

COST OF TENDER FORM: Rs.1000/-

**WALCHAND COLLEGE OF ENGINEERING,
SANGLI**

(An Autonomous Institute)

Department of Chemistry

TENDER DOCUMENT



Pre-bid Meeting: 14th February 2018 up to 2:00 p.m.

LAST DATE OF RECEIVING TENDER

16th February 2018 up to 2:00 p.m.

In Office, Main Building

DATE OF OPENING THE TENDER

16th February 2018 at 3.30 pm

In Conference Hall, Main Building

INVITATION FOR TENDERS

Ref No; - WCE/Tender/ Feb 2018/Chemistry

Date: - 05.02.2018

To _____

Dear Sir,

Sub: Invitation of Tender for supply of equipment / material for Chemistry Department.

You are invited to submit your most competitive tender for supply of Equipment for said departments under the terms and conditions as enclosed herewith. This tender form is also available on college website www.walchandsangli.ac.in. While submitting the Tender, the offer must be submitted in following fashion.

Two separate envelopes are to be used.

1. First envelope should be titled as **“Technical Bid”** and it should contain documents as:
 - i) Shop Act license, Company registration etc.
 - ii) I-Tax Return
 - iii) Experience certificate
 - iv) GSTN Registration
 - v) Authorized dealer / distributor certificate
 - vi) Proprietary item certificate (if applicable),
 - viii) Copy of the receipt for Rs. 1000/- for purchase of the tender form from the college office OR D.D. for Rs. 1000/- if the tender form is down loaded from the college web site (for cost of tender form which is non refundable & without which tender will not be considered),
 - viii) Separate (not single) E.M.D. D.D.s for each of the department. All of the above D.D.s must be drawn from nationalized bank, favoring “The Director, Walchand College of Engineering, Sangli” payable at Sangli.
 - ix) Detailed Specification of the offered item (if it differs from what is indicated in the tender) as per the tender form, but with no indication of offered cost of the respective item. Each Page must be signed and rubber stamped. This envelope must be sealed. At the time of tender opening, if the specifications and the other documents in this envelope are found correct, second envelope will be opened, otherwise the tender submission is likely to be rejected. **The tender form is not transferable. Each bidder shall submit only one tender for one particularly department or section.**
2. Second envelope should be titled as **“Commercial Bid”** and it must be sealed. Your “Commercial Offer” sealed envelope should contain competitive offered prices for the items. Taxes for GST and other if any should be clearly indicated in the column “Total Amount”. All the pages of the tender form **should be filled with the competitive prices offered, signed and rubber stamped on each page. The other specifications of the item, its make and model number, its detailed other features, leaflet of the items, customer list along with their contact details (where the tenderer has earlier supplied the item) etc., must be supplied in the Department specific envelopes.** If the space provided in the tender form is insufficient, additional pages may be attached appropriately.
3. Two separate sealed envelopes, namely, **“Technical Bid”** and **“Commercial Bid”** must be sealed together in a “common” single envelope.
4. Each of these envelopes should be also titled, as per the case for either **“Supply of Equipment for (Name of the Specific Department)”**. Tenderer must also mention their **Company name, GSTN, Address, email, name of contact person, cell no. etc. on all envelopes.**
5. If tenderer has SSI registration, the tenderer will be exempted from paying E.M.D. The valid proof of SSI registration documents, for this purpose, must be enclosed in

“Technical Bid” envelope and mention clearly **on envelope** that **“Supplier is exempted from paying E.M.D.”**

6. If the tenderer is selected for supply of items, the selected tenderer will give an undertaking for supply of items as per the college's terms and conditions, and the tenderer will supply the items accordingly. If the tenderer fails to supply the items as per college's terms and conditions, the EMD amount of the tenderer will not be returned. EMD will be returned to all other “not selected” tenderers only when the selected tenderer supplies all the items as per college's terms and conditions. The selected tenderer has to submit Bank guarantee for 10 % of total purchase value. The Bank Guarantee will be returned, if no violation of terms and conditions are found, only at the end of the warranty period or at the end of contract to the tenderer. The supply place is normally respective departments of college and supply period is usually 15 days from the date of placing order.

We look forward to receive your tender and thank you for your interest in this system.

