



Ramkrishna Mahavidyalaya

A Govt. Degree College Affiliated to Tripura University

Kailashahar, Unakoti, Tripura – 799 277

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No. F.4(5)/RKM/CBC/DBT/2021/139-40


Date: 24.02.2022

Notice Inviting Sealed Quotation

The undersigned invites sealed quotation from authorized bonafide Bidder/Agency/Supplier/Vendor/Quotationer who have their registered office in Tripura for glasswares as per details provided in the specification sheet. The important dates & other information are provided below

1.	Officer inviting quotation	Principal R.K. Mahavidyalaya Kailashahar
2.	Quotation Submission Start Date & Time	24-02-2020, 11:00AM
3.	Quotation Submission End Date & Time	02-03-2020, 2:00PM
4.	Quotation opening Date & Time:	02-03-2020, 3:00PM
5.	Completion period for the supply/ installation/demo as required/applicable	30 days from award of Quotation.

The detailed notice inviting quotation, applicable terms and condition, documents requirement for submission of quotation etc. are available from our office during working hours. The quotation can be sent in our college by hand or through courier on all working days/office hours till closing date & time. This present quotation and/or any further Corrigendum/Addendum/Modification/Recall/Reissue (if any) in connection to this quotation, will be displayed in college notice board and published in due time in our college website www.rkmkls.ac.in


Principal
R. K. Mahavidyalaya
Kailashahar, Unakoti, Tripura
Principal-in-charge
R.K. Mahavidyalaya
Kailashahar, Unakoti, Tripura

Copy to

1. In-Charge, IT/Computer Centre for uploading the same in college website.

TERMS AND CONDITIONS

1. All the terms and conditions are subject to the general terms and conditions of govt. purchase.
2. Sealed tender/bid/quotation is to be addressed to the **Principal, R.K. Mahavidyalaya, Kailashahar, Tripura** and to be superscripted as **"QUOTATION FOR GLASSWARES"**.
3. The quotation/bid should be valid for **at least 40 days** from the date of opening of quotation.
4. The quoted rate/cost of the entire item should be including Delivery/freight charge, installation and other charges (if any) for **destination F.O.R. R.K. Mahavidyalaya, Kailashahar**. For comparison and evaluation of particular item/setup, all additional cost/charges (if any) would be added to that item/setup quoted cost so as to get final cost. All the arrangement to deliver the items to our college should be arranged by the quotationer/ bidder/tenderer themselves.
5. Installation and working demonstration of all the material supplied (if applicable) shall be the responsibility of the bidder.
6. The Concerned College Authority/ Purchase committee has the right to cancel the entire quotation process of purchase without assigning any reason whatsoever and also reserves the right to cancel/delete any particular items/group of items/sub-items even if quoted, from final issue of order. **Conditional quotation** will not be accepted under any circumstances.
7. The rate should be quoted for **single unit/quantity/ group items/sub-items** as outlined in specification sheet (**Annexure-A**) unless exclusively mentioned. In case where multiple items are grouped so as to make a complete setup, rate of each sub-items to be quoted for clarity of comparison with change in quantity and items. However, if complete setup is asked for, comparison would be done on total cost of entire setup including all charges.
8. Duly self-attested photocopy of **PAN card, GST registration, Trade License etc.** are to be enclosed.
9. The items delivery including installation and working demonstration (as applicable) should be completed within the stipulated timeframe as mentioned in the supply order, failure of which may lead to cancellation of supply order.
10. All pages of DNIT including specification sheet (**Annexure-A**), terms & conditions and all other supporting documents are to be duly attested by authorized signatory of the quotationer/ bidder/tenderer/ agency/vendor/firm/company on each page.
11. Bank Mandate (**Annexure-I**) is to be enclosed in original.
12. The quotation should have a **cover letter in official letterhead** with proper **reference and date, seal & sign of authorized signatory** for submission of quotation.
13. The bidder must provide after-sale service/warranty related service in Tripura belonging to the agency/vendor/quotationer for authentic & prompt after sale services during the warranty periods required.
14. Quotationer/tenderer/vendor should quote their rate both in figure and word in quotation. Overwriting/cutting/fluiding in any word/name will not be accepted.

Payment terms

15. No advance payment in any form would be made for execution of the quotation/order/tender. Request for advance payment in any case will not be entertained and all such quotations will be rejected.
16. Payment will only be made after successful delivery, installation and demonstration (as applicable) of all the items to the entire satisfaction of the college authority.
17. After completion of order, bill in original to be submitted for payment action.
18. The total fund available for this quotation value is drawn from different sub heads/components and so splitting of the bill might be required as per our requirements. However, the total amount of all such bills would be equal to the total value of supply order including all taxes.
19. Payment will be made through online mode only. Due to online transfer mediated by bank, there may arise unforeseen/unavoidable situation such as network failure, bank issues, bandh, strike etc. which might cause a delay in transfer of credit beyond the stipulated period and college authority would not be liable for any such issues/delays.

