

OFFICE OF THE PRINCIPAL, REWA ENGINEERING COLLEGE, REWA (M.P.)

(Declared Autonomous by the Govt. of M. P.)



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ECR/Tenders/Sports/2017/ 3361

/Rewa, Dated 04/10/2017

TERM AND CONDITIONS FOR SUPPLY OF SPORTS GOODS

LAST DATE OF RECEIVING SEALED TENDERS IS 28.10.2017 UPTO 5:00 P.M.

OPENING OF THE TENDERS WILL BE ON 30.10.2014 AT 11.00 A.M.

अतिमहत्वपूर्ण बिन्दु

- निविदा फार्म की कीमत (गैर वापिसी योग्य) रू. 200=00 (रूपये दो सौ मात्र) का डिमाण्ड ड्राफ्ट जो कि प्राचार्य, रीवा इंजीनियरिंग महाविद्यालय, रीवा जो कि भारतीय स्टेट बैंक, जी.ई.सी. रीवा शाखा पर देय हो, को निविदा के साथ संलग्न करें।
- निविदा फार्म के साथ अमानत राशि (वापिसी योग्य) रू. 2000=00 (रूपये दो हजार मात्र) का डिमाण्ड ड्राफ्ट जो कि प्राचार्य, रीवा इंजीनियरिंग महाविद्यालय, रीवा जो कि भारतीय स्टेट बैंक, जी.ई.सी. रीवा शाखा पर देय हो, को निविदा के साथ संलग्न करें।
- समस्त आयटम की कीमतों को **ENCLOSURE-2** में दिये गये प्रोफार्मा में ही भरें।
- निविदा फार्म भरने के पूर्व निविदा की नियम एवं अन्य शर्तों का पूर्ण अध्ययन कर लें।

1. Tenders received after the due date and time will not be accepted in any case.

2. The Tender form is non-transferable.

3. (A) The tender should be sent in firms own letter pad in duplicate, one set should be 'Original' while other should be 'Duplicate'. Each set should be prominently marked as 'ORIGINAL' or 'DUPLICATE' as the case may be and should be complete along with terms and conditions of supply and catalogues.

(B) Tender should be prepared and furnished on separate sheet, complete in all respects including terms and conditions of supply for the drawing materials items offered in the tender. Original and Duplicate copy of tender for drawing materials items should not be placed one below the other.

(C) The Tenderer must furnish the following information in his tender, Sr. No and page No. of the sports items of Tender form & Name of Department i.e. Sports Department.

(D) Make and Name of manufacturer of drawing materials items offered should invariably be mentioned against each item in the Tender.

(E) If the sports of tendered specification are not available, the sports items having specification nearest to the tendered specification can be considered but the priority will be given to the tendered specifications.

4. **SPECIFICATIONS:**

- (A) The Tenderer must furnish complete technical specifications as per **ENCLOSURE - 1** of the sports items offered in his tender duly supported with the photos.
- (B) Tenderer must furnish full detailed technical specification for the sports items offered for which brief specifications are mentioned in the tender form.
- (C) In case sports items on D.G.S.D. Rate contracts are available and are offered, the supplier should furnish a copy of the Rate contract along with the tender and should also state this fact against such sports items.
- (D) Catalogues/leaflet/literature etc. of the sports items should invariably be attached with original and as well as duplicate set of tender. Items No. and Page No. of the sports items should be mentioned on the relevant leaflet. Literature for easy reference purpose, a list showing the catalogues etc. should also be furnished along with the tender.

5. **RATE AND TAXES:**

- (A) The rates should be quoted F.O.R. destination including packing forwarding, freight, Insurance, excise duty & GST etc. Nothing extra will be paid to the supplier.
- (B) If the rates are quoted excluding Excise duty, then the current rate at which Excise duty will be charged extra should be clearly indicated. The Tenderer should avoid the use of vague terms such as “Extra as applicable”.
- (C) The Tenderer will have to record the following certificates on the bill(s) for claiming Excise duty.
 - (i) Certified that the excise duty charged in the bill is not more than what is payable under the provision of the relevant, Act of the rules made there under.
 - (ii) Certified that the amount of Rs. ----- claimed as excise duty in the bill is in accordance with the provisions of the rules in all respects and that the same has been paid to the excise authorities in respect of stores covered by the bill.
- (D) The Tenderer must specify clearly the drawing materials items on which excise duty is payable extra other wise no claim for payment of excise duty will be entertained on any equipment.
- (E) Since the suppliers are required to quote rates F.O.R. Destination, insurance charges will not be paid extra to any supplier, hence rates should invariable be quoted inclusive of insurance charges.
- (F) As far as possible, The Central sales Tax/GST should not be included in the rates quoted in the tender.
- (G) If the rates are quoted ex-go down and/or F.O.R. Station of dispatch then the tenderer must also indicate charges towards packing, forwarding, railway freight, insurance charges, etc so as to compare his rates with those of others who have quoted as per tender condition. Failure on his part will be at his risk and such offers are liable to be ignored.
- (H) Taxes if livable and being claimed extra should be clearly stated failing which the rates quoted in the tender will be construed as inclusive of all taxes and no claim for the same will be entertained.
- (I) It should be clearly noted that the suppliers will have to make the delivery of the sports items in the institution i. e. Rewa Engineering College, REWA (M.P.).

