

**KARAIKAL POLYTECHNIC COLLEGE
(PIPMATE - A GOVERNMENT OF PONDICHERRY UNDER TAKING)
VARICHIKUDY, KARAIKAL – 609 609.**

**TENDER SCHEDULE-X: Supply of Furniture for Department of
Information Technology and Computer Engineering under Up-gradation
of Polytechnics Scheme of MHRD.**

TERMS AND CONDITIONS

Bidders intending to offer rates for **Supply of Furniture** to Karaikal Polytechnic College, Karaikal should observe the Terms and Conditions given below:

1. Each Bidder must go through the Terms and Conditions containing the Description and Specification of the items/ equipment/ machineries, carefully and understand them before submitting their tender on-line. No excuse that the conditions have not been read or understood will be entertained later.
2. The Bidders shall be either the Manufacturer of the quoted equipment or an Authorized dealer / Supplier.
3. The Bidders shall submit their Tenders for the items/ equipment/ machineries as per the specifications required, supported with necessary technical details/ pamphlets/ catalogues. The technical details/ pamphlets/ catalogues shall be submitted along with other documents required for Technical Bid.
4. The Bidders shall submit the Tenders on-line before the last date for submission. Bidders are requested to stick to the date and time limit specified in the e-Tender notice. Tenders will be accepted only if submitted in the prescribed manner.
5. Each tender must be accompanied by an Earnest Money Deposit (E.M.D.) of **₹13,000/- (Rupees Thirteen thousand only)** as mentioned in the e-Tender notice. Otherwise, the tender will be rejected without notice. The E.M.D. should be in the form of Demand Draft drawn on any of the Nationalized Banks, in favour of “The Principal, Karaikal Polytechnic College, Karaikal”, payable at Karaikal. Bank guarantee or payment in any other form will not be accepted.
6. The tenders submitted without the requisite E.M.D. will be summarily rejected and no request for exemption will be entertained except from the firms registered as Industrial Co-operative Society / Small Scale Industries with Government of Puducherry / N.S.I.C./

D.G.S. & D. as applicable. In such cases, Photostat copy of the valid certificate for exemption of E.M.D. should be furnished along with the tender.

7. The E.M.D. amount will be returned to the unsuccessful bidders, but retained in the case of successful bidders and refunded after execution of the supply order.
8. The bidder withdrawing the tender once submitted / not executing the supply orders will lose the entire E.M.D. amount paid.
9. The rates should be quoted in whole Rupee and paise only. The rates for each item should be independent of other items/ equipment/ machineries.
10. The rates should be inclusive of all taxes and duties and for free delivery, inclusive of all incidental charges such as loading, unloading, packing, forwarding, installation, insurance and stocking charges etc.
11. If artificially low rates are tendered, this institution will not consider any subsequent claim for compensation. The Bidders are advised to satisfy themselves that the rates quoted by them are for the items/ equipment/ machineries, for which the tenders have been invited and shall quote only for the readily available items/ equipment/ machineries for supply.
12. No representation toward upward revision of rates will be allowed. Ex-Godown rates offered by the firm are not acceptable and such tenders will be summarily rejected. The rates should be quoted FOR destination basis, the destination being the Karaikal Polytechnic College, Karaikal.
13. The rates quoted should be in Indian currency only for the units specified against the items/ equipment/ machineries and payment will be made in Indian currency only.
14. Government of India, DGS&D and Government of Puducherry rate contracts have to be compared with lowest price offered by the supplier through tender.
15. Installation and demonstration should be done by the successful bidder at Institution premises at free of cost. Technical Reference and User Manuals are to be supplied for the items/ equipment/ machineries, on free of cost.
16. The materials/stores shall be guaranteed for satisfactory performance/working for a period of at least 12 months from the date of supply/commissioning. Any defects noticed during this period shall be rectified at free of cost to the satisfaction of the Institution. If the damage is more and the equipment/ machinery is not functioning properly at the time of installation, then the entire equipment/ machinery must be replaced with a new one.

