

**OFFICE OF THE PRINCIPAL
NAGAON G.N.D.G. COMMERCE COLLEGE,
NAGAON, ASSAM
PIN-782003**

**Quotation Documents for supply of Books & Journal under RUSA 2.0 Grant at Nagaon
G.N.D.G. Commerce College, Nagaon**

Ref No. NGNDGCC/RUSA-QUOTATION/2019-20/Books & Journal/003

Dated 10-09-2019

Sl.No - 1 . Supply of Books & Journal

Reference: As per published in Gana Adhikar dtd. 10/09/2019

Last date of Tender Submission: 16-09-2019 at 1:00 P.M.

Tender Opening Date & Time: 16-09-2019 at 3:00 P.M.

NAME OF WORK	TIME OF COMPLETION (supply)
Supply of Books & Journal	15 days from the date of Work Order
Cost of Tender Documents	Rs. 1000/-

The Principal Nagaon GNDG Commerce College, Nagaon invites sealed tenders papers affixing non-refundable **court fee stamp of Rs. 8.25 (Rupees eight & twenty five paisa)** only of tenders from the reputed registered Firm/Vendor/Dealers or any other suppliers for supply of following items.

A/ Books for B.Com. & B.Sc. course under G.U. Syllabus.

Tender papers can be collected from this office on any working days w.e.f. **10-09-2019 to 16-09-2019** against submissions of **Rs. 1000/- (one thousand)** tender cost money to Principal Nagaon GNDG Commerce College. The technical bid and financial bid should be submitted separately for each tender in a sealed envelope super scribed as tender article in the top right hand cover of the envelope.

The last date of submission of tender papers is **16-09-2019 at 1:00 P.M.** The tenders will be opened on the same day after **3:00 P.M.** in the presence of authorized representation of the firms.

The bidder must submit the following documents/items along with their proposal

- * Court fees Stamp of Rs. 8.25
- * Self attested copy of PAN Card

The bidders shall put the duly sign and sealed documents of technical bid within a sealed cover super scribed as

Tender Reference No. :

Cover : Technical Bid, Cover A

Name of the firm, complete address :

Date of Submission :

- * Each page of different documents of price bid should be duly signed and affixed office seal.
The bidders shall put the duly sign and sealed documents of price bid within a sealed cover superscribed as Tender Reference No. :

Cover : Price Bid, Cover B

Name of the firm, complete address :

Date of Submission :

*** (Cover for Bid)**

Sealed Cover A & B shall be placed together inside another cover which shall be sealed and superscribed as Tender Reference No: _____ (write the TR no.) and addressed to **the**

Principal, Nagaon G.N.D.G. Commerce College, Nagaon, Assam. Pin-782003.

A .Payment Provision

- I. No advance payment will be paid to the successful bidder at any cost or any ground.
- II. Payment will be made only after submission of Completion Certificate of the work and bill/invoice.
- III. Payment will be made ONLY through PFMS mode.

B. Other Conditions


- I. No bidder shall be allowed at any time on any ground, whatsoever, to claim for revision or modification in the bid paper. To make correction in the tender paper on the ground of clerical error or typographical error etc shall not be entertained after submission of the bid.
- II. Supply of goods by the successfully selected bidder should be made directly and not through any other agency or third party.

C. Cancellation

Canvassing directly or indirectly or through mediator(s) will invite cancellation or Blacklisted of the firms in the college

Copy to:

1. The Mission Director, RUSA, Khilipara, Guwahati for favour of kind information.
2. Coordinator, RUSA Committee, Nagaon GNDG Commerce College, for information.
3. Accounts Branch (RUSA Quotation File & Office Copy)
4. In-charge, College Website, Publicity through college web page.



PRINCIPAL
NAGAON G.N.D.G
COMMERCE COLLEGE
NAGAON : ASSAM

Principal
Nagaon G.N.D.G. Commerce College,
Nagaon :: Assam

Undertaking by the Bidder

To

**The Principal, &
Tender Inviting Authority
Nagaon G.N.D.G. Commerce College
Nagaon, Assam**

Tender Reference No.:

Sir,

I, Sri on behalf of M/S
..... having registered office at.....