(J) The rates should not be altered. Quotation should always be both in figures and words.

(K) As per state Government orders, small scale Industries registered with the Industries Department of Madhya Pradesh Government will be given a price preference of 10% while comparing his rates with other suppliers for the drawing materials items produced or manufactured by him. The price preference will not be given for those drawing materials items for which he is not registered with the Industries department of the Madhya Pradesh Govt. If suppliers desire to avail these price preferences, they should furnish a certified or photo state copy of the registration certificate along with the tender and should mention this fact below those drawing materials items.

6. EARNEST MONEY:

(A) The tenderer is required to furnish Earnest Money Deposit equivalent to 1% of the Cost of sports items quoted by him in the tender **subject to minimum deposit of Rs. 2000=00 (Rs. Two Thousand only)**. Quantity mentioned against each sports items in the tender form should also be accounted for while calculating the amount of earnest money deposit. In case more than one offer is quoted for any equipment, the cost of highest offer should be taken into consideration for the purpose of calculation of 2% amount of Earnest Money Deposit. Optional accessories, if quoted should not be taken into account for the purpose of Earnest Money Deposit. The earnest money should be sent in the shape of **BANK DRAFT** only drawn in the favour of **PRINCIPAL, REWA ENGINEERING COLLEGE REWA (M.P.)** Earnest money in the shape of fixed deposit Receipts, call deposit receipts and cheque will not be accepted.

(B) All the tenderer irrespective of the fact whether they are registered with D.G.S.D. or other organizations, should furnish earnest money along with the tenders. Tenders received without earnest money will be rejected and will not be considered in any case. Request for relaxing the condition of Earnest Money will not be entertained by the office. It may also be noted that if earnest money is not received before the due date and time prescribed for receipt of the tender, the same will not be accepted and such tenders will be rejected. Statement showing the cost of sports items quoted in the tender and earnest money furnished should also be furnished along with the tender in PROFORMA-I

(C) As per orders of the Madhya Pradesh State Government Small scale Units registered with the Industries department. Of Madhya Pradesh Government are only exempted from furnishing of Earnest MONEY. If a Tenderer is registered as a small Scale Unit with the Industries Department of Madhya Pradesh government, he should furnish a certified/photo state copy of the competency certificate issued by the Industries Department along with the tender failing which his tender will be rejected. The Competency Certificate remains valid for 2 years from the date of issue unless it is withdrawn. The exemption will be granted for the SC ST DRAWING MATERIALS produced or manufactured by the Tenderer for which he is registered with the Industries Department of Madhya Pradesh Govt.

(D) Government of India undertaking is liable to be exempted from furnishing of earnest money deposit.

(E) The Tenderer is required to furnish fresh earnest money with this tender. Earnest Money, if previously furnished will not be adjusted against this tender notice.

(F) In case of non-acceptance of tender/offer, the earnest money will be refunded to the Tenderer in due course of time. The earnest money received along with the tender will be treated as security Deposit in case the order or part of order is placed with the Tenderer.

(G) The entire amount of earnest Money/Security Deposit will be forfeited in case the:

(i) Supplier either expresses his inability or does not execute the order for the quoted items if the order is placed with him within the validity period of tender at the rates quoted in the tender & for the makes/brands quoted in the tender.

- (ii) If complete Equipment is not supplied within the delivery period mentioned in the Order or within the extended periods from time to time.
- (iii) If the supplier executes only part of the order.

7. TERMS AND CONDITIONS:

(A) Extension in the delivery period will be granted at the discretion of the undersigned provided the tenderer is willing to accept penalty @ 1% per month of the full cost of sports items for which the order has been placed and for which extension is desired. The sports items dispatched before the expiry of delivery period but received after the expiry of delivery period will also be subjected to 1% penalty charges.

