

No. : ITI/RGH/F(2)/HPKVN/Purchase/2019- 190

Dated: 20/03/2020

Sent through email & by post to:

M/s Website

All above mail sent through: Post or through messenger on dated 20/03/2020.

LIMITED TENDER DOCUMENT

(Terms & Conditions)

For items details please see "Schedule-1".

Handwritten Signature
20/03/2020

Principal

Government Industrial Training Institute Rajgarh
Distt. Sirmour, Himachal Pradesh
Phone /Fax No. 01799-220070

General Information

1	Tender Document	Limited called by post & email
2	Last Date for submission of Tender	30.03.2020 (5 pm)
4	Date of Opening of Tender	31.03.2020 : 11:00 am

	Items Schedules	Schedule No	Remarks
1.	As mentioned in Schedule No.1	As mentioned Schedule No - 1	Check "List of Items" of Schedule No -1

Terms & Conditions: -

1. The reputed firms/registered/authorized dealers having commercial/Income Tax registration number are only eligible to apply.
2. The rates quoted should be **F.O.R. Govt. ITI Rajgarh, Distt. Sirmour HP, PIN 173101** means in the concerned Lab/ Workshop / Store of the Institution.
3. The GST shall be charged as per Govt. norms, excise duty, other taxes should be indicated separately; otherwise the rates will be deemed to be inclusive of such levies/taxes.
4. The firm/ supplier/ dealer rate contract firm will arrange the demonstration of equipment / material for its quality/specification check at our premises at his own cost if required by technical evaluation committee before placing the supply order.
5. The duly constituted institute committee before delivery shall inspect the material. The firms/supplier/ dealer / rate contract firms shall intimate the date when the material is ready for inspection.
6. The items/ equipments shall remain under guarantee/ warranty by the supplier for a period of minimum one year. The date of guarantee/ warranty will be reckoned from the actual day of commissioning / installation of equipment in the concerned Lab./ workshop.
7. **5% amount will be deducted from the final payment and kept as a performance security and will be given back after six months, only if the product/item found satisfactory.**
8. **Payment shall be released within one month of the receipt & installation of goods/ material strictly as per the Specifications / in good working condition.**
9. All the quoted items must be branded, quoted with Model No. & should be supported with relevant catalogues & documents for technical evaluation. The tenders not conforming to the specifications/descriptions of material will be summarily rejected as void.
10. The date of accepting/ opening the tenders happens to be a holiday; the tenders will be opened on the next working day at the same venue/ time.
11. Telegraphic, Fax, conditional & tenders shall not be accepted.
12. The Tender form along with forwarding letter on letter head/ pad of the firm should be sent through Regd./ Speed Post/ By hand or through courier well in advance so as to reach to the **Principal, Govt. ITI Rajgarh, Village Shamloh, PO & Tehsil Rajgarh Distt. Sirmour (HP)** on or before the date of closing the offer i.e. **30.03.2020** up to **05:00 PM**. The **Principal will** not be responsible for any postal delay. The tenders will be opened on **31.03.2020 at 11:00 am** in the presence of bidders in the office **Principal, Govt. ITI Rajgarh**
13. The offer shall be sent in the sealed envelope clearly indicating on the top of the **ENVELOPE WITH THE TENDER NO, DUE DATE & the Category of items.**
14. The Principal, can also appoint a **"Negotiation Committee"** if required.

15. The Principal Govt. ITI Rajgarh, Distt. Sirmour reserves the right to change the date for receiving, opening and also to accept or reject any or all tenders without assigning any reasons. The Principal also reserves the right to purchase all/any/multiple/nil items from the bid and is free to purchase similar items from other sources.
16. The No. of items /quantity may vary at the time of placing the supply order.
17. The rates quoted shall be valid for next six month.
18. The quantity could be increased or decreased according to Institutes requirement.
19. All the Equipments and Machinery/product will be inspected before the delivery.
20. The supply order shall be subjected to availability of funds with Govt. ITI Rajgarh.
21. The bidder has to specify the make/specification of the equipment, if it is not specified, than that item is lightly to be rejected.
22. While quoting the rates of the items, please do not change the Sr. No. of the item mentioned in the tender document. This is done for easy method of comparison.
23. Bids shall remain valid for 180 days after the date of bid opening prescribed by the Purchase, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
24. During evaluation of bids, the Purchaser may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification shall be in writing/telephonically/E-mail and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
25. All Disputes are subjected to Rajgarh Jurisdiction only.

Important Note: The tender forms completed in all respects should be deposited in the office of the **Principal, Govt. ITI Rajgarh, Distt. Sirmour HP on or before 30.03.2020 up to 05:00 PM**

Section –A

1	Name of Firm / Organization	
2	Registration No	
3	Complete Postal Address (With Phone No)	
4	Whether manufacture / Dealer / Supplier / Rate contractor	
5	Total amount of items tendered (excluding tax) in figures & in words	
6	Financial Standing	
7	Past Experience (Attach Documents if required)	
8	Organizational	
9	Technical Particulars	

Dated: March, 2020**Dated Signature with Seal**

Schedule No.1

Sr. No.	Name of item	Quantity	Unit	Rate/item	Total amount	Remarks/ Mention brand and make clearly along with guarantee/warranty period
01	English Lab software which covers the following: a) Communication Skills b) Listening Skills c) Vocabulary Module d) Phonetics e) Conversations Beside the above listed topics if module has something extra, you can give the brief in your quotations.	01	No.			The software can be installed in as much systems as we required. There should be no license issues and should be perpetual in nature.
Total (inclusive of FOR)						

Note: Clearly mention the GST rate