

OFFICE OF Govt. I.T.I. KAIRANA SHAMLI

Notification No. 1660 /nvida/bhandar/ raw material /2014-15

Date-17-10-2014

Tender Notice

Sealed tender in two parts bid are invited from reputed/experienced/authorized tenderers. Supply raw material for training all trades in Govt. Industrial Training Institute, Kairana & Lisad, Shamli. The tender must reach in this office up to 12:00pm on date 14-11-2014 and will be opened on the same date at 1:00pm in the presence of such tenderers who wish to be present. The tender document and specification can be obtained from this office on any working day from 20-10-2014 on payment of tender fees (Nonrefundable) of Rs. 500+Vat by cash for each. Tenderers are required to enclose F.D.R./DD/NSC of Rs.15000 or 2% of estimated cost of the raw material as Earnest Money pledged in favor of Principal Govt. I.T.I. Kairana, Shamli. The Principal reserves the right to accept or reject any tender and to cancel the bidding process and reject all tenders any time prior to the award of contract. Kindly see the website www.shamli.nic.in & www.vppup.in for detailed instructions.

Date : 17-10-2014

Place: Kairana, Shamli

Principal

Govt. Of I.T.I Kairana (Shamli)

GOVT.I.T.I. Kairana,Shamli

Tender Documents

Tender No.1660/Nivida/Bhandar/raw material/2014-15/

Date:17-10-2014

Issued No. M/S
.....
.....
.....
.....
Price Rs.500 + VAT
Receipt No. date
Last date of Receipt 14-11-2014 by 12:00pm
Enclosure 1) Terms and conditions
2) List of pages
3) Total pages

**Principal
Govt. I.T.I.
Kairana(Shamli)**

GOVT.I.T.I. Kairana,Shamli

Tender No.1660/Nivida/Bhandar/raw material/2014-15/

Date : 17-10-2014

Last date of sale of tender	13-11-2014
Last date of receipt of tender	14-11-2014
Tender fees	Rs.500+VAT
Postage Charges	Rs.50/- in case tender document required by post
Earnest Money	Rs.15000 or 2% of tender value
Place of delivery	Govt. ITI, Kairana,Shamli
Inspection	Committee Constituted by Principal Govt. ITI, Kairana,Shamli
Specification	In tender document
Tender	Terms & conditions page 3 to 6

On behalf of honorable Governor of Uttar Pradesh sealed tender are invited for the items enclosed in list termed and conditions mentioned on page 3 to 6.

**Principal
Govt. I.T.I.
Kairana(Shamli)**

General Instructions

The tendering firms are required to the tender documents by payment of tender fees as indicated in page no. 1. Tender can be obtained the documents by post also by making a payment of Rs.50/- extra for postal charges. The payment of tender fees(including the postal charges wherever applicable can be made by Bank Draft of by Cash. It is clarified that no other mode of payment shall be acceptable. The Bank Draft should be made payable to the Principal Govt. I.T.I Kairana,Shamli, and should be crossed. In case, the tender is desirous to get the tender document by post, then he should send a self addressed envelope of size 9"X 4" along with the request for tender notice as cited below)

- 1) The rates are invited only from the firms who are the authorized dealer of the product or themselves the manufacturer of the items/item being quoted.

Documents To Be Submitted

The tendering firms are required to submit the following the documents which their offer will be ignored.

- 1-
 - A) In case, the firm is authorized dealer, then the following documents are to be submitted. The proof of being an authorized dealer via. Dealership authority.
 - B) Certificate from the manufacturer indicating that himself is a manufacturer.
 - C) The firm should submit leaflet/literature indicating the name of the manufacturing organization make brand. If there is no standard printed leaflet, then hand drawing/ figure/ photo should be given.
 - D) The tender has to give a certificate that he has supplied all items against the order placed previously by the Principal Govt. I.T.I. Kairana,(Shamli) and tender is not black listed by any Govt. organization/undertakings.
 - E) In case of UP state firm enclose the copy of valid C.S.T. registration certificate.
 - F) Copy of PAN No. issued by Income Tax Dept. of Tendering firm.

