

DIRECTORATE OF TECHNICAL EDUCATION, MAHARASHTRA STATE

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TENDER FORM

Sr. No. TENDER NO: 11/DTE/State/57/2008-2009

Price Rs. 500/-

E.M.D.3% OF THE OFFER OR Maximum Rs 5000/-

Attention is particularly invited to the **IMPORTANT INSTRUCTIONS TO TENDERERS**. (Tender form should be duly filled in, signed and stamped by authorized person, and should be accompanied [with your separate price quotation if any] with Envelope No.2 [Commercial Bid] other wise offer will be rejected.)

Please refer to Instructions for Tenderers. These are available on our web site or a printed copy can be collected from Desk 11 of this office during office hours.

Tender No : 11/DTE/State/57/2008-2009

Last Date of Submission of Tender : **31/07/2008 at 5.00 p.m.**

Date of Opening of Tender : **01/08/2008 at 11.30 a.m.**

Tender shall remain valid Till : **31/03/2009.**

Delivery period : **8 weeks from the date of issue of order.**

Sr. No	Description of Goods	No. of QTY (likely to vary)	Price per Unit	Indian or Foreign If Indian State Where Manufactured.
01	Auto Zig-zag sewing machine Auto Zig Zag sewing machine with stand and cover my style model make Usha /Singer or equivalent. (Use of brand names is by no means exclusive but is indicative only)	05		
	Consignee: Principal Government Polytechnic , Nashik	QUANTITY 05		

Important Instructions To Tenderer Submitting Offer Against Tender Enquiry Published By Directorate Of Technical Education, Maharashtra State, Mumbai.

Instructions for submission of Tender and its accompaniments: -

- The documents required to submitted with tender should be STRICTLY in the order as given in Part A below , otherwise the tender may get rejected. Also the documents should be serially numbered and initialed.
- Read the instruction in Tender Notice published in Govt. Gazette, Part - II which is published every Thursday.

- The offer should be submitted in the prescribed form as per TWO ENVELOPE SYSTEM ONLY.
- Tender for each item is to be submitted separately.
- Please note the TWO ENVELOPES ARE SEPARATE I.e. (Technical and Commercial) Care should be taken while inserting respective documents.
- ENVELOPE NO. 1 (TECHNICAL OFFER) will be opened on the date specified in Tender Notice in presence of Tenderer/s or their Authorized Representative.
- The tenderers qualifying technically are only eligible for opening of envelope no.2. Envelope No.2 (Commercial Offer) will be opened in the presence of Tenderer or their authorized representative at a date which will be notified later
- Pre-dispatch Inspection will be carried out by the representative of this Directorate. However inspection charges will be borne by the tenderer.
- Installation and free working trial is to be given to all consignees at their sites.
- WARRANTY SHOULD BE FOR MINIMUM ONE YEAR OR PERIOD PRESCRIBED IN THE TENDER FORM for machines as well as for its accessories.
- PAYMENT TERMS :- 90% payment against delivery and satisfactory installation, testing of equipment and balance 10% against training & working trail at consignee's place and also submission of security deposit to this office.
- The offer should be firm, inclusive of all taxes till the period of delivery. Escalation in prices will not be allowed. Reduction in Taxes / levies by Govt. during the period, the benefit should be passed on to consignees.
- Details of specifications, relevant leaflets, highlighting technical features if available shall be quoted
- Make and name along with recent address of the manufacturer must be given. ISI marked equipment if available shall be quoted.
- Free training for operation and preventive & breakdown maintenance of the equipment is to be arranged by the supplier / manufacturer immediately after delivery to minimum of 3 staff members from each of the consignee.
- Unless specified otherwise in tender form or in any tender document supplied by this office, normally delivery is to be effected within 8 weeks from the date of final order. If the quoted delivery period is more than period prescribed justify it with specific reasons. Purchaser's decision will be final in deciding the delivery period. Stores should be delivered to the consignee on working days during office hours only. Free rigorous working trial with derived results should be given at consignee's place immediately after delivery.
- Maintenance Manual and operation manual should be supplied along with the equipment free of cost.

The Tenderer shall submit the Tender and documents in TWO separate sealed Envelopes as follows: -

- **A Checklist is given along with these instructions . It should be filled in (by tick marking at appropriate place) , signed by the bidder and submitted in third bigger envelope along with Envelope 1 and Envelope 2 tender form and duly signed & stamped by the tenderer.**

(A) Envelope No.1: Technical Bid

The first envelope shall be clearly marked as “Envelope NO.1” Technical Bid. It shall contain strictly the following documents in the **serial order given below:-**

