

JAINTIA EASTERN COLLEGE, KHLIEHRIAT

Short Notice Inviting Quotation

Invitation of Tenders for Supply of Sport material and installation to Jaintia Eastern College, Khliehriat under RUSA

Tender Notice No: JEC/RUSA-85/2017/

Dated Khliehriat 08th December 2017

Jaintia Eastern College, Khliehriat invites sealed tenders/Quotations for the sport material and installation on prescribed Format from reputed vendors/distributors/suppliers in India, (Duly filled application form should reach the Principal, Jaintia Eastern College, Khliehriat, East Jaintia Hills District, Meghalaya - 793200 on or before **15th December 2017 latest by 01:30 P.M.** along with non-refundable application fee of Rs. 500/- (Rupees five hundred) only in form of Demand Draft drawn in favour of Principal, Jaintia Eastern College, Khliehriat or in cash. The bidders can also download the bidding documents from the website of the Institution.

www.jecollege.org

Approximate Cost will be Rs.3,00,000/- (Rupees Three Lakh) only



Principal
Jaintia Eastern College
Khliehriat

1. Eligibility Criteria:

1. Vendors/Distributors/Suppliers blacklisted at any stage by the Central Universities/ Central/State Government body etc. need not to apply.
2. The Vendors /Distributors/Suppliers engaged in respective area and who have been in the business with minimum of 5 years experience.
3. The bidder should be an Indian registered firm and should have sufficient Infrastructure, technical expertise and financial strength to undertake the contract.
4. Minimum Average Annual Turnover of Rs. 10.00 lakhs in the last 3 financial years (Certificate to be enclosed, duly supported by the income tax return).
5. The Bidder/Tenderer should provide the following mandatory information: (i). Bidder/Tenderer must provide the information on the similar works completed successfully in last 3 years. (ii). List of Institutions/Customers worked by them. (iii). Copies of Income Tax Return Form and PAN number, as per government norms for the last three years. (iv). Copy of Registration of Firm.

2. Instructions for applicants:

2.1 Interested vendors/distributors/suppliers should submit application form in sealed envelopes superscribing –“Application for the supply of sports and installation”.

2.2 The application should be signed by an authorized signatory of the vendor(s) bearing his/her full name and status, clearly indicating below the signature along with the official seal of the firm. Incomplete and conditional applications will not be considered.

2.3 Tender document issued by the office or downloaded from our official website only will be accepted.

2.4 The received application(s) after the due date and time will not be considered.

2.5 The short-listed vendor(s)/distributors(s)/supplier(s) are required to agree to supply as per the Institute’s “Terms & Conditions for sports and installation” as stipulated hereunder.

2.6 An Earnest Money of Rs.30, 000/- (Rupees Thirty thousand) only should be deposited.

3. Terms and Conditions

3.1 The Principal, Jaintia Eastern College, Khliehriat reserves the right to accept or reject any tender(s) in part or full, without assigning any reasons thereof and his decision will be final in all cases.

3.2 Vendor should have the following documents and must submit along with the tender by making self attestation:-

- Income Tax Clearance Certificate.
- Professional Tax Clearance Certificate.
- PAN number of the firms / organizations.
- Money receipt toward the cost of tenders papers.
- Scheduled Tribe Certificate.
- Experience Certificate.
- Earnest Money Receipt.
- Declaration in respect of compliance of terms & conditions.

3.3 Vendor should supply the ordered equipments/goods within a period of 45 (forty five) days failing which lead to cancellation of the order and procedure to debar may be initiated.

3.4 Order will be placed to the successful bidder after signing agreement with the college authority.

3.5 At time of payment of bills, the Income Tax, if any shall be deducted at the source as per the Government Rules and Guidelines as may prevail at the time of payment.

4. Purchase Orders

4.1 Supply and installation of sports has to be made strictly as per items and specifications supplied by the college only.

4.2 Sending an acknowledgment of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.

4.3 Any clarification/query regarding the purchase order should be sought from the college within five (05) days of receipt of the order.

5. Time-frame for supply

5.1 The supplier should supply all the ordered furniture within 45 days (maximum) - for any kind of sports material or other resources from the date as specified in the purchase order.