17. The requirements found in this Tender Schedule are only approximate. The bidder should undertake to supply those requirements in excess or lesser to those specified in the schedule, as per the actual requirement of the Institution.
18. The order will be placed with the successful bidders for the supply of items/ equipment/ machineries. The supply should be made at the supplier's own risk. Damages and breakages, if found in transit, the items/ equipment/ machineries, thereof should be replaced.
19. Acceptance of the tender will rest with the Principal, Karaikal Polytechnic College, Karaikal, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received without assigning any reasons. The Principal has the power to accept the items/ equipment/ machineries of higher cost, if they are of reputed make and are as per the specifications. The decision of the Principal, Karaikal Polytechnic College, Karaikal in all matters relating to this Tender Schedule shall be final and conclusive. In case of any dispute, Puducherry shall be the place of jurisdiction.
20. The tender shall be submitted only if the bidder is agreeable to all the Terms and Conditions of this Tender Schedule, which includes the Description and Specifications of the items/ equipment/ machineries mentioned therein. Irrespective of the Terms and Conditions that may have been specified by the bidder, only the Terms and Conditions specified in this Tender Document will be binding on the Bidder and the Tendering Authority.
21. The Technical Bid Cover, is to be submitted to "The Principal, Karaikal Polytechnic College, Karaikal", with the following documents:
- Annexure-I**, as per the format enclosed.
 - Demand Drafts towards Tender fee of ₹525/- and E.M.D. amount of ₹13,000/- drawn in favour of the Principal, Karaikal Polytechnic College, Karaikal.
 - Declaration as given in the next para 22.
 - Technical details of item/ equipments/ machineries with Make/ Model No., supported by pamphlets and catalogues etc.

The Bidder shall also upload the scanned copies of the above documents.

22. The bidders shall furnish a declaration as given below in token of acceptance of all the Terms and Conditions of this tender. Otherwise, the tender will be rejected.

“I/We[Name of the firm / proprietor], the undersigned hereby solemnly declare that the Terms and Conditions of Tender Schedule-X: Supply of Furniture for Department of Information Technology and Computer Engineering under Up-gradation of Polytechnics Scheme of MHRD are accepted and that in the event of selection of my / our rates, the Equipment/ Machineries will be supplied within the stipulated period.”

**SIGNATURE OF THE BIDDER
(AUTHORIZED SIGNATORY)**

23. The Financial Bid shall contain the Tender offer form (BOQ). This bid shall contain only the price list. Any discrepancy in this regard will cause the rejection of the price list.
24. No column in the BOQ shall be left blank. If rate for any item is not offered, then “NOT QUOTED” may be mentioned in the appropriate column. BOQ of the qualified bidders in Financial Bid will be opened on the prescribed date. The qualified bidders in Technical bid will be informed through e-mail.
25. The rates quoted should be only as per the unit printed in the schedule and should be valid for a period of one year from the date of opening of the tender.
26. The bid validity period is 180 days and the successful bidder will have to supply the materials within a period of 3 months from the date of the supply order.
27. In case any items/ equipment/ machineries present in the list are found to be covered under DGS&D rate contract or in the quoting of the Government of India/ Government of India Undertaking firms, such items/ equipment/ machineries will not be considered through this tender.
28. Copies of any document produced with tender including Xerox copies, should be clear and legible, otherwise it will not be considered. If the required certificates are in the language other than English, attested copy of English version should be furnished for verification and record.
29. Entry to participate in the Tender Opening Committee Meeting is restricted only to bonafide bidders or one of their authorized representatives. The bidders or their Authorized Representative who are present shall produce the authorization letter and sign in the Attendance register evidencing their presence during the opening of the tenders.
30. The bidder or their Authorized Representative who are present shall not bring mobile phones to the venue of tender opening.

