

Cost of Bid Document Rs. 1000/-

**BID REFERENCE.**

*No. GPS/Store-Tender -upgradation /2016:*

**-GENERAL INSTRUCTIONS & BID DOCUMENT**

**FOR**

**Procurement of Computer System/Items for Civil Engineering Department  
(Centrally Sponsored Scheme for Up-Gradation of Existing Polytechnics)**

**DUE ON**

**10<sup>th</sup> November, 2016**

**PRINCIPAL,  
GOVERNMENT POLYTECHNIC SUNDERNAGAR,  
DISTRICT-MANDI  
HIMACHAL PRADESH.**

OFFICE OF THE PRINCIPAL,  
GOVERNMENT POLYTECHNIC SUNDERNAGAR  
DISTRICT-MANDI  
HIMACHAL PRADESH

Phones:01907-266778

Fax: 01907-266778

**INVITATION FOR BID (I.F.B.)**

<b>BID REFERENCE.</b>	<i>No. GPS/Store-Tender -upgradation /2016:</i>
<b>DATE OF COMMENCEMENT OF SALE OF BIDDING DOCUMENT</b>	<b>22-10-2016.</b>
<b>LAST DATE FOR SALE OF BIDDING DOCUMENT</b>	<b>09-11-2016 UP TO 5:00 PM.</b>
<b>LAST DATE AND TIME FOR RECEIPT OF BIDS.</b>	<b>10-11-2016 UP TO 1:30 PM.</b>
<b>TIME AND DATE OF OPENING OF BIDS.</b>	<b>10-11 -2016 AT 3:00 PM.</b>
<b>PLACE OF OPENING OF BIDS.</b>	<b>Office of the Principal, Government Polytechnic, Sundernagar, District-Mandi, H.P. 175018.</b>
<b>ADDRESS FOR COMMUNICATION.</b>	<b>Principal, Government Polytechnic, Sundernagar, District-Mandi, H.P. 175018.</b>

The bidder / tenderer have to furnish the offer in two separate envelopes clearly mentioning Envelope Number-1 "Technical Bid" and Envelope No. -2 "Financial Bid". Both the envelopes should indicate description of bid, date of opening and then both the envelopes should be put in bigger envelope indicating "**Tender for Procurement of Computer System/Items for Civil Engineering Department**" and date of opening of bid.

## TECHNICAL BID

Experience/ Eligibility /Qualification Criteria.

Sr. No.	Criteria	Brief Details
1.	Relevant Experience	The bidder should have an experience of supply the similar items for last three years to the Govt./Semi Govt./Corporation/Autonomous Bodies. Copies of supply orders to be attached as proof.
2.	Turn Over	The average turnover of the bidder for the last three consecutive financial year ending 31-03-2016 should be Rs. 50 Lac minimum.
3.	Statutory Obligations	Income tax return for last three years (attach proof), Prior to 31-03-2016. Registration under Service Tax ( attach attested proof) PAN Number ( attach attested proof) TAN Number ( attach attested proof) Balance Sheet duly attested by Chartered Accountant of the last three years.
4.	Affidavit of non black listing	An Affidavit duly attested by Notary / Oath Commissioner that the Contractor/ firm has not been declared defaulter/ bankrupt. Black listed/ debarred from the bidding process by any Central/ State Govt. or Public Sector Undertakings owned and controlled by the Central / State Govt.
5.	EMD	Bid Security @ 2% of the quoted value must be deposited along with the bid in the form of bank demand draft in favor of Principal, Govt. Polytechnic Sundernagar Distt. Mandi ( HP)

The financial Bids of only those firms shall be opened who have deposited all documents as mentioned above on scheduled date and time of opening the Bid.

## Financial Bid

The minimum rate should be quoted on the format given below as an Annexure -I for the **Procurement of Computer System/Items for Civil Engineering Department** with this bid document and duly signed and stamped by the authorized person. The rates must be mentioned in figures as well as in words overwriting & cutting should be avoided.

