

No. \_\_\_\_\_

**GENERAL INSTRUCTIONS & BID DOCUMENT**

**FOR**

**THE PROCUREMENT OF MACHINERY &  
EQUIPMENT**

**FOR**

**ELECTRONICS & COMMUNICATION ENGG.  
DEPTT.**

**DUE ON 18.01.2018 AT 3.30 P.M.**

**2017-18**

**PRICE**

**Rs. 300/-**

**GOVT POLYTECHNIC FOR WOMEN  
KANDAGHAT, DISTT. SOLAN  
HIMACHAL PRADESH**

**GOVT POLYTECHNIC FOR WOMEN  
KANDAGHAT, DISTT. SOLAN  
HIMACHAL PRADESH**

Telephone No. :01792-256179

Fax: 01792-256179

**TENDER FOR THE SUPPLY OF MACHINERY & EQUIPMENTS**

**BID REFERENCE:**

**GPWK/GOVT./ M&E/2017-18/01**

**LAST DATE AND TIME FOR  
RECEIPT OF BIDS:**

**18<sup>th</sup> January, 2018 at 2:30 PM**

**TIME AND DATE OF OPENING  
OF BIDS:**

**18<sup>th</sup> January, 2018 at 3:30 PM**

**PLACE OF OPENING OF BIDS:**

**Conference Hall,  
Govt. Polytechnic for Women,  
Kandaghat, Distt. Solan, HP  
Pin-173215.**

**ADDRESS FOR COMMUNICATION:**

**Principal,  
Govt. Polytechnic for Women,  
Kandaghat, Distt. Solan, HP  
Pin-173215.**

**SECTION -A**

1	Name of the Firm/Organization :	
2	Registration Number	
3	Complete Postal Address	
4	Mob. Number/Phone Number with STD Code	
5	E-mail Address (if any)	
6	Whether Manufacturer/Dealer/Supplier	
7	Total Amount of items Quoted (Excluding taxes) in words	
8	Detail of Earnest Money (Accounts Payees Bank Draft or duly pledged Fixed Deposit Receipts)	No. .... Dated.....  Amount .....  Bank:.....

(Signature of the bidder with stamp)

**SECTION - B**

**SCHEDULE OF REQUIREMENT**

**SCHEDULE-A: ELTX. & COMM. ENGG. DEPTT.**

Sr. No.	Description of Item(s)	Tentative Qty Required
1	LCR Q Meter ( Auto/Manual Mode)	2 Nos.
2	Digital Micro Ammeter)	2 Nos.
3	Digital Milli Ammeter	2 Nos.
4	RF Power Meter –Hand held type	2 Nos.
5	Servo Voltage Stabilizer	3 Nos.

Sd/-  
Principal,  
Govt. Polytechnic For Women,  
Kandaghat, Distt. Solan  
H.P.-173215

**SECTION – C**

**DETAIL SPECIFICATIONS OF ITEMS MENTIONED  
IN THE SCHEDULE OF REQUIREMENT**

**SCHEDULE-A: ELTX. & COMM. ENGG. DEPTT.**

Sr. No.	Description of Item(s)	
1	<b>LCR Q Meter ( Auto/Manual Mode)</b>	Display : 4 Digit 12.5mm, 7 segment LED Inductance L : 0.1 micro H to 9999H Capacitance C : 0.1 pF to 9999microF Resistance R : 0.001 ohm to 100 M ohm Q: 0 to 99 ( Accuracy : 0.25%) Supply : 230V +/-10%, 50 Hz
2	<b>Digital Micro Ammeter)</b>	Auto ranging 3 3/4 digit True RMS Auto Power Off , Data Hold facilities. AC/DC Current Range : 0-100micro Amp ( Accuracy +/-2%)
3	<b>Digital Milli Ammeter</b>	Auto ranging 3 3/4 digit True RMS Auto Power Off , Data Hold facilities. AC/DC Current Range : 0-100 milliAmp ( Accuracy +/-2%)
4	<b>RF Power Meter –Hand held type</b>	Signal Strength for Measuring GSM , CDMA Band Measurement of the power range : -65 ~ +0 dBm (external RF attenuator can be extended to 100dBm) Power measurement resolution: 0.1 dBm Measurement frequency range: 100 ~ 2400 MHz Measurement of power: 1nW ~ 1W Working voltage : 7 ~ 12 VDC Working current: <50 mA Working temperature: - 40°C ~ 65°C Storage temperature: - 40°C ~ 65°C In-build battery chargeable type.
5	<b>Servo Voltage Stabilizer</b>	Bench Supply Single Phase 220V and 5KVA capacity. Online UPS 5KVA with one hour backup SMF batteries For laboratory Fixed and Variable Load Registers Set Of Patch Cord, power cord & Operating Manual should provide.

Dated:

Signature of Bidder with Seal

Place:

Name & Address \_\_\_\_\_

**SECTION – D**  
**PRICE SCHEDULE**

**SCHEDULE-A: ELTX. & COMM. ENGG. DEPTT.**

Sr. No.	Description of Item(s)	Qty	Unit Price (In Rs.)	Total Price (In Rs.) (Qty *Unit Price)	Tax(es)/V at If any (in Rs.)	Total amount (Total Price+Taxes /vat)	Remarks
1	LCR Q Meter ( Auto/Manual Mode)	2 Nos.					
2	Digital Micro Ammeter)	2 Nos.					
3	Digital Milli Ammeter	2 Nos..					
4	RF Power Meter –Hand held type	2 Nos.					
5	Servo Voltage Stabilizer	3 Nos.					

Total Bid Price (Excluding taxes in Rs.): .....

(In words) .....

Date:

Place:

Signature of Bidder with Seal

Name & Address .....

## TERMS & CONDITIONS

1. Bidders are required to submit the attested copy of Registration (latest) clearly mentioning the period of validity. Any firm failing to submit the same will not be entertained.
2. The bidder shall submit the latest *Income Tax Return statement*. This will help in assessing the its capability of the bidder to supply the items mentioned in the schedule of the bid document.
3. The bidder shall also submit the proof that it is **GST** payee. The attested photocopy of the same is required to be submitted along with the bid document.
4. The rates quoted should be **F.O.R. destination at Govt. Polytechnic for Women Kandaghat , Distt Solan (H.P.) 173215**
5. The GST, if any, shall be applicable as per government rules.
6. The duly constituted Institute Committee shall inspect the material to satisfy itself for verifying specifications as mentioned in bid document.
7. The supplier shall be required to complete the delivery at institute (Including inspection) with stipulated days as mentioned in the supply order.
8. ***100% payment may be made within 21 days against physical delivery of inspected/accepted stores duly supported with satisfactory inspection note and after receipt of correct goods at consignees site/destination.***
9. Earnest Money **Rs. 10000/-** shall be required to be paid by the bidder along with the tender/quotation document through Demand Draft in favour of the Principal, Govt. Polytechnic for Women, Kandaghat Distt. Solan payable at Kandaghat OR duly pledged Fixed Deposit Receipts.
10. **Performance Security** shall be obtained from the successful contractor amounting to **@5%** on the award of the contract in the form of an Account Payee Demand Draft or duly pledged Fixed Deposit Receipt or Bank Guarantee from a commercial bank.
11. Performance Security shall remain valid for a period of sixty days from the date of completion of contract including warranty and guarantee period to the best of satisfaction of Procuring Department.
12. Refund of amount of earnest money deposited by the firms, whose quotation is approved , will be made after the date of satisfactory completion of the given supply orders as per our supply order.
13. Earnest money of bidder whose tender/quotation has not been approved/ qualify would be returned after proper scrutiny.
14. The tenders/ quotation not confirming to the descriptions mentioned in bid schedule will be summarily rejected.
15. It the date of accepting/ opening the tender / quotation happens to be holiday, the tenders/quotations will be opened on the next day at the same time.
16. Telegraphic, Fax, conditional and tenders/quotations without earnest money shall not be accepted.
17. ***Principal, Govt. Polytechnic for Women, Kandaghat Distt. Solan (H.P.) 173215 reserved the right to accept or reject any or all tenders/ quotations without assigning any reason.***
18. The bidders shall keep their offer open for **6 months** from the date of opening the tenders /quotations.
19. The Principal may also appoint a "Negotiation Committee" if required.
20. The bidder will be responsible for damage or loss in transit and replace goods broken within 10 days from the date of notice thereof.
21. GST/ 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 GST/ will be allowed.

22. The tender/quotation form along with the Earnest Money and forwarding letter on letter head pad of the firm should be sent through Regd. Post/ Speed Post/ By Hand well in advance so as to reach to the **Principal, Govt. Polytechnic for Women, Kandaghat, Distt. Solan H.P.-173215** on or before the date of closing of the offer i.e. **18.01.2018 at 2:30 PM** and shall be opened on the same date at **3.30 PM**.
23. The bidders shall seal the bid in an envelope, duly marking the envelope. The envelope should be addressed to the purchaser at the following address: **Principal, Govt. Polytechnic for Women, Kandaghat, Distt. Solan,H.P. -173215** and must be superscripted as **'The Supply of Machinery & Equipments "DO NOT OPEN BEFORE 18.01.2018 AT 3:30PM"'**
- The envelope should indicate the name and address of the bidder to enable the bid to be returned unopened in case it is received late. If the envelope is not sealed and marked as required the purchaser will assume no responsibility for the bid's misplacement of pre-mature opening.
24. All the bidders are required to sign each paper of the bid document along with the stamp of their respective organization. Without signature and stamp the tenders/quotations submitted by them are liable for rejection.
25. The bidder has to attach the supporting documents/ catalogues for all the items.
26. The bidder has to deposit **Rs. 300/- (Non –Refundable) as tender cost** in form of bank draft make in favour of Principal Govt. Polytechnic for women, Kandaghat Distt. Solan payable at SBP/ UCO Bank branch Kandaghat.
27. ***The Bank Draft for Tender Cost and EMD should be separate.***
28. The items/equipments shall remain under **Guarantee/Warranty for a period of One Year** supplied by the supplier.
29. **Entry Tax, of the goods , if any , shall be borne by the Supplier.**
30. The guarantee/warranty shall be effective from the actual date of installation in case of items of machinery and equipment.
31. In case where it has not been specifically indicated in the schedule that only manufactures can participate in tender/quotations in such cases the bidder other than manufacturers should attach authorization letter from such principle manufacturer along with the tender/quotation.
32. All disputes shall be settled within the jurisdiction of Kandaghat H.P only.
33. The bidder shall be a manufacturer or in supplying business as authorized distributor / stockiest for at least three years.

I/We herewith enclose a sum of Rs. \_\_\_\_\_ as earnest money in form of demand draft or equivalent and should I/We fail to execute an agreement embodying the above-mentioned terms and conditions agree that the above sum as EMD shall be forfeited to the Principal, Govt .Polytechnic for Women Kandaghat, Distt Solan (H.P.).

**All the above conditions are acceptable to us.**

For (Authorized Signatory)  
Name of the Firm/Supplier:-

Complete Address