.....(complete postal address with PIN) do hereby declare that I have read all the terms & conditions, eligibility criteria and all other relevant instruction in terms of the above cited tender reference no and undertake to comply with all of them. The rates / amount quoted by my firm/enterprise are valid and binding me for acceptance only for works called through the tender.

I do also comply that the TIA has the right to accept or reject any or all the tenders without assigning any reasons.

I read and understand all the terms and conditions of the contract and bind myself to abide by them.

I hereby declare that there is no vigilance or any other legal investigation or course case pending/ contemplated against me and my firm/enterprise at this moment.

I declare that I will follow the institutional rules and regulation if any instructed to me at the time of executing the order if selected.

Signature :

Name :

Designation :

Date & Place :

Name and address of the Firm :

DECLARATION OF SECRECY UNDERTAKING

To

The
Principal
Nagaon G.N.D.G. Commerce College,
Nagaon, Assam

Sub: Declaration of Secrecy.

Sir,

I / We hereby declare that I / We shall treat the tender documents, drawings and other record connected with the works as secrete / confidential documents and shall not communicate information / derived there from to any person other than a person to whom I / We am / are authorized to communicate the same or use the information in any manner prejudice to the safety of the same.

Yours faithfully

Full Signature of the bidder

Undertaking on Fraud and Corruption

Tender Reference No.:

Date :

I, Sri..... representing the firm

..... Under

(Designation) capacity do hereby undertake that, in competing for (and, if award is made to us, in executing) the subject contract for supply under Tender Reference No. _____

dated _____. We shall strictly observe the laws against fraud and corruption in force in the country.

Further, we declare that our firm has not been banned / blacklisted by any organizations or Government.

Signature :

Name :

Designation :

Date & Place :

Name and address of the Firm :

AGREED TERMS AND CONDITIONS

Tender Reference No.:

Date :

Details of Bidder:

Name of the Bidder :

Contact Person :

Designation :

Contact No :

Email ID :

Definitions:

1. 'Purchaser' means Principal, Ambedkar College, Tripura or his authorized person
2. 'Bidder' means a person/firm/company/enterprise who has made an offer for supply of goods and/or service as per tender.
3. 'Vendor' or 'Supplier' means a person/firm/company/enterprise to whom the order will be addressed for supply of goods and/or service after evaluation of tender documents.
4. 'Site' means the premise of Ambedkar College, Tripura

Note: Questions listed below should not be replaced or redesigned or un-attempted. Answering each question is compulsory and non response may invite cancellation of the Bidder from tender process. If required, bidder may give elaboration in a separate sheet with proper indication/marks.

Sl. No	Description	Vendor's Response (Confirmed/Noted/Furnished separately)
1	Meet the eligibility criteria as per bid document	
2	Give complete details of the product	
3	All documents specified in Technical Bid are enclosed	
4	Confirm that the price quoted in financial bid is of inclusive of packing, forwarding, delivery, courier, transportation cost, or any kind of other expenditure	
5	Confirm of relevant payment terms & conditions mentioned in the bid	
6	Confirm that low quality materials or goods will not be used	
7	Understand that payment will be transferred through PFMS	

Signature :

Name :

Designation :

Date & Place,

Name and address of the Firm

Details Information of Bidder

To,

**The Principal,
Nagaon GNDG Commerce College,
Dist: Nagaon, Assam.**

I / We furnishing the details information which are as follows (for organization, they are to submit their detail as mentioned in the documents).

1. Name of Bidder :

(In Block Letter)

2. Power of Attorney Holder :

(in case of Organization)

3. Postal Address :

4. Mobile No. :

5. Email address :


6. Contact person (if any) :

7. Detail of contact person :

8. Trade License No. :

9. Trade License renewed up to:

10. PAN No. :



PRINCIPAL
NAGAON G.N.D.G
COMMERCE COLLEGE
NAGAON : ASSAM

Yours faithfully

Full Signature of the Bidder with Seal