

Short Notice Inviting Quotation

**Invitation Tenders for Supply and Installation of Furniture to Jaintia Eastern College,
Khliehriat under RUSA.**

Tender Notice No: JEC/RUSA-85/2017/ 4135

Dated Khliehriat 23rd July 2018

Jaintia Eastern College, Khliehriat invites sealed tenders/Quotations for the Supply and Installation of Furniture 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 27th July 2018 latest by 01:30 P.M. along with non-refundable application fee of Rs. 1000/- (Rupees One Thousand) 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. 17, 000, 00.00 (Rupees Seventeen Lakhs) 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. 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 super scribing –“Application for the supply and installation of Furniture”.

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 Vendors/Distributors/Suppliers are required to agree to supply and install the furnitures as per the Institute’s “Terms & Conditions for Supply and Installation of Furniture” as stipulated hereunder.

2.6 An Earnest Money of Rs.85, 000/- (Rupees Eighty Five 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:-

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

3.3 Vendor should supply and install the furniture 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 furniture's 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 furniture 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. Furniture sent via V.P.P. & Train will not be accepted.

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. Furniture Specifications

7.1 Good Quality materials

7.2 Classroom desks and benches size see Annexure – II (Sl.No. 1)

7.3 Computer tables size see Annexure – II (Sl.No. 2)

7.4 Computer chairs standard size see Annexure – II (Sl.No 3)

7.5 Steel Racks size see Annexure – II (Sl.No. 4)

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, Khliehriat, 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 Institute may take approx 90 days from the date of the ordered Furniture (s) 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 furniture 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 furniture will be replaced at the destination of supply.

10. Mandatory enclosures with invoice:

10.1 A copy of 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 within one and half months 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 quality, 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.

10.4 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.

10.5 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

JAINTIA EASTERN COLLEGE, KHLIEHRIAT

Annexure-I

FORMAT OF APPLICATION





**SUPPLY AND INSTALLATION OF FURNITURE FOR JAINTIA EASTERN
COLLEGE, KHLIEHRIAT**

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

(FURNITURE ITEMS TO BE SUPPLIED)

**QUOTATION OF RATES FOR PROVIDING FURNITURE FOR JAINTIA EASTERN
COLLEGE KHLIEHRIAT**

SL. No	Particulars	Qty.	Specification	Tentative Photograph	Quoted Rate (In figures and in words)	AMOUNT
1	Students desk Laminated board on Steel frame		6' x 1' x 18" 6' x 14' x 30"			
2	Computer tables		1220mm (W) x 762mm (D) x 762mm (H). The table should have sliding tray at the center for Key Board. Front side should be covered with wooden modesty. Table should be made of 18mm Prelam Particle Board with KD fitting. or near equivalent			
3	Computer Chair with armrest		Standard size			
4	Steel Rack (Book Shelves)		Type of product Storage rack Length 36" Breadth 15" Height 118" Capacity per shell 90 kgs UDL			

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

Signature of Tenderer

(Non Judicial Stamp Paper of Rs 16/-)

DECLARATION

(i) I/We(names of Vendors/Distributors/Suppliers)
do hereby declare that the entries made in this application form are true to the best of my/our
knowledge and believe.

(ii) Mr..... whose Signature is given below, is an
authorized representative of this firm.

(iii) I/We also undertake the responsibility to communicate all subsequent changes in the
constitution or working of firm, affecting the accuracy of the facts, stated above.

(iv) I/We shall abide by all the terms and conditions laid down by the College authority.

Date:

**Authorized Signatory
& Seal of the Firm**