(B) In case of any default in the execution of the order the undersigned will be at liberty to forfeit the entire earnest money/security deposit. The undersigned also reserves the right to cancel the order and forfeit the entire Earnest money/Security Deposit of the tenderer, in case the tenderer fails to adhere strictly to all the terms and conditions of tender, supply order and agreement bond and subsequent instructions for supply of the equipment.

(C) If defected or any kind of deviations from specifications are detected and reported to the supplier, the supplier should effect replacement or rectify the defects free of charges within 30 days from the date of report failing which equipment will not be accepted and will be returned to the supplier at his cost and risk and entire earnest money/security deposit will be forfeited. In case the equipment is sent for repairs to the supplier, it should be repaired and returned to the institution within 30 days from the date of receipt of equipment failing which the same will not be accepted and entire earnest money / security deposit will be forfeited. However undersigned may condone the delay in exceptional deserving and genuine cases where the time limit of 30 days is not adhered to.

(D) If drawing materials items supplied are not according to the ordered specification and are not of proper quality, the same will not be accepted. Similarly second hand reconditioned damaged repaired and substandard sports items and sports items having poor workmanship or not being to the entire satisfaction of the consignee will not be accepted. Sports items supplied as above but rejected will be returned to the Tenderer at his cost and risk and entire amount of Earnest money/Security Deposit will be forfeited. Only Brand New equipment calibrated in metric units and with Fine workmanship and ordered specification are to be supplied.

(E) The quantity given in the tender against each item could be increased or decreased at the discretion or convenience of the undersigned at any time.

(F) The submission of a tender will be deemed to be the acceptance of all the terms and conditions of the tender as stated herein.

(G) Tenders should be valid at least for six months from the date of opening of the tender; the prices should be firm and should not be subject to any variation.

(H) THE UNDERSIGNED DOES NOT PLEDGE HIMSELF TO ACCEPT THE LOWEST OR ANY TENDER AND ALSO RESERVES THE RIGHT OF REJECTING ALL OR ANY OF THE TENDER WITHOUT GIVING ANY REASON FOR THE SAME AND TO SELECT THE TENDER AS WE MAY DEEM FIT.

(I) NO REQUEST FOR SUPPLY OF ANY DETAILS IN RESPECT OF TENDERS OR COMPARATIVE CHART OF ANY OTHER ENQUIRY IN RESPECT OF THE TENDERS ALREADY RECEIVED IN THIS OFFICE WILL BE ENTERTAINED IN ANY CASE.

(J) (i) Exact and earliest possible time of delivery should be indicated in the tender against each item. Other things being equal, Tenderer who will give earliest delivery period will be preferred while comparing the rates. The delivery date given in the order will be the date of receipt of stationary items in the Institution and not the date of dispatch of stationary items by the supplier. Time required for transportation of the equipment should also be taken into account while quoting delivery period. Stationary items with longer delivery period will not be preferred.

(ii) Ex-stock offers will be preferred. It will be his responsibility to intimate this office within the validity period of tender in the event of the store offered ex stock has been sold elsewhere. Failure will mean that the stores are available ex-stock during the validity period of the tender. No cognizance will be taken of the intimation that the stores have been sold out prior to receipt of order if such an intimation is received after placing of order, in such cases the entire earnest money/security deposit will be forfeited due to non-execution of order within the delivery period for such stationary items.

(K) **SEALED ENVELOPES FOR THE TENDER MUST BE SUPPERSCRIBED AS “TENDER NOTICE NO..... AND TENDER FOR SPORTS ITEMS ”** And should be addressed To, **THE PRINCIPAL, REWA ENGINEERING COLLEGE, REWA (M.P) 486002** The successful tenderer will have to execute the agreement bond in the form as approved by the Govt. M.P.

(L) No advance payment either with order or against R/R will be made to any supplier in any case. Hence the suppliers should not stipulate conditions of advance payment either with order or against R/R. Please note that the terms of payment are not negotiable.

(M) 80% of the payment will be made within 30 days after receipt of equipment in perfect physical and working condition and no part payment for the defective /incomplete equipment will be made. The remaining 20 % of the payment will be made after completion of on site warrantee period i.e. 3 years from the date of receipt of the equipment in the Institution.

(N) The tenderers stationed in Madhya Pradesh State should submit the State Sales Tax Clearance Certificate for the period ending 31-3-2012 from the concerned authorities along with the tender. Certificates issued prior to 31-3-2010 will not be accepted. Tenders received without this certificate are liable to be rejected.

(O) ALL DISPUTES WITH REGARD TO THE CONTRACTS FOR THE PURCHASED EQUIPMENT ETC. WILL BE SUBJECT TO THE JURISDICTION OF COURTS AT REWA (M.P.)

