**TENDER DOCUMENT DATED:-16.06.15**

**GOVT. INDUSTRIAL TRAINING INSTITUTE RAKHI SHAHPUR (HISAR).**

**( Haryana )- 125039**

 **Phone No.01663-230431 (9416720106)**

 **Email:-itirkh768@gmail.com**

 **Website;-www.itirakhishahpur.org.in**

Govt. Industrial Training Institute, Rakhi Shahpur invites Sealed Tender from ISI /BIS Certified

Manufacturer / supplier For supplies Tools / Equipment of different Trades Whose list attached

with Specification, other Terms and condition.

1. **Cost of Tender Document:** The Tender document can be purchased on payment of **Rs – 500/-** ( Rupees five hundred only ) by Demand Draft drawn in favour of GITI Rakhi Shahpur or Cash Receipt.
2. **Tender documents can be purchased and submitted as indicated hereunder:** Tender documents will be available for sale between 9.00 to 5.00 on any working day from GITI. Industrial Training Institute,Rakhi Shahpur.

 **Last Date of Submitted of Tender – 26.06.2015 at 1400 Hours.**

|  |  |
| --- | --- |
| 3. | **Earnest Money Deposit:-**Rs. 10000/-(Rupees Ten Thousand only) by way of  |
|  | Bank Draft/Bankers Cheque drawn in favour of "Principal GITI,Rakhi Shahpur " |
|  | Payable at Narnaund (Hisa) by drawn on any scheduled bank and the same should be |
|  | submitted along with the Tender Documents. |
|  |  |  |  |
| **3.1** | Earnest Money deposit will not carry any interest. |
| **3.2** | Earnest Money Deposit amount in respect of successful tenderers can be adjusted  |
|  | Against Security deposit. |  |
|  | Earnest Money deposit in the case of unsuccessful tenderers will be refunded after  |
|  | finalization of the Tender. |  |
| **3.3** | In Case, the Successful tenderer fails or refuses to accept the contract offered  |
|  | in full or in part,Earnest Money Deposit will be forfetied. |

**4. TWO BID SYSTEM**

4.1 PART ‘A’ – **TECHINCIAL BID**

4.2 PART ‘B’ – **FINANCIAL BID.**

4.3 sealed quotation are to be submitted under two – bid system as per following details

4.4 COVER-1 (TECHNICAL BID) – Part ‘A’

 The duly filled in Technical bid along with instruction/terms and conditions technical bid ( part ‘A’) are to be kept in cover one and Superscribed as

“**TECHNICAL BID FOR TENDER FOR Supply of Tools /Equipments/Machinary”** and sealed.

**TECHNICAL BID OF tender must be Accompanied by EMD as specified.**

Tender received without EMD Shall be rejected

All Pages of the Tender must be signed by the tenderer and he must affix his office seal in all Page. The tenderer should enclose proof for all the information furnished by them. In case it is

found, at Any stage, the information/Documents Provided are not true, the tender/ shall be cancelled and appropriate damages shall be claimed from the tender/Party besides forfeiture of Security deposit.

**5 COVER II (FINANCIAL BID) – Part ‘B’**

The Tender must sign on **Part “B” – Financial Bid** of the tender and also affix his/her seal.

The duly filled in price Bid is to be Kept in cover II and sealed and super scribed as

“**FINANCIAL BID FOR TENDER FOR Supply of Tools/ Equipment/Machinery PREMISES “**

**NOTE:** No other documents should be kept in the cover containing Financial Bid ( Part ‘ B’)

of the Tender.

**6 THE ABOVE TWO COVERS BE FURTHER PUT IN A MASTER COVER, SEALED AND**

**SUPERSCRIBED AS TENDER FOR “Supply of Tools/ Equipment/Machinary PREMISES “.**

**7** Tender will be opened in the presence of intending Tender at **GITI, Rakhi**

Shahpur. At 1600 hrs. on the due date opening i.e on **dated 26.06.15.** only Technical Bids of the tenders received will be opened first. The price bid of only those tender, who are successful

based on the criteria enumerated on Qualifying Criteria in the “Technical Bid “

will be opened on the same day.

**8** EMD and all subsequent payments to be made by way of crossed Demand draft/bankers

cheque drawn in favour of “Principal GITI,Rakhi Shahpur. ‘’ payable at Narnaund

**9** Sealed Tender Document are to be personally deposited / delivered in the tender box

earmarked for this purpose. Tender document send by post/courier shall be at the risk of

the tender and GITI, Rakhi Shahpur will not be responsible for any loss or non-

receipt of tender document. Tender received after due date will not be entertained/considered.

**10 Price bid:-** Supplier/ firm should quote in figures as well as in words the rate(s)tender.

 The amount for each item should be worked out Special care shall be taken to write rate in

 Figure as well as in word, and amount in figures only in such a way that interpolation is not possible In case of figures, the words Rs. Should be written before of rupees and the words paise after the decimal figure.

**10.1** Tender should be in the prescribed form duly signed and stamped and prices be clearly

written without any over-writing if any should be signed by the tender .

**11** Incomplete tender is liable to be rejected.

**11.1**  Conditional Tender will not be entertained & are liable to be rejected

**11.2** The undersigned reserve the right to reject any tender or all the tenders without assigning any reasons.

**11.3** The Tender without earnest money/ bid security will not be opened

**12** All columns should be furnished with relevant details duly substantiated with proof and no columns should be left blank.

**13. Security deposit:**

The successful tender will be Required to deposit 5% security of total **Supply Order** value After adjusting the amount of earnest money as security deposit with **GITI,Rakhi shahpur.** By demand draft/purchase order within 1(one) weeks of acceptance of tender for the satisfactory performance of item supplied by him.

**13.1** Security deposit will not carry any interest.

**13.2** Security deposit will be refunded only after successful completion of all the contractual

obligation by the successful tender as per Terms & Condition mentioned.

**13.3** Security deposit will be forfeited in the event of the contract offered in full or in part not

 being Fulfilled by the Tenderer.

***Other Terms & Conditions:***

**14. Prices :-** The Rates are store of Govt. Industrial Training Institute Rakhi Shahpur. No packing & Forwarding Charges Shall be paid .

**14.1** Rates of item quoted should be included Taxes .

**14.2** The rates Quoted by bidder shall be fixed for the duration of the contract & shall not be s ubject to adjustment on any account.

**14.3** The prices shall be Quoted in Indian Rupees Only.

**14.4** Each bidder shall submit only One Quotation .

**15 Delivery :-** The material shall be deliverd within 30 days from the date of placement **of** supply order at store of govt. ITIRakhi Shahpur.

**16 Payment :-** 90% payment shall be made within 15 days by Principal Govt. ITI Rakhi Shahpur against delivery of material at store at Govt. ITI Rakhi Shahpur in good condition on its physical verification by the consignee & 10% payment made after installation.

**17 Damage for delay in delivery:-** If you fail to deliver the material in time as per clause number 15, you shall be liable to pay ½ % of the contract value of the material per day or part thereof subject to maximum of 10%

**18 ISO CERTIFIED:-** Item may be ISI/BIS Marka / Supplier /Manufacturer should be ISO Certified.

**19 Certificate :-** Firm/Supplier will produce a certificate that rates Quoated of the Items supplied by him are not available below these rates any where in Haryana.

**20 Warranty :-** The firm will furnish the warranty certificate as under:-

“ we shall be responsible to replace free of cost , with no transportation charges up to the destination the whole or any part of the material which supplied by him if occurs any defect in material or workmanship within 24 months from the date of its taking over by purchaser & Supplier have to deposit a summ of 5% of total cost of supply order as per performance warranty .

**21 Evaluation of Tender/Quotation:-** The Purchaser will evaluate & Compare the Tender/Quotation determined to be substantially responsive i.e. which:-

1. Are properly signed ; &
2. Confirm to the term & conditions & specifications.the Quotation/tender would be

evaluated for the all items seperateley for each items.

**22** **Award of contract :-** The purchaser will award the contract to the bidder whose Quotation/Tender has been Determined to be substantially responsive & who has offered the lowest evaluated Quotation Price

**22.1** Notwithstanding the above, the purchaser reserve the right to accept or reject any Quotation /Tender & to cancel the bidding process & reject all Quotation /Tender at any time prior to the award of contract.

 **Principal**

 **Govt. Industrial Training Institute**

 **Rakhi Shahpur (Hisar)**

**SUB: - TENDER FOR SUPPLY OF TOOLS / EQUIPMENT & FURNITURE TO GITI, Rakhi Shahpur (Hisar).**

**Sir,**

Wehave gone through the tander documents hosted by you purchased from your office or download from your web site consisting of covering letter and Terms and Conditions and are pleased to submit Technical Bid and Price Bid.

We agree to accept the terms and conditions as stipulated.

Thanking You,  **Yours faithfully,**

 Signature: .......................

 Name………………………

 Designation: .....................

 Name of company: ...................

 Address: .........................................

 Company Seal………………………………

 Phone No. ............................................

 Fax No. .................................................

 E-Mail ………………………………………….

**Tender for: Supply of tool &Equipment**

**Govt. Industrial Training Institute,Rakhi Shahpur(Hisar).**

**TECHNICAL BID (PART ‘ A’)**

**(Technical Bid Supporting Document to be sealed in envelope “ A” )**

**TENDER FORM NO**. : ……………….. **ISSUED ON DATED :** ………………

**ISSUED TO :** ……………………………………………………………………………….

**Earnest Money DD No**. ……………………. **Dated** ……………………….

|  |  |  |
| --- | --- | --- |
| A. | **NAME OF THE TENDERER AND ADDRESS:** | **PHONE:****MOBILE:****FAX:****E-MAIL:** |
| B | **IS YOUR COMPANY REGISTERED****(ATTACH PHOTOCOPY)** | **YES/NO:** |
| C | **ANNUAL TURN OVER(Attached photo copy )** | **YES/NO:** |
| D | **INCOME TAX PERMANENT ACCOUNT NO.(ATTACH PHOTOCOPY)** | **YES/NO :** |
| E | **WHETHER INCOME TAX RETURN FILED FOR THE LAST ONE YEAR 2013-14/14-15: (ATTACH PHOTOCOPY)** | **YES/NO:** |
| F | **ISO/ISI/BIS CERTIFICATE:- (ATTACH PHOTO COPY)** | **YES/NO:** |
| H | **Total experience and work done in the same field(Attach certificate issued by competent Authority):** | **YES/NO** |
| J | **Have you or your Company been served with Show-cause notice for Non-compliance of supply order** | **YES/NO** |

**SIGNATURE NAME OF TENDERER SEAL** Note: GITI Rakhi Shahpur(Hisar)reserves the right to accept or reject the tender application/ cancel the tender process without assigning any reason thereon.

 Price Bid

**Govt. Industrial Training Institute, Rakhi Shahpur (Hisar)**

**(To be sealed in separate envelope “B”)**

 **Part-B**

**TENDER FOR SUPPLY OF TOOLS & EQUIPMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.No** | **Place** | **Description of items** | **Specification**  | **Rate Per Unit in Rs/-(including Tax)** | **Remarks**  |
| 1 | GOVT. ITI. Rakhi Shahpur(Hisar) | Tools/Equipment/MachinaryList Attached |  |  |  |

It is certificate that Rates Quotated included of all Taxes

**SIGNATURE NAME OF TENDERER SEAL**

**Note 1: Envelope “A”and “B” both should be sealed in a big Envelope. Write Clearely on Envelope A For Technical Bid and Envelope B for Price Bid.**

**Note : Principal Govt. ITI Rakhi Shahpur(Hisar)reserves the right to accept or reject the tender & cancel the tender process without assigning any reason thereon.**