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**Ghani Khan Choudhury Institute of Engineering Technology**  
(Under Ministry of Human Resource Development, Govt. Of India)  
Vill+Post. Kotwali , Malda -732144 (W.B)

Notice No. : GKCIET/375

Date:29-05-2014

**SHORT TENDER NOTICE**

To,

\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

**Sub : Invitation of quotations for hiring a new 56 seated college bus for three year monthly contract basis.**

I. Sealed tenders are invited from the bonafide suppliers/Agencies for hiring a new 56 seated college bus for as stated below: -

**II. Terms & conditions:**

- 1) The rate quoted must be F.O.R. **Ghani Khan Choudhury Institute of Engineering and Technology, Malda (GKCIET)** inclusive of packing, forwarding etc. Octroi, surcharge and insurance, if any must be indicated separately. Educational discount, if any should be indicated clearly.
  - i) **GKCIET, Malda** will not provide Central Sales Tax Form "D", wherever applicable.
  - ii) Up-to-date Income Tax Clearance Certificate must be attached with the quotation.
  - iii) Permanent Account Number (PAN) must be attached with the quotation.
  - iv) Valid Trade License Certificate.
  - v) **The rate quoted must be both in words and figures.**

- vi) The quantity against each item mentioned in the tender may vary according to the actual requirements at the time of placing Work Order.
- vii) Cover containing the tender/quotation must be super scribed as follows:  
**"Tender No ----- due on -----".**
- viii) All legal disputes shall be under the jurisdiction of the Malda Courts in the state of West Bengal.

## **2) Earnest Money Deposit (EMD):**

- 2.1** "EMD at the rate of 2% of the quoted price" (if the quoted price is above Rs. one lakh) in the form of Crossed Account payee demand draft, fixed deposit receipt from commercial bank or Bank guarantee from a commercial bank drawn in favour of **Accounts Officer, Ghani Khan Choudhury Institute of Engineering & Technology, Malda** on any scheduled bank at Malda shall be submitted along with the Tender/Quotation. Tender/Quotation without earnest money deposit shall be **OUTRIGHTLY REJECTED**. A model format of bank guarantee for furnishing EMD is enclosed in Annexure- A.
- 2.2** Forfeiture of EMD: EMD of a tenderer will be forfeited if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.
- 2.3** Refund of EMD: EMD furnished by all unsuccessful tenderers should be returned to them without any interest whatsoever, at the earliest after expiry of the final tender validity period but not later than 30 days after conclusion of the contract. EMD of the successful tenderer should be returned, without any interest whatsoever, after receipt of performance security from it as called for in the contract.

## **3) Bid Price**

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price and Taxes should be quoted separately.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices should be quoted in Indian Rupees only.

## **4) Each bidder shall submit only one quotation.**

## **5) Validity of Quotation:**

Quotation shall remain valid for a period not less than 6 months after the deadline date specified for submission.

## **6) Delivery Period:**

Earliest period of delivery shall be mentioned in the quotation.

**7) Evaluation of Quotations:**

**GKCIET, Malda** will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed ; and
  - (b) conform to the terms and conditions, and specifications.
- The quotations would be evaluated separately for each item.

**8) Award of contract:**

The **Ghani Khan Choudhury Institute of Engineering and Technology, Malda** will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

**8.1** Notwithstanding the above, **Ghani Khan Choudhury Institute of Engineering and Technology, Malda** reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

**8.2** The bidder whose bid is accepted will be notified of the award of contract by the **Ghani Khan Choudhury Institute of Engineering and Technology, Malda** prior to expiration of the quotation validity period. The accepted terms of the offer shall be incorporated in the purchase order.

**9) Performance Security:**

**9.1** Performance security at the rate of 5% of the contract value in the form of account payee demand draft, fixed deposit receipt from commercial bank or Bank guarantee from a commercial bank in favour of **Accounts Officer, Ghani Khan Choudhury Institute of Engineering and Technology, Malda** shall be submitted within 21 days after the notification of the award of contract. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations. A model format of Bank guarantee for providing performance security is enclosed at Annexure –B

**9.2** Forfeiture of Performance Security: Performance security is to be forfeited and credited to the purchase organization in the event of a breach of contract by the supplier, in terms of the relevant contract.

**9.3** Refund of Performance security: Performance security should be refunded to the supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects but not later than 60 days of completion of all such obligations under the contract.

**10) Payment:**

Payment will be made for whole month after competition the work.

**11) Normal commercial warranty/ guarantee:**

Normal commercial warranty/ guarantee shall be applicable to the supplied goods and this should be specified clearly by the bidder. Any break down of the vehicle, substitute arrangement /vehicle should be provided by the agency.

**12)** Undertaking shall be given for provision of after sales service & spares for a minimum period of 10 years after commissioning. This shall be in addition to normal period of guarantee and warrantee.

**13) Inspection and Training:**

After manufacturing and before dispatch the firm shall arrange inspection by the representative of institute at their place and after satisfactory performance as certified by the Institute's representative the same shall be dispatched. The firm shall also arrange training of the faculty and staff of the Institute.

**14)** Points which are not explicitly covered under "**terms and conditions**" above shall be covered by Manual on Policies and Procedures for Purchase of Goods circulated by Ministry of MHRD, Govt. of India. A copy of the same is available in the office of the Department of Electrical Engineering for perusal of the tenderers. Tenderers are advised to go through the manual before submission of their quotations. A soft copy of the manual can also be downloaded from <http://finmin.nic.in/>.

You are requested to provide your offer as per schedule provided in Notice Inviting Tender.

Chairman, BoG,  
Ghani Khan Choudhury Institute of engineering and  
Technology, Vill + PO: Kotwali, PIN: 732144  
Tel. & Fax No. +91(3512) 268780/278058

Whereas .....  
 .....(hereinafter called the "tenderer").....  
 has submitted their offer dated .....  
 for the supply of.....  
 .....(hereinafter called the "tender").....  
 against the purchaser's tender enquiry No. ....  
 KNOW ALL MEN by these presents that WE .....  
 of ..... having our registered office at .....  
 .....are bound unto.....  
 (hereinafter called the "Purchaser) .....  
 in the sum of .....  
 for which payment will and truly to be made to the said Purchaser, the Bank binds itself,  
 its successors and assigns by these presents. Sealed with the Common Seal of the said  
 Bank this .....day of .....20

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
  - a)If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b)Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)  
 Name and designation of the officer  
 Seal, name & address of the Bank and address of the Branch

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To  
The Chairman,  
GKCIET, Malda

WHEREAS .....  
(name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no ..... dated ..... to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;  
NOW THEREFORE we hereby, affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of .....  
..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20

(Signature of the authorized officer of the Bank)  
Name and designation of the officer  
Seal, name & address of the Bank and address of the Branch



**GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY**  
**(Estd. by Ministry of Human Resource Development, Govt. of India)**  
**Office: Vill+Post. Kotwali, Dist. Malda, Pin- 732144, West Bengal, Ph- 03512278058**

**TENDER NOTICE No.: GKCIET/375 Date:29-05-2014**

Sealed tenders are invited by GKCIET, Malda from bona-fide suppliers / agencies for hiring a new 56 seated college bus with 2% earnest money on quoted price. The last date of submitting quotation on 17-06-2014 upto **3:00 pm**. Quotation will be opened on 17-06-2014 at **3:30 pm**. **For details visit our website: [http// www.gkciet.ac.in](http://www.gkciet.ac.in)**

**Asst. Registrar  
GKCIET/Malda**