### Annexure-I

Sr. No.	Particulars	Quantity Required	Estimated Cost Per System Inclusive of all Taxes.	Total Amount
1.	Intel Core(12M Cache,3.8 GHz),1 TB SATA HDD, 16 GB DDR3, 24 X DVD-Writer, Modem, 19" LED Multimedia keyboard, Optical Scroll Mouse, Antivirus Preloaded Windows 7 Operating System or Latest configurations.	20 No's		
<b>Total:</b>				

**Signature of the Bidder with Seal**

## SECTION I

### INVITATION FOR BIDDERS

Date : 10/11/2016

**Tender No:** *No. GPS/Store-Tender -upgradation /2016:*

The Principal, Government Polytechnic Sundernagar, Himachal Pradesh invites sealed bids from eligible Manufactures/Approved suppliers/bidders for supply of Computer Systems/items required for Civil Engineering Department at Govt polytechnic Sundernagar under the centrally sponsored scheme of up-gradation of existing polytechnics as per details listed below:

Sr. No.	Name & Specification of the item.	Earnest Money
1	Personal Computer.  Intel Core i7 (12M Cache,3.8 GHz),1 TB SATA HDD, 16 GB DDR3,24 X DVD-Writer, Modem, 19"LED Multimedia keyboard, Optical Scroll Mouse, Antivirus Preloaded Windows 7 Operating System or Latest configurations.	<b>2% of the quoted value</b>

1. Interested eligible Bidders may obtain Bid Document and inspect the bidding documents at the Office of the Principal, Government Polytechnic Sundernagar, Distt-Mandi, H.P.
2. A Complete Set of bidding documents may be purchased by any interested eligible bidder upon the submission of a written application to the above office along with payment of a non-refundable fee as indicated below in the form of a Demand Draft in favour of Principal, Government Polytechnic Sundernagar payable at Sundernagar, Distt-Mandi,H.P. The detailed tender documents can also be downloaded from Institution WEBSITE:-<https://www.gpsundernagsar.org>. In case of download form the tender fee of Rs. 1000/- ( Rupees One Thousand ) non- refundable in the shape of demand draft in favour Principal, Govt. Polytechnic Sundernagar to be submitted in the office of the undersigned.
3. The bidding documents may be obtained from office of the Principal, Government Polytechnic Sundernagar during office hours from **10:00AM to 5:00PM** on all working days either in person or by post.

<b>A</b>	<b>PRICE OF BIDDING DOCUMENT. ( Non Refundable).</b>	<b>Rs.1000/-</b>
<b>B</b>	<b>Postal Charges, Inland.</b>	<b>Rs. 100/-</b>
<b>C.</b>	<b>DATE OF COMMENCEMENT OF SALE OF BIDDING DOCUMENT</b>	<b>22-10-2016</b>
<b>D.</b>	<b>LAST DATE FOR SALE OF BIDDING DOCUMENT</b>	<b>09-11-2016</b>

E.	<b>LAST DATE AND TIME FOR RECEIPT OF BIDS</b>	<b>10-11-2016 up to 1:30 PM</b>
F.	<b>TIME AND DATE OF OPENING OF BIDS.</b>	<b>10-11-2016 at 3:00 P.M</b>
G.	<b>PLACE OF OPENING OF BIDS.</b>	<b>Office of the Principal, Government polytechnic, Sundernagar, District-Mandi,H.P.175018.</b>
H.	<b>ADDRESS FOR COMMUNICATION.</b>	<b>Principal Government Polytechnic, Sundernagar, District-Mandi, H.P.175018.</b>

1. The bid must be accompanied by '**Bid Security**' as specified in the bid document and should be submitted along with Bid to the above office at the date & time indicated above.
2. Bids will be opened in the presence of Bidders' representatives, who wish to attend on the specified date and time.
3. In the event of the date specified for bid receipt and opening being declared a holiday for purchaser's office the date of submission of bids and opening of bids will be the next working day at the appointed times.
4. The Invitation for Bids (IFB) should bear the title **Procurement of Computer System/Items for Civil Engineering Department** Govt. Polytechnic Sundernagar, and statement "**Do not Open before 3:00P.M. on 10-11-2016**

**5. DEADLINE FOR SUBMISSION OF BIDS.**

- (i) Bids must be received by the purchaser at the address specified above not later than the time and date specified in the invitation for bids. In the event of the specified date for the submission of bids being declared a holiday for the purchaser, the Bids will be received up to appointed time on the next working day.
- (ii) The Purchaser may, at its discretion extend this deadline for submission of bids by amending the bid documents.

**6. LATE BIDS.**

- (i) Any bid received by the purchaser after the deadline for submission of bids prescribed by the purchaser will be rejected and/or returned unopened to the Bidder.

**7. MODIFICATION AND WITHDRAWAL OF BIDS.**

- (i) No bid may be modified subsequent to the deadline for submission of bids.

