prime contractor at least for one similar work of value not less than 80% of the estimated cost put to tender in the last 3 (Three) years to qualify for awarding of the work.

ANNEXURE –“A”**PRICE BID****Reference/Tender No: -****Due****Date:-**

SL. No.	Name of Item with Specifications.	Brand/ Model	Quantity (in unit)	Unit Price	Discounts (if any) %	Taxes (if any)%	Total Price
01.	<u>2 ton 3 Star Air Conditioner</u> i) Split type , ii) alloy condenser with copper tubing. iii) PM 2.5 Filter iv) Power full mode v) Temperature display. vi) Outdoor unit should have welding free design made from superdyma metal sheet or, Equivalent		05 Nos				
GRAND TOTAL							

We agree to supply the above goods in accordance with the technical specification for a total contract price of Rs..... (Amount in figures) (Rupees amount in words) with in the period specified in the Invitation for tender. We also confirm that the normal commercial warranty / guarantee of months shall apply to the offered goods.

Signature :

Name :

Business Address:

Affix Rubber Stamp:.....

Place:-

Date:-

Note: Price bid should be submitted in the given format only. For additional information/extra items above format may be typed and used.

Signature with seal of Bidder/Dealer

ANNEXURE – “B”

(To be typed on the Company Letter head)

Declaration

**To
The Principal
Women’s Polytechnic
Hapania, Tripura (W)**

Subject: Supply and Installation of Air Conditioner.

Dear Sir,

I/We, the undersigned bidder having read and examined in details, the specifications and all bidding documents, in respect to the tender no. _____

Dated: _____ do hereby propose to provide services as specified in the bidding documents 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 firm has not been blacklisted or debarred by any state or central government organisation.
3. The information furnished in all parts of this tender document is accurate and true to the best of my 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 of 90(ninety) days from the last date of submission of the bids.
6. I/We have paid Tender cost of **Rs.200/- (Two Hundred only)** and Earnest money to **Rs. 2000/- (Rupees Two Thousand only)** through Deposit at call /Deposit receipt/ Bank Demand Draft / Bank Guarantee No. _____ Dt. ____/____/_____.

Thanking you

Yours Faithfully

Signature with seal of Bidder/Dealer