(P) (i) Only actual manufacturers or their authorized agents and stockiest may submit tender. In the event of order, the suppliers who are manufacturer of the drawing materials items will have to furnish certificate to the effect that they are manufacturer of such and such make whereas authorized agent or stockiest will have to furnish the certificate signed by the manufacturer certifying that M/S so and so is their authorized stockiest agent for sale of equipment manufactured by them. No equipment without certificate will be accepted either from the manufacturer or from the authorized agent stockiest, and the drawing materials items, if supplied against the orders placed, not be accepted will be returned to the supplier at his cost and risk and entire amount of Earnest money/security Deposit will be forfeited. The Tenderers are therefore, advised not to quote for the drawing materials items for which they are not authorized manufacturer /agent /stockiest /dealer.

(ii) Subletting and assigning of contract without the prior permission of the Principal, Rewa Engineering College, Rewa or an officer authorized on his behalf is prohibited.

(Q) The supplier should tender necessary assistance if required in erecting the drawing materials items in the institution free of charges.

(R) Discount, if offered, should be clearly indicated in the tender both in words and figures; Discount offered for making advance payment against R/R will not be considered hence no such discount should be offered on this count.

(S) Preference will be given to those Tenderer who will attach the samples of drawing materials items at their own cost in the institution. Hence suppliers should specifically mention this fact against the drawing materials items for which they are attaching samples of drawing materials items.

(T) No offer should be made for the items against Import License to be acquired. All imported sports items should be delivered in the institution located at Rewa (M.P.) and payment will be made in Rupees.

(U) The tenderer will have to furnish the following information's for the drawing materials items quoted in the tender if desired by organization

(i) Annual out-put of the drawing materials items.

(ii) Annual turn over.

(iii) The names of institutions where the drawing materials items have been supplied during the period of last 2 years.

(V) The Principal reserves the right to inspect the drawing materials items during the course of manufacture and also the factory, workshop of the supplier/ manufacturer.

(W) Unless otherwise mentioned, the number of items to be purchased is one.

8. GUARANTEE:

The tenderer should undertake to replace free of charges the defective drawing materials items. Replacement of drawing materials items should be done and delivered free of charges at this institution.

Encl: **Enclosure – 1 (List of Sports items with approximate quantity to be purchased)**

Enclosure – 2 (Chart for quoting the price of sports items)

प्राचार्य
रीवा इंजीनियरिंग महाविद्यालय रीवा (म.प्र.)

स्पोर्ट्स सामग्री हेतु निविदा की अन्य शर्तें

स्पोर्ट्स सामग्री प्रदाय बावत् मुहरबंद निविदा निम्नांकित शर्तों के अधीन पंजीकृत फर्मों/सप्लायरों से कार्यालयीन समय में सीधे या पंजीकृत डाक से प्राचार्य कार्यालय में आमंत्रित की जाती है। लेखन सामग्री प्रदाय हेतु अन्य शर्तें निम्नानुसार हैं:-