- 1) **Covering Letter for Enclosure:** A covering letter stating the list of enclosure should be attached in the offer along with the checklist.
- 2) **Payment of the Tender Form :** Copy of Cash Receipt for the purchased Tender Documents from this office or latest crossed Indian Postal Order or D.D on nationalized or scheduled bank drawn in favour of Director of Technical Education, Maharashtra State, Mumbai and payable at Mumbai for value of price of Tender documents. If the bidder wishes to participate in multiple tenders , separate IPO or DD towards the cost of respective tender form should be submitted .A single DD towards the cost of multiple tender forms will not be acceptable.
- 3) **Photocopy of Prescribed Tender form** purchased from this office or downloaded from web site duly signed by the Tenderer should be submitted in Envelope No.1 "DO NOT WRITE THE PRICE ON IT"
- 4) **Earnest Money Deposit:**

Crossed Demand Draft on Schedule Bank / Nationalised Bank drawn in favour of Director of Technical Education, Maharashtra State, Mumbai for the value of 3% of Total value of stores offered Max Rs. 5000 as an Earnest Money Deposit MUST be attached . Name of the firm and tender number should be written on the back side of the Demand Draft. DD/Pay Order should be in the name of “ Director, Technical Eduaction, MS” and payable at Mumbai
If it is found that the E.M.D. submitted is less than 3% of total value of the stores offered, the offer of the tenderer will be rejected.

Earnest Money Deposit is Refundable.

If the bidder is a supplier registered with Central Store Purchase Organisation (CSPO of Govt. of Maharashtra) , the attested copy letter of registration with CSPO/DIC and attested copy of certificate stating that the firm is exempted from payment of Earnest Money Deposit MUST be attached .

In case of manufacturers, valid S.S.I. Certificate of registration with Directorate of Industry, Government of Maharashtra MUST be attached.

For CSPO firms and SSI manufacturers EMD exemption will be allowed only for the items mentioned in the respective registration certificates.

EMD Exemptions for firms registered with DGS&D or NSIC will be as per rules.

5) Sales Tax / VAT Registration & Clearance Certificate

Sales Tax / VAT clearance certificate [STCC or VAT CC]either from State or Central Govt. (as the case may be) showing tax paid up to Dec2006 and proof of tax paid thereafter.

If it is not possible to submit STCC/ VAT CC along with tender, proof of application made for obtaining STCC/VAT CC to be submitted along with tender. But STCC/VAT CC MUST be submitted before opening of commercial bids , otherwise tender will be rejected.

Only ST/CST/VAT registration certificates will not be accepted. Respective clearance certificate is also necessary.

6) Authorization Certificate:

Recent authorization form manufacturer that he/ she will supply the equipment through the Tenderer and will attend all service calls during warranty period (Authorization letter should be in original and from manufacturer directly. It should be addressed to the Director of Technical Education, Maharashtra State, Mumbai clearly authorising the tenderer to participate in this tender by quoting tender No.)

7) No Deviation Statement:

No Deviation statement of specification of the equipment offered giving details of specification in following proforma only (No other formats will be accepted):

Specification of equipment stated in Tender Enquiry step by step	Specification of equipment offered by Tenderer step by step	Whether there are deviation from the tender specification Yes / No	If yes, indicate clearly which are the deviations.
1	2	3	4

Signature of Tenderer with Seal

8) Technical Literature/Relevant Leaflet of the equipment:

Relevant leaflet /Technical literature / Maintenance manual /Catalogue highlighting products features offered in the Tender must be enclosed in original. The offer shall be considered only if the leaflets/literature is enclosed. All the technical information about the equipment required for checking whether the equipment offered as per Tender Specification or not should be available in the Technical literature enclosed. The literature should be corresponding to the Model and Make offered in the commercial Bid.

9) List of Users for past experience:

List of users other than this Department regarding quality of the equipment supplied and after sales service rendered by the supplier stating the years in which rendered Certificate from respective consignee should be provided by the supplier. Minimum three recent certificates are required to be produced.

AND/ OR

10) Performance of Supplier:

Past experience of Tenderer with this Department or elsewhere regarding equipment supplied to this Department - Information to be submitted in proforma giving Order No., date, name of equipment, name of consignee. Latest certificate regarding after sales service should be provided by the supplier. Minimum three recent certificates are required to be produced.

PROFORMA FOR PERFORMANCE OF SUPPLIER

Certified that performance of the equipment supplied and after sales service provided by M/s. _____ for last 3 years is as given below :-

Sr. No.	Name of Equipment	Supply Order No. & Date for 3 recent years	Date of Delivery	No. of failures during warranty period (Please Give details)	No. of failures after expiry of warranty period (Please Give details)	After sales service provided by supplier ** Unsatisfactory /Satisfactory/ Good	Remark Please attach service reports of the supplier.
1	2	3	4	5	6	7	8

** Specific remarks only to be given in words specified.

Signature of Head of
Institute/Organisation/Office

With name and seal of the Office

- 11) **Undertaking of delivery** within 8 weeks is to be submitted. In case delivery period as mentioned in the tender form is different than 8 weeks, undertaking to that effect be submitted.
- 12) **Undertaking for giving demonstration** of tendered item within short period of notice.
- 13) **Standard Mark Certificates** : If equipment is I.S.I. marked, valid copy of license issued by B.I.S. should be enclosed otherwise same is to be indicated in offer as "NOT I.S.I. Mark"
- 14) **Turn over of the Supplier:** If specifically given in tender form, the tenderer is required to submit the turnover of the company for last three years certified by the chartered accountant of the company.
- 15) **Declaration by the tenderer:** Copy of Declaration duly signed by tenderer regarding, penalty clause, Risk purchase clause, fall clause.