GST/IT deductions

20. The college authority reserves the right to deduct taxes (GST/IT) if required.
21. In case of GST is not deducted (would be intimated during award of quotation /order), the full amount including GST would be paid after successful completion of entire order. In this case, the successful quotationer must have to submit the GST paid/clearance proof prior to our payment processing.
22. The college authority reserves the right to deduct **Income Tax (@2%)** on the order value (excluding taxes like GST). If IT is deducted, the amount would be deposited to the Income Tax Department and a receipt of deduction for Income Tax credit would be provided after processing the same from concerned department and might require a certain time.
23. In case of, disputes if any, the decision of the concerned college Authority, R.K. Mahavidyalaya. Kailashahar shall be final and binding upon all concerned and jurisdiction of all legal matter, if any will be within the limits of courts at Kailashahar.

Quick Check List for Quotation Submission

Sl. No.	Details of checklist	Remarks
1	All pages of DNIT* including specification sheet (Annexure-A), terms & conditions and all other supporting documents are duly attested by authorized signatory of the quotationer/ bidder/tenderer/agency/vendor on every page.	Yes/ No
2	A main cover letter in official letter head with proper reference and dates, seal, sign of authorized signatory for formal submission of quotation. The main/master envelope should be superscripted as mentioned in DNIT*	Yes/ No
3	PAN card, GST registration, Trade License, Bank Mandate (Annexure-I) all are enclosed.	Yes/ No

*DNIT: Detailed Notice Inviting Tender/Quotation

Note: Quotationer/tenderer would mean bidder/agency/firm/company/vendor or similar submitting the quotation/tender and these terms would be used interchangeably.

COVER LETTER FORMAT

(To be in letter head/pad of bidder/firm/quotationer)

Ref:
(Bidder ref & date)

Date:

To
The Principal
Ramkrishna Mahavidyalaya
Kailashahar, Unakoti, Tripura

Sub: Submission of quotation for supply of glasswares in reference to your short notice inviting quotation Ref. No. F. 4(5)/RKM/CBC/DBT/2021/ ,

Dated:

Respected Sir,

With due respect and in reference to the subject cited above, I/We on behalf of _____ (name of firm/Agency/Bidder/Quotationer) do hereby submit quotation with best possible offer for your kind consideration.

Please find all documents, items technical specs etc. self-attested and bunched together in a separate sealed envelope.

I/We do hereby unconditionally accept & agree to all of your terms and conditions and have attached all essential and relevant documents for your kind perusal.

Thanking You.

Sincerely Yours

Authorized Signatory & Seal

Mobile:

Email:

FINANCIAL BID FORMAT
(To be enclosed in a sealed envelope)

Ref No. _____
(Bidder ref & date)

Date:

Name & Details of vendor/firm/bidder:

*Group set No.	Sub-items	Item name	Brand/Make /Model of each item	Rate per unit (Rs.) (a)	**GST (Rs.) (b)	Cost per unit (a+b)	Warranty period (in yrs.) (as applicable)
1.	(i)						
	(ii)						
	(iii)						
	(iv)						
Total:							

Authorized Signatory

Date:

Seal

*Note: For comparison of lowest price, total items/sub-items as required will be considered and grouped together and total cost would be found. Any sub item may be removed or quantity may be increase/decrease/deleted as per our requirement of items.

BANK Mandate Format for PFMS Registration

(Fill in BLOCK letter)

1. Name of Firm/Company/Bidder:
2. Company/Firm/Bidder Address:
3. Mobile No :
4. Email :
5. PAN No :
6. GST No (if any) :
7. Name as in Bank Account:
8. Bank Account No :
9. Bank Name :
10. Bank IFS Code :
11. Bank Address :

I hereby declare that the above information's are true to the best of my knowledge and belief and I have attached all the relevant documents related to my bank account duly self-attested.

Authorized Signatory of Account Holder
Shop/Firm/Agency/Bidder

Seal

Note: (i) Attach self-attested copy of Bank Passbook/ statement copy etc.

Annexure - A

Detail Specifications of Glasswares

Sl. No.	Item details
1	Beaker, 1000ml, two
2	Glass Funnel, 75mm diameter, Borosil, 02 numbers
3	Coverslips, square size, 2 packets
4	Water Thermometer, one