- 1- निविदाकर्ता को स्पोर्ट्स आइटम्स सामग्री विक्रय करने का पंजीयन/टिन नंबर का होना अनिवार्य है। पंजीयन/टिन की छायाप्रति निविदा के साथ जमा करना अनिवार्य होगा। आयकर समशोधन प्रमाण-पत्र की छायाप्रति भी देना होगा।
- 2- निविदाकर्ता द्वारा पिछले तीन वर्षों में लगातार वर्ष में कम से कम 50,000 (रु. पचास हजार मात्र) राशि का शासकीय अथवा अशासकीय संस्था को सामग्री प्रदाय की गई हो, संबंधित प्रमाण-पत्र की छायाप्रति निविदा के साथ संलग्न करना अनिवार्य है।
- 3- निविदा दो लिफाफा पद्धति की होगी/प्रथम लिफाफा "ए" में अमानत राशि का ड्राफ्ट तथा प्रमाण-पत्रों की छायाप्रति रहेगी। सर्वप्रथम "ए" लिफाफा खोला जायेगा, जिसमें अमानत राशि एवं आवश्यक प्रमाण-पत्रों के अवलोकन के पश्चात् उल्लिखित शर्तों के पूर्ण पाये जाने पर ही दूसरा "बी" लिफाफा जिसमें सामग्री की दर निर्धारित प्रपत्र में होगी, खोला जायेगा अन्यथा नहीं। निविदाकर्ता को लिफाफा में "ए" एवं "बी" लिखना अनिवार्य होगा। दोनों लिफाफा "ए" एवं "बी" को सील बंद कर एक बड़े लिफाफे में रखकर पुनः सील बंद कर लिफाफे के ऊपर निविदा कार्यालय भंडार लिखकर जमा करना अनिवार्य होगा।
- 4- निविदा स्वीकृत/अस्वीकृत करने का पूर्ण अधिकार प्राचार्य को रहेगा। निविदा अस्वीकृत करने के बाद निविदाकर्ता को अस्वीकृत करने का कारण बताना आवश्यक नहीं है। विवाद की स्थिति में अंतिम निर्णय प्राचार्य का होगा।
- 5- निविदा में कुछ वस्तुओं की समान दर होने पर प्राचार्य को अधिकार होगा कि वह किसी भी निविदाकार से माल गुणवत्ता के आधार पर क्रय कर सकते हैं।
- 6- निविदा पत्र के निविदाकर्ता/दुकानदार को न्यूनतम **रु0 2000/- (रु0 दो हजार मात्र)** अमानत राशि ड्राफ्ट के रूप में जो प्राचार्य, रीवा इंजीनियरिंग महाविद्यालय, रीवा को देय हो, जमा करना अनिवार्य होगा। अमानत राशि निविदा स्वीकृत होने पर निविदा समाप्ति की अवधि तक जमा रहेगी। निविदा अस्वीकृत होने पर उक्त राशि संबंधित निविदाकार को वापिस कर दी जावेगी। अमानत राशि जमा न होने की स्थिति में निविदा अमान्य कर दी जावेगी।
- 8- म0प्र0 बैट अधिनियम 2002 के प्रावधानों के तहत देय वेट कर के अलावा अन्य कर देय नहीं होगा।
- 9- समस्त स्पोर्ट्स सामग्री आयटम के नमूने टेण्डर के साथ भेजना अनिवार्य है। स्वीकृत नमूने क्रय प्रक्रिया पूर्ण होने के पश्चात् वित्तीय वर्ष के अंत में वापस कर दिये जावेगे।
- 10- निविदा स्वीकृत होने पर निविदाकार को संबंधित कार्यालय से आदेश मिलने पर 15 दिन के भीतर स्वीकृत नमूने के अनुसार स्पोर्ट्स सामग्री कार्यालय तक पहुंचानी होगी। समय पर स्पोर्ट्स सामग्री प्राप्त ना होने पर आदेशित लेखन सामग्री बाजार से क्रय की जावेगी व स्वीकृत दर से अधिक राशि को वसूली संबंधित फर्म से नियमानुसार की जावेगी तथा फर्म द्वारा जमा अमानत राशि राजसात की जावेगी एवं फर्म का नाम काली सूची में डाला जावेगा।
- 11- सामग्री की दरें निर्धारित प्रपत्र (Enclosure-2) में भरना अनिवार्य है। निविदा के साथ **रु. 200/-**का डिमांड ड्राफ्ट जो कि प्राचार्य, रीवा इंजीनियरिंग महाविद्यालय, रीवा के नाम देय हो, लिफाफा "ए" के अंदर रखें। यह राशि अमानत राशि के अतिरिक्त होगी, जो वापस नहीं की जावेगी।

प्राचार्य

रीवा इंजीनियरिंग महाविद्यालय रीवा (म.प्र.)

Enclosure - 1

स.क्र.	स्पोर्टस् सामग्री का नाम एवं विवरण	क्रय की जाने वाली अनुमानित संख्या
1	Cycle spin bike with all accessories and installation at site, model AEROFIT (AF-291) or equivalent	02 nos
2	Weight lifting bench including fitting at site, model AEROFIT AF-901 or equivalent	02 nos
3	Weight lift set including 100 kg rubber weights, Rod 6 feet 2 nos, Rod 5 feet 2 nos, Rod 4 feet 1 nos and Rod 3 feet 1 nos.	02 set
4	Badminton set including Racket of Yonex mono ray 7000 4 nos, Shuttel cock Yonex MAVIS 300 02 PACKETS and Badminton net METCO 1 nos	04 set
5	Volleyball set including Volleyball NIVIA/COSCO 2 nos and Volleyball net METCO 1 nos	04 set
6	Basketball set including Basketball NIVIA/COSCO 02 nos, Fibre board 30 mm thick 02 nos and Pole (adjustable) 4 nos	02 set
7	Cricket Kit SS or equivalent including English willow bat 02 nos, Batting leg guard 02 set, Batting gloves 02 set, Wicketkeeper pad 01 set, Wicketkeeper gloves 01 set, Elbow 02 nos, Thai guard 02 nos, Helmet 02 nos and Leather SG 12 nos.	02 set
8	Carrom Board including Carrom board 4 x 2 CRAZY 02 nos, and Carrom coin set 04 nos.	04 set
9