(B) Envelope No.2: (Commercial Bid)

The Second Envelope clearly marked, as "Envelope No.2" Commercial Bid shall contain the following: -

1. Main Priced Tender form (Total Price to be quoted on this Tender form with signature & Seal of Tenderer.) Bidders should give separate quotation on their letter head as per the price structure given in point 2 below.
2. The rate should be quoted only for the items specified in the list of requirement and should be for items of given specification / Mark /Model/ Manufacture and be as follows: -
 - a. Free delivery at destination basis including cost of Training to the minimum 3 staffs of consignee for operation and maintenance of equipment.
 - b. Break up of price giving basic price and price of standard Accessories.
 - c. Percentage of Excise Duty
 - d. Sales Tax / C.S.T. / VAT
 - e. Installation Charges, if any
 - f. The charges for Installation, plumbing foundation, electrification as recommended by manufacturer etc. if any should be mentioned separately by the tenderer.
 - g. Normally the inspection will be at the consignee's place. If the inspection is at the factory or at the site then the TA/DA of the inspectors will have to be borne by the supplier.
 - h. Inspection charges if any are to be borne by the supplier. The supplier shall arrange all the materials/facilities required for the inspection.

PRICE STRUCTURE

Tender No. _____

Name of Item :

Model No. :

i)	Basic Price	Rs.
ii)	Excise Duty (if any) (Mention percentage of Excise Duty)	Rs.
iii)	Sales Tax / VAT (Specify rate at which S.T. / VAT Claimed)	Rs.
iv)	Packing & Forwarding Charges (Including loading and unloading)	Rs.
v)	Freight Charges	Rs.
vi)	Insurance Charges	Rs.
vii)	Installation / Trial Commissioning charges	Rs.
viii)	Other if any (Please specify)	Rs. _____

Total Price (i to viii) Rs. _____

F.O.R. Destination

(Rupees in words-----)

NOTE :- Rate should be quoted only for the models mentioned in Technical Bid.

(C) Submission of Tender: -

- The two sealed Envelopes No.1 & 2 shall be put again together in one common cover and sealed. The sealed cover shall be marked on the left hand top corner.

“ Tender for _____ Tender No. _____

Date of Closing _____ Date of Opening _____ “

- The full name and address of the Tenderer and the name of the authorised agent delivering the sealed cover containing tender shall be written on the bottom left hand corner.
- The Tenderer should ensure that their tender is received by Directorate of Technical Education, Maharashtra State, Mumbai before the last date & time of the closing the tender.
- The tender received after closing date and time will not be accepted at all. All the tenders should put their tender in the “Tender Box” kept in Desk No.11 of Directorate of Technical Education.

(D) Opening of Tender: -

- The tenders will be opened on the date specified in the tender notice. The supplier/their authorized representative can attend the tender opening.
- The date of Commercial Opening will be same as date of opening of tenders or as specified on the website of this office.

Check List of documents to be submitted along with tenders (This check list should also be submitted along with Envelope 1 and Envelope 2 in third bigger envelope containing Envelope 1, envelope 2 and checklist)

Sr No	Item	Bidder should tick at appropriate place	Scrutiny officer should write YES/No after opening the tender	Remark (to be filled in by DTE official)
1	Covering Letter for tender			
2	IPO/DD/ Copy of cash receipt			
3	Copy of tender form signed and stamped			
4	DD for EMD			
5	EMD Exemption certificate			
6	Sales tax /VAT registration certificate			
7	ST/ VAT Clearance Certificate			

8	Authorization certificate from manufacturer			
9	No deviation certificate in prescribed pro-forma only.			
10	Technical literature/leaflet			
11	List of users or performance certificate in given format			
12	Undertaking of delivery I within prescribed period			
13	ISI mark certificate			
14	Undertaking for demo			
15	Undertaking about risk purchase, fall clause, penalty clause			
16	All above documents are enclosed in one envelope and marked it as Envelope1 ' Technical'			
Documents for Envelope 2				
17	Main priced tender form or downloaded tender form with price on it . Stamped and signed.			
18	Quotation on letter head in the Price Structure given in "Instructions to Tenderers"			
19	All above documents are enclosed in one envelope and marked it as Envelope2 ' Commercial'			
20	Tender no ,item name last date , date of opening, name & address of bidder written on Both envelopes 1 & 2 .			
21	Check list , Envelope 1 and Envelope 2 put in Bigger third envelope.			

Signature & Seal of Bidder
Date

Signature of DTE representative
Date