Essential Conditions of Tender

- a) The offer would remain open and acceptable of period 12 months. The period can be extended with Consent of tender.
- b) Only those items which are available on the ready stock should be quoted since the supply is be made immediately.
- c) The rate should be quoted F.O.R. destination i.e. Govt. I.T.I. Kairana & Lisad, Shamli after calculating rebate etc. Only sales Tax as applicable on Govt. purchase may be charged extra. Lance clause of sales tax should clearly be mentioned in offer.
- d) All cutting over-writing is the tender offer should be duly signed otherwise treated as cancelled.
- e) The crossed bank draft/bond FDR of enclosed with the offer otherwise the offer against tender shall be rejected. The draft/bank FDR of earnest money should be crossed and it should be in the favour of The Principal Govt. I.T.I., Kairana,Shamli. The earnest money will be refunded in case offer list not accepted.

Mode of Filling Tender

The firm should submit the offer indicating the brand name land rate. It should be clearly cited that the rate quoted is of which brand. The firm should invariably attaché the pamphlet/leaflet of item/items being quoted. It should be ensured the specification given in the offer land in the leaflet and the literature should tally with each offer. The firm has to submit their in duplicate in tie two separate sealed envelopes.

- a) First envelope termed as technical offer containing detailed technical specification of the item along with documents/papers of formalities.
- b) Second envelope (termed as financial offer) containing rates in words and figures on the following Format –

Envelope of each item should be sealed separately

S.N.	Name of Item	Rate in words	Rate in Figures	Trade Tax	Other taxes	Total
1	2	3	4	5	6	7

In rates it should be quoted after deducting the discount. Rate should be given in words and figures both. If there is any discount. There should not be any cutting and overwriting in filling up above format.

The time of opening should be clearly indicated on the top corner of the envelope. The envelope should be of thick paper had must be properly sealed with sealing wax along with stamp. It is clarified that the unsealed envelopes will not be entertained.

Note : both the envelopes should be super scribed clearly as technical offer any financial offer and both envelopes will be kept in one cover indicating tender no. and date of opening. The outer cover should also be sealed properly as cited above. The cover indicating technical offer will be opening before the representative of the firm on the date of opening of tender and the financial offer firm will be opened letter if their technical offer is accepted.

Procedure

- a- You or your representative may be present at the time of opening of the tender along with your authority letter.
- b- The principal Govt. I.T.I, Kairana,Shamli reserves the right of rejecting any of the tender without assigning any reasons and also can reduce or increase the quantity of any item or no order may be placed.
- c- The decision of the principal Govt. I.T.I Kairana,Shamli is final in any disputes if arises and to any reason.
- d- Deviation from the above mentioned terms and conditions will not be accepted. Earnest money should be enclosed in separate envelopes super scribing the amount of earnest money on the top right corner of the envelope. This envelope should be placed inside the main envelope in which the technical offer is sent. It may be noted that desired earnest money is essential for all supplier is sent. It may be noted that desired earnest money is essential for all supplier and no exemption is admissible to any tender. The offer without earnest money will not be considered. Such offers shall be surely rejected and no correspondence will be made.

Check List

The enclosed check list must be filled and attached.

Payment

Supplied material check & verify by committee constituted by principal, payment will be made after T.D.S deduction.

Tender from tenders who have purchased that tender documents, have not submitted tender security summarily be rejected. Also offer sent by tales of offers with over waiting shall be rejected. Tender should not that no convenience in this connection will be made. For convenience the tender the following check list has been prepared and all tenders are required to ascertain the following requirement before submitted the offer.

CHECK LIST

- | | |
|--|--------|
| 1. Have you purchased the tender document
(A photocopy of the receipt may be attached) | Yes/No |
| 2. Have you submitted the tender security as prescribed in Tender and the rates
are given by you F.D.R site | Yes/No |
| 3. Have you included al charges payable to you in your tender and the are given by
you F.D.R side | Yes/No |
| 4. Have you mentioned you PAN certificate of income Tax Dept. | Yes/No |
| 5. Have you quoted the delivery period correctly. | Yes/No |
| 6. Have you 12 months validity after the offer from the Date of
tender opening. | Yes/No |
| 7. Have you agreed with all the terms and condition of the Documents, if not
mention clearly. | Yes/No |
| 8. Have you enclosed U.P.S.T./C.S.T. registration certificate | Yes/No |

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