

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

**Quotation Documents for Laboratory Library books, Journals, Practical Books & Specimen charts under Govt. of Assam Science Stream colleges Grant at Nagaon G.N.D.G. Commerce College,**

Ref No. NGNDGCC/QUOTATION/Science Lab/0003

Date: 09-09-2019

Dated 10-09-2019

Sl.No - 1 . Laboratory Library books, Journals, Practical Books & Specimen charts  
Reference: As per published in Gana Adhikar dtd. 10/09/2019  
Last date of Tender Submission: 19-09-2019 at 1:00 P.M.  
Tender Opening Date & Time: 19-09-2019 at 3:00 P.M.

NAME OF WORK	TIME OF COMPLETION
Library books, Journals, Practical Books & Specimen charts (Rs. 1.00 Lakh)	One Month from the date of Work Order
Cost of Tender Documents	Rs. 200/-

SL NO	PARTICULAR'S	UNIT
1.	Library books, Journals, Practical Books & Specimen charts	@1.00 Lakh

**BASIC ELIGIBILITY CRITERIA & GENERAL CONDITIONS**

1. At least 3 years experience of work under Govt.
2. Financial Soundness Certificate from a reputed Nationalized Bank.

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

- \* Court fees Stamp of Rs. 8.25
- \* Up-to-date income tax return of last 3 (three) years.
- \* Proof of Annual Turnover.
- \* Proof of Up-to-date Trade License issued by Competent Authorities.
- \* 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 :

**A. Financial Bid Cover (Cover B)**

As this is a suggestive participatory tender call, therefore bidders are requested to show the prices of individual items.

1. The bidder may show the price bid 'under head wise break up' or 'as a whole'.
  
3. 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 :

**B. ( 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.**

**\* Opening of Bid Documents**

- I. Bid documents will be opened for evaluation as per the provision laid down in this bid paper.
- II. Only those bidders whose technical bids are found acceptable after evaluation by the committee duly constituted by the TIA for this purpose will be open price bid; i.e. Cover B.
- III. This is not necessary that the lowest quoted price bid will be awarded. The committee duly constituted for the purpose will evaluate the bidders in terms of quality of products, brand of the products, post delivery / installation service assurance, track record of the bidders in spite of technical and financial bid.

**C .Validity**

After evaluation, work order will be issued by the head of the institution to the selected bidder.

**D .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 cheque payment.

### **E. 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 and materials by the successfully selected bidder should be made directly and not through any other agency or third party.

### **F .Cancellation**

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

### **Copy to:**

1. The Director of Higher Education, Kahilipara, Guwahati for favour of kind information.
2. Coordinator, Science Committee, Nagaon G.N.D.G. Commerce College, for information.
3. Accounts Branch (Quotation File & Office Copy)
4. Assistant Accountant, Publicity through college website.

**Sd/-**  
**Principal**  
Nagaon G.N.D.G. Commerce College,  
Nagaon :: Assam

**Undertaking by the Bidder**

**To**

**The Principal, &  
Tender Inviting Authority  
Nagaon GNDG 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 of relevant payment terms & conditions mentioned in the bid	
5	Confirm that low quality materials or goods will not be used	
6	Understand that payment will be transferred through Cheque	

Signature :

Name :

Designation :

Date & Place,

Name and address of the Firm

## CHECKLIST FOR COVER A (TECHNICAL BID)

**Tender Reference No.:**

**Date:**

Sl. No.	Description	Yes	No
1	PAN Card		
2	Copies of at least 3 similar works executed		
3	Undertaking as per Annexure 1		
4	Agreed Terms and Conditions as per Annexure 2		
5	Undertaking on 'Fraud and Corruption' as per Annexure 3		
6	A checklist for the list of documents enclosed for Cover A as per Annexure 4		
7	Self Declaration in relation to Post Delivery/ Installation Service		
8	Detail Information of the Bidder as per Annexure 5		
9	Declaration of Secrecy as per Annexure 6		
10	Any other relevant documents (OEM Authorization)		

NB: Documents must be arranged in the order as specified / written as per Annexure 4

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.Pin-782003.**

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. PAN No. :

Yours faithfully

Full Signature of the Bidder with Seal