5.2 In case there is a delay foreseen in supply, the concerned supplier should communicate the Authority of the college explaining the same and seeking an additional required time to supply the same, at least fifteen (15) working days before the supply due date.

6. Supply

6.1 The supply should be free of freight charges.

6.2 If the supply is made through Railway Parcel/ Registered Post or parcel or courier, the charges will be borne by the supplier.

6.3 Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.

7. Sport material specifications

7. Sport material must be supplied and good quality materials Annexure – II

8. Invoicing procedure and Conversion Rates

8.1 One invoice should be raised against one purchase order. Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies) and Addressed to The Principal, Jaintia Eastern College, East Jaintia Hills District, Meghalaya – 793200.

8.2 A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.

8.3 The prices in the invoice should be indicated in original currencies.

8.4 Reserve Bank of India (RBI)/GOC currency conversion rates as applicable on the date of the purchase order should only be followed, and should also be clearly indicated on the invoice.

8.5 College/Institute may take approx 90 days from the date of the ordered bill received for final payment to the vendors/suppliers.

9. Undertaking:

9.1 Every invoice should certify that the prices charged are as per the invoice and latest catalogue supplied.

9.2 The sport material supplied against the orders will be checked for defects of all kinds and condition of accompanying material and if any defects are detected later, the defective sport material will be replaced at the destination of supply.

10. Mandatory enclosures with invoice:

10.1 A copy of publisher's invoice as a price proof without any manipulation is mandatory with latest RBI/GOC conversion rate intimation letter. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

11. Termination of order:

The order may be terminated at the occurrence of any of the following event:

11.1 If the vendor fails to deliver even at least 75% of the supply (in terms of number of titles) within one month of getting the order.

11.2 In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor, if at any time, found that the information provided by the vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute.

11.3 In such case(s), the institute will be at liberty to cancel the order without giving any prior notice to the vendor, and the Institute reserves the right to forfeit the security deposit submitted by that vendor.

11.4 The Institute reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required, at any time.

11.5 All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of The Principal, Jaintia Eastern College, Khliehriat or his nominee.



Principal
Jaintia Eastern College
Khliehriat

FORMAT OF APPLICATION**SUPPLY OF SPORTS AND INSTALLATION TO JAINTIA EASTERN COLLEGE,
KHLIEHRIAT UNDER RUSA**

1	Advertisement Memo No.	
2	Detail of demand draft	
	i). Demand Draft No. and date /Receipt and date (tender fees).	
	ii). Demand Draft No. and date (Earnest Money)	
3	Name of the firm/supplier	
4	Postal address of the Head Office of the firm	
5	Contact Information: a). Name of the contact person: b). Telephone No.: c). Mobile No.: d). Fax No.: e). Email Id: f). Website Address, if any:	
6	Bank A/C details (A copy of the Bank Passbook to be attached) a). Name of the Bank: b). Address: c). Bank Account Number: d). Name of the Account holder: e). IFSC Code: f). MICR Code: g).Type of Account (Saving/Current):	
7	Enclosures	

SIGNATURE OF TENDERER

ANNEXURE-II**(SPORTS ITEMS TO BE SUPPLIED)****QUOTATION OF RATES FOR SPORTS AND INSTALLATION TO JAINTIA
EASTERN COLLEGE, KHLIEHRIAT UNDER RUSA**

SL. No	Name of the Discipline	Name of Items	Qty	Specification	Tentative Photograph	Quoted Rate (In figures and in words)	Amount
1	Javelin Throw		10 Nos				
2	Hammar Throw		10 Nos				
3	Pull Vault		10 Nos				
4	Archery		10 Nos				
5	Short Put		10 Nos				
6	Volley Balls		05 Nos				
7	Discuss Throw		10 Nos				
8	Basketball		10 Nos				
9	Relay Button		05 Nos				
10	Cricket Sets		02 Set				
11	Cricket Jersey and Pants		01 Set				
12	Table Tennis Sets		03 Nos				
13	Carom Boards		06 Nos				
14	Football		10 Nos				
15	Football Uniforms (Jersey)		02 Set				

NB.: Rates are to be inclusive of all taxes which include freight and installation fees.

Signature of Tenderer