Yours faithfully,

Director

Walchand College of Engineering, Vishrambag, Sangli

Item No.	Particulars	Approx. Qty [q]	Basic Unit Price [a]	GST [b]	Percentage of GST	Total Amount (a * q) + b
1	Top pan balance Metler, toledo or Equivalent make Specifications- Weighing capacity -200-300gram Readability 1 mg	01				

TERMS & CONDITIONS

Please note following terms and conditions before filling the tender form and return this **sheet duly signed along with company's seal.**

1. Essential additional Services to be included packaging and forwarding, Insurance, Installation and training on college site. Supplying documentation, Software Media /Software with media. (Licensed Version), **Exclusive** Warranty for **three** years. Equipment for its malfunctioning, if any, must be replaced / repaired within 15 days during warranty period.
2. For any proprietary items, attach certificate **only from the manufacturer** that the product is proprietary and also attach the **valid certificate from authorized manufacturer** stating that said party is authorized distributor/ dealer.
3. Local support for three years must be provided by the party/manufacturer. By default warranty/bank guaranty for 3 years will be applicable for all items mentioned in tender.
4. The name of your principal party (if any) is to be indicated for the items, so as to enable to place the order with the principal.
5. **Usual payment terms:** 80% against successful installation, testing, training, tagging, satisfactory certification from concerned proposer and HOD and 20% after submission of Bank guarantee for three years of 10% of the total purchase order.
6. **The tender form is not transferable.**
7. The offer value is to be calculated on the basis of Rate x Quantity
8. Tender documents should be sealed in an envelope along with duly signed terms & condition sheet in the college office **on or before 16th February 2018 (2:00 p.m.)**. Late documents will not be accepted.
9. The cost of the TENDER document is in the form of DD of Rs.1000/- in favor of Director, Walchand College of Engineering, Sangli. This amount is non refundable. The tender document after having downloaded from the college website, www.walchandsangli.ac.in; is to be filled up by the bidder and the filled tender document is to be submitted along with the D.D. Document without D.D. will not be considered.

10. If the space provided in any one of the columns of the tender form is not enough, additional pages may be attached.
11. Earnest Money Deposit (EMD) is to be calculated as 3% of the offered total price of the items for a department. Separate Demand Drafts for each of the departmental tenders must be submitted along with the tender documents. Tender submissions, without Demand Drafts will not be considered. Demand Drafts must be drawn on any Nationalized Bank in favor of 'The Director, Walchand College of Engineering, Sangli' payable at Sangli. If the tender offer is not acceptable, the EMD will be refundable.
12. **The right to reject or accept any or all offers with or without modifications from any or all parties without assigning any reason is reserved with the Director, Walchand College of Engineering, Sangli.**
13. The bidder has to submit an undertaking for terms and conditions, if selected for placing the order.
14. Rates quoted should be valid at least for **Two Months**.
15. The supply of materials should be done within two weeks after date of purchase order.
16. Legal matter will be restricted to Sangli jurisdiction.
17. Quantity mentioned in tender for item may vary depending on availability of fund.
18. Enough supporting documents, for example, specifications of the items, customer list, Authorization letter, Sales tax number letter, etc. must be submitted along with the tender documents.
- I / We have read the above instructions carefully, and I /we abide by the instructions.

Seal of Company

Name:

Date:

Authorized Signature**Details of EMD**

Total offered cost Rs.	3% of total offered cost: EMD Amount Rs.	D.D. Details		
		D.D. No.	D.D. Date DD/MM/YYYY	Nationalized Bank's Name

Seal of Company

Authorized Signature

Name:

Date:

For more details for filling up of the tender form, following respective head of the department may be contacted.

Sr. No.	Name of Department	Contact No.	Email Address
1	Electrical Engineering	(0233)-2300933	hod.electrical@walchandsangli.ac.in
2	CCF Department	(0233)-2300410	ccfwce@walchandsangli.ac.in
3	Rector office (Hostel and Mess)	(0233)-2300243	hostelwce@rediffmail.com
4	College Premises	(0233)-2303433	registrar@walchandsangli.ac.in
5	Applied Mechanics Department	(0233)-2300714	hod.apm@walchandsangli.ac.in
6	Information Technology	(0233)-2301910	hod.it@walchandsangli.ac.in
7	Mechanical Department	(0233)-2300716	hod.mechanical@walchandsangli.ac.in
8	Computer Science & Engineering	(0233)-2301327	hod.cse@walchandsangli.ac.in
9	Civil Engineering	(0233)-2300230	hod.civil@walchandsangli.ac.in
10	Electronics Engineering	(0233)-2304470	hod.electronics@walchandsangli.ac.in
12	Chemistry Dept	0233)-2300410	hod.chemistry@walchandsangli.ac.in