**8. OPENING OF BIDS BY THE PURCHASER.**

The purchaser will open all bids in the presence of bidder's/ representative who choose to attend, at **3.00 P.M. on 10-11-2016** and in the office of the Principal, Government Polytechnic, Sundernagar, Distt-Mandi,H.P.-175018.

- (i) The Bidder's representative who wishes to be present shall sign a register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for the Purchase, the Bids shall be opened at the appointed time and location on the next working day.
- (ii) The Bidder's names Bid modification or withdrawals, bid prices, Discounts and the presence or absence of requisite bid security and such other details as the purchaser, at its discretion, May consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.

#### **9. CLARIFICATION OF BIDS.**

During evaluation of bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bids. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

#### **10. PURCHASER'S RIGHT TO ACCEPT ANY BID OR REJECT ANY OR ALL BIDS.**

The Purchaser reserves the right to accept or reject any bid to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the effected Bidder or Bidders.

#### **11. PERFORMANCE SECURITY.**

Within 21 days after the Supplier's receipt of Notification to award, the Supplier shall furnish Performance Security to the Purchaser for an amount of **5% of the Contract Value excluding annual maintenance cost, valid up to one year** after the date of completion of performance obligations including warranty obligations.

## **SECTION II:**

### **INSTRUCTIONS TO BIDDER**

#### **TERMS & CONDITIONS**

1. The rates quoted should be F.O.R. destination, **Sundemagar, H.P.**
2. The Sales Tax / Vat, if any, shall be applicable as per government rules.
3. All bids must be accompanied with an earnest money (**Bid security @ 2% of the cost of the equipment inclusive of VAT**) in the shape of Accounts Payees Bank Draft or duly pledged Fixed Deposit Receipts in the favour of **Principal, Govt. Polytechnic, Sundemagar, Distt. Mandi, H.P.**
4. The tenders not accompanied by Earnest Money or incomplete in any respect will be rejected out rightly
5. Performance security **@ 5% of the value of the contract of successful contractor/supplier** has to be furnished on the award of the contract in the form of an Account Payees Demand Draft or duly pledged Fixed Deposit Receipts drawn in favor of **Principal, Govt. Polytechnic, Sundemgar, Distt. Mandi, H.P.-175018.**
6. Performance security shall remain valid for a period of **Three years** from the date of completion of contract including warranty/guarantee period.
7. The bidders must have their dump depot in the state of Himachal Pradesh.
8. A certificate to the effect that you are the manufacturer of the equipment/authorized sole distributor or sole agent for the manufacturer on whose behalf you are quoting the tender must be submitted.
9. The tenders will be opened on the date and time indicated in section-I, in the presence of Bidders/Representatives if they wish to be present.
10. Each page of the tender (along with annexure) must be signed by the Bidders and must carry the seal of company/firm.
11. Conditional tenders and tenders not on the prescribed tender form are liable to be rejected. This tender form is not transferable.
12. The above works is Time Bound and suppliers/bidders shall have to deliver the items within 4 weeks positively from the date of supply order.
13. The number of items may be increased or decreased.

14. **100% payments** will be made after satisfactory installation / Testing of Machinery & Equipments and training (if required) by the suppliers and authentication by the concerned officer Incharge / Committee constituted by the institute.
15. The warranty/guarantee shall be effective for a period of **36 months** from the date of actual installation of the machinery and equipments.
16. Principal reserves the right to accept or reject all or any of the bids received without assigning any reason thereof.
17. The Earnest Money of unsuccessful Bidder (s) shall be refunded to them at the earliest after the expiry of final validity period of the tender & latest on or before the **30<sup>th</sup> day** after the award of contract.
18. If the date of accepting/opening the tender happens to be holiday, the tenders will be opened on the next working day at the same time.
19. Telegraphic, Fax, Conditional and tenders/quotations without earnest money shall not be accepted.
20. The bidder/quotation shall keep their offer open for 6 months from the date of opening the tenders.
21. The Principal may also appoint a "Negotiation Committee" if required.
22. The bidder will be responsible for damage or loss in transit and replace goods broken with in **10 days** from the date of notice thereof.
- 23. Sales tax/vat/excise duty and other taxes shall be indicated separately otherwise rates will be deemed to be inclusive of such levies and taxes and no future increase in duty/ taxes/vat will be allowed.**
24. The bidder has to attach the supporting documents/catalogues/booklets/ Manuals' for all the items.
25. The successful bidder may be asked to demonstrate the Machine / equipment to the committee before the supply order is placed.
26. All disputes shall be settled within the jurisdiction of **Sub-Judge Court, Sundernagar, Distt- Mandi,H.P.**
27. The Complete tender duly sealed and the word marked " **Procurement of Computer System/Items for Civil Engineering Department**" on the top of outer envelope should reach in the office of the undersigned on or before **10/11/2016 ( 1.30P.M.)** and shall be opened on the same date at **3.00PM** in the office of Principal, Govt. Polytechnic Sundernagar, Distt. Mandi(H.P.)

Principal,  
Govt. Polytechnic Sundernagar  
Distt Mandi (H.P) 175018

Read and Accepted  
Signature of the Tender with  
Seal and date



**OFFICE OF THE PRINCIPAL,  
GOVERNMENT POLYTECHNIC SUNDERNAGAR,  
DISTRICT-MANDI, H.P.-175018.  
( An ISO 9001:2008 Certified Institute).  
Phone Number 01907-266778, Fax-01907-266778.**

No. .GPS/Store-Tender -upgradation /2016:)

Dated:

To

**The Director,  
Public Relation Department,  
Shimla-171002.**

**Subjects:- Publication of Tender Notice in the Leading dailies.**

**Sir,**

I have the honor to enclose herewith four copies of **Tender Notice for PURCHASE OF COMPUTER SYSTEM / ITEMS FOR CIVIL ENGINEERING DEPARTMENT UNDER UPGRADATION OF EXISTING POLYTECHNIC.** you are therefore requested to kindly forward this tender notice for advertisement in the leading **Hindi & English** dailies preferably “ **Amar Ujjala, Punjab Kesari ( Hindi) & Hindustan Tribune, The Tribune**” ( **English** )for wider publicity.

It is further requested that the ‘**Tender Notice**’ may kindly **be got published on or before 22/10/2016.**

Yours faithfully

**Principal,  
Govt. Polytechnic,  
Sundernagar, Distt-Mandi,H.P.**

Endst.No. As above:-

Dated:

Copy to:-

1. The Director, Technical Education, Vocational and Industrial Training, Sundernagar, Distt Mandi,H.P. for information please.
2. Store for record.

Principal,  
Govt. Polytechnic,  
Sundernagar, Distt-Mandi,H.P.

**OFFICE OF THE PRINCIPAL,  
GOVERNMENT POLYTECHNIC SUNDERNAGAR,  
DISTRICT-MANDI,H.P.-175018.  
( An ISO 9001:2008 Certified Institute).**

**TENDER NOTICE.**

**( TenderNo.GPS/Store-Tender -upgradation /2016:)**

Sealed Tender offers are invited from eligible manufacturer/firms/Authorized registered dealers having their dump depot in the state of Himachal Pradesh for the **PURCHASE OF COMPUTER SYSTEM / ITEMS FOR CIVIL ENGINEERING DEPARTMENT UNDER UPGRADATION OF EXISTING POLYTECHNIC.** . The Tender must be accompanied with Earnest Money @ **2% of the total quoted value** inclusive of VAT of the tender to be deposited in the shape of Demand Drafts in favor of **Principal Govt. Polytechnic Sundernagar Distt-Mandi.** The Tenders shall be received up to **10/11/ 2016 (01:30 P.M.)** and will be opened on same day i.e. **10/11/2016 at 03:00 PM** in the presence of bidders or authorized representatives, if they wish to be present.

Tender form along with detailed terms and conditions can obtained from the office of Principal, Govt. Polytechnic Sundemagar, Distt-Mandi,H.P. on payment in cash of **Rs. 1000/- (Non –refundable) on Counter up to 9.11. 2016** on any working day or by paying crossed Bank Drafts of **Rs.1100 /- (By post) on or before 07/11/2016 (5:00P.M.)**. The detailed tender document can also be downloaded from institutional website <https://www.gpsundemagar.org>. The down loaded documents must be accompanied by a bid document fee of **Rs. 1000/-(One Thousand Only)** in the shape of demand draft in favor of **Principal, Government Polytechnic Sundemagar, District-Mandi, Payable at Sundemagar.** Conditional tenders or tenders received late and without earnest Money shall not be considered. Undersigned reserves the right to accept or reject all or any of the tender without assigning any reason(s).

**Principal,  
Govt. Polytechnic, Sundernagar,  
Distt-Mandi,H.P.**