31. In the event that the date of opening of tender, being declared as a holiday for the office of the tendering authority, the due date for submission of tender and opening of tender will be the following working day at the same time.
32. The bidder shall bear all costs associated with the preparation and submission of his tender and this institution will in no case be responsible or liable for these costs, regardless of the conduct outcome of the tendering process.
33. Specification and requirements of items/ equipment/ machineries is available in **Annexure-II**. The quantity of stores indicated in the schedule is only tentative and approximate. This institution has the right to increase or decrease the quantity required of any item/ equipment/ machineries.
34. The Principal, Karaikal Polytechnic College, Karaikal is vested with powers to cancel or revoke the Supply order without assigning any reason therefor, if the Supplier fails to effect the supply in conformity with the contracted terms and conditions.
35. The items/ equipment/ machineries should be delivered to Karaikal Polytechnic College, Karaikal on receipt of supply order or as per the delivery schedule in the supply order. The Bidder/ Supplier shall take back rejected items/ equipment/ machineries within 7 days from the date of communication. If the Bidder/ Supplier fails to remove the rejected stores within the specified period, the same will be disposed off by the Principal, Karaikal Polytechnic College, Karaikal.
36. The bidder shall submit the bill of cost in triplicate along with an advanced stamped receipt immediately after execution of the supply order for arranging payment. The payment will be made on receipt of said items/ equipment/ machineries at site, in good condition subject to fulfillment of all other terms and conditions.
37. The Institution will issue form 'D' applicable to Government Departments as per the Central Sales Tax (Registration and Turnover) Rules, 1957 .
38. Payment shall be made only after executing the supply order to the entire satisfaction of the Institution. No advance payment will be made under any circumstances.
39. The Bidder shall mention the Address for Communication with Landline/ Mobile Phone number and E-mail I.D. for informing the status of Technical bid.

D. SANDANASAMY
PRINCIPAL

ANNEXURE-I
TECHNICAL BID

From

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.....

Landline Phone:

Mobile Phone No.:

E-mail I.D.....

To

The Principal,
Karaikal Polytechnic College,
Varichikudy,
Karaikal – 609 609.

Sir,

Sub: Technical Bid for the "**Tender Schedule-X: Supply of Furniture for Department of Information Technology and Computer Engineering under Up-gradation of Polytechnics Scheme of MHRD**" – Submitted – Reg.

I/ We submit herewith the Technical Bid through on-line for the "**Tender Schedule-X: Supply of Furniture for Department of Information Technology and Computer Engineering under Up-gradation of Polytechnics Scheme of MHRD**" of Karaikal Polytechnic College, Karaikal, with the following documents for consideration.

1. Scanned copy of the D.D towards tender fee for ₹525/-.
2. Scanned copy of the D.D. towards E.M.D. amount for ₹13,000/-.
3. Declaration of the Bidder.
4. Scanned copies of Brochures/ Technical pamphlets of items to be supplied with make and model details.

Yours faithfully.

(AUTHORIZED SIGNATORY)

Encl. as above.

[N.B. The Bidder should submit the copy of the Technical Bid as per Annexure-I and Original Demand Drafts for Tender fee and E.M.D. etc to the Principal, Karaikal Polytechnic College, Karaikal, before the due date.]

ANNEXURE-II

Tender Schedule-X: Supply of Furniture for Department of Information Technology and Computer Engineering under Up-gradation of Polytechnics Scheme of MHRD TO KARAIKAL POLYTECHNIC COLLEGE, KARAIKAL.

| Sl. No. | Item Description | Qty | Units |
|----------------|---|------------|--------------|
| (1) | (2) | (3) | (4) |
| 1 | <p>Computer Table Two person seating, 14- gauge steel frame with wire management and grommet holes, Oak tops and chrome and black frames, 1 1/4"thick molded sturdy laminated top 56" width for stability, Adjustable height legs (25" to 29" H), 16" thick solid core construction with high pressure laminate, 45 lb industrial grade particle board with gator ply backer sheet, 3 mm black PVC edge with soft radius corners , adjustable 2 CPU racks to any size with Keyboard/ Mouse tray.</p> | 30 | Nos. |
| 2 | <p>Cushion Chair Mainstays Fabric Task Chair, Multiple Colors: Modern style-Sleek Model, Pneumatically adjustable seat height, Seat width: 14- 16", Length : 14- 16" , Seat height from floor: 16" - 21", Back height from seat: 22" - 24", (Should be within 1.5X1.5 Size computer table).</p> | 70 | Nos. |