

## SHILLONG COLLEGE, SHILLONG.

### Short Notice Inviting Quotation

Ref No: Sc/RUSA/tend/Fur/2017-18/1

Dated: 19.06.2017

Sealed Tenders/Quotations affixing Crossed I.P.O of Rs.100.00 (Rupees One Hundred) only are invited from Registered Firms/Manufacturers for the supply and Installation of the following items and will be received in the Office of the Principal, Shillong College, Shillong up to **2.00 PM of 23<sup>rd</sup> June, 2017 and will be opened on the same day at 3.00PM** in the presence of the Intending quotationers or their authorized representatives who so desire to witness the opening of the bids. (Incase if the last date of receiving tender is a Govt. Holiday, the tender will be opened the following day)

<b>1. Name of Work:</b>	<b>Supply and Installation of Furniture to Classrooms at first floor of Shillong College, Shillong under RUSA.</b>
<b>2. Approximate Estimated Amount:</b>	<b>Rs 12,00,000/- ( Rupees Twelve Lakhs) only</b>
<b>3. Rates:</b>	The rates are to be quoted items wise
<b>4. Supply date:</b>	Within 2½ (Two and half) months.
<b>5. Earnest Money:</b>	2 % of the value of the contract. (1% for Tribal suppliers)
<b>Intending quotationers/suppliers are advised to purchase the Tender Papers @ Rs.1000.00 (Rupees One Thousand) only (Non-refundable) from the Office of Principal Shillong College, during office hours.</b>	
Suppliers should furnish an undertaking that the supply/installation will be done by the tenderer himself/herself.	

**Principal  
Shillong College, Shillong.**

**Copy:**

1. College Notice Board.
2. Local News Paper

## DETAILED NOTICE INVITING TENDER

**NAME OF WORK: Supply and Installation of Furniture to Classrooms at first floor of Shillong College, Shillong under RUSA**

1. APPROXIMATE TENDER VALUE : **Rs 12,00,000/- (Rupees Twelve lakhs only)**
2. DATE OF SELLING OF TENDER PAPERS: **19.06.2017 up to 23.06.2017** during office hours.
3. Last date of submission of Tender : **23.06.2017 at 2.00 PM**
4. Date of opening: **23.06.2017 at 3.00 PM**
5. This Notice Inviting Tender was sold to.....  
VIDE RECEIPT NO.....Dt.....
6. NAME OF THE SUPPLIER:.....
7. POSTAL ADDRESS:.....
8. REGISTRATION No.....

**SIGNATURE OF TENDERER**

Dated: 19.06.2017

To,

**The Principal  
Shillong College  
Shillong**

**Subject: Supply and Installation of Furniture to the Classrooms at First floor of Shillong College, Shillong under RUSA.**

Sir,

I/We have the honour to submit the tender for the above noted work for favour of your consideration and orders. I/We purchased tender paper for the work vide receipt No.....Dated.....

I/We am/are registered Firm/Manufacturer and my/our registration No. is .....

I/We submit the following documents for your consideration:-

- 1).Income Tax clearance certificate for the year.....
- 2).The Sales/Professional Tax clearance certificate for the year.....
- 3).Tribal certificate (Attested copy).
- 4).The Money Receipt for payment towards the cost of tender paper.
- 5).Experienced Certificate.
- 6).Earnest Money.

I/We have gone through the Tender paper and agree to all propose terms & Conditions.

I/We, therefore, sign and seal them and return in original.

**Enclo :- Copies of the Tender papers and certificates stated above.**

**Yours faithfully,**

**(Signature of Tenderer)**

**Name in block letters in full:-**.....

**Postal Address:-** .....

**Registration No:-** .....

**Dated :-** ..... **Mobile. No.**.....

## **ELIGIBILITY CRITERIA:**

- i. Firm/bidders blacklisted at any stage or by any NITs/IITs/IIITs/ Central Universities/ IISERs/CSIR/ labs or Central/State Government body/PSUs etc. need not to apply.
- ii. The bidder should be an Indian registered company engaged in respective area of works with minimum experience of 05 (FIVE) years. The bidder should have sufficient Infrastructure, technical expertise and financial strength to undertake the contract.
- iii. Minimum AVERAGE ANNUAL TURNOVER of Rs. 5.00 lakhs in the last 3 financial years. (Balance sheet/CA certificate to be enclosed, duly supported by the income tax return)
- iv. The Bidder/Tenderer should provide the following mandatory information:
  - (a). Bidder/Tenderer must provide the information on the similar works completed Successfully & satisfactory in last 3 years. Bidder/Tenderer must submit satisfactory documentary proof from end-users.
  - (b). List of Organizations/Customers dealt by them.
  - (c). Last Three year's copies of Income Tax Return Form and PAN number, as per government norms.
  - (d). Copy of Registration of Firm.

## **INSTRUCTIONS/GUIDELINES TO BIDDERS (ITB)**

1. Only bidders, who fulfill the ELIGIBILITY CRITERIA, as given in this tender document, should apply.
2. The bidders should enclose relevant documents wherever necessary to substantiate their eligibility.
3. The bidder should enclose the client list with contact address along with Phone/Fax for reference, for the quoted item.
4. The Bidders must submit their Quotation with EMD in the form of Demand Draft/ Bank Guarantee/ Short term Deposit in favor of "The Principal, Shillong College, Shillong," payable at Shillong. Quotation without EMD will be summarily rejected. EMDs of other unsuccessful Bidders will be returned back after the purchase order /contract agreement is issued to successful bidder.
5. Successful Bidders must have to submit the performance security @ 10% of the purchase order or contract value and it will be retained up to the warranty period.
6. Principal, Shillong College, reserves the right to reject, accept any or whole or part of any of the tender without assigning any reason thereof and no claim will be entertained.
7. If the successful bidder is not able to complete the supply & Installation work within the delivery date specified in the purchase order, the purchase order will be automatically treated as cancelled after expiry of delivery date period. The vendor will have to submit an undertaking in this regard that this condition is acceptable to him. In case of extra ordinary circumstances the vendors must send a request for extension of validity of purchase orders, with proper justification prior to the expiry of validity date for consideration.
8. The quotation must be accompanied by leaflets/operation manuals/books etc.
9. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids which are not substantially responsive to the Bid Documents in every respect may result in rejection of the bid.
10. Bidders who had supplied the Government departments, PSUs/NITs/IITs/IIITs and reputed Institutions and Organizations should only apply.
11. The bidder should enclose the client list with contact address along with Phone/Fax for reference, for the quoted item.

12. The bidder should enclose relevant documents wherever necessary to substantiate his eligibility.
13. In case of sophisticated items, an on-site training needs to be provided with no extra cost.
14. Wherever applicable the vendors must quote the branded /desired items

**Principal  
Shillong College, Shillong.**

**SHILLONG COLLEGE, SHILLONG**

**(FURNITURE ITEMS TO BE SUPPLIED)**

<b>QUOTATION OF RATES FOR PROVIDING FURNITURE FOR CLASSROOMS AT FIRST FLOOR</b>					
<b>SI.No</b>	<b>ITEMS</b>	<b>SIZE</b>	<b>QNTY</b>	<b>QUOTATION OF RATES (In figures and in words)</b>	<b>AMOUNT</b>
1	Students desk Laminated board on Steel frame	Around 1048x895x750	<b>116</b>		
2	Teacher's Chairs (Classroom) Revolving chair with armrest	Standard	<b>5</b>		
3	Teacher's tables Laminated board top on Steel- frame with facilities of drawer	Around 1000x600x75	<b>5</b>		
				<b>TOTAL = Rs.</b>	

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

**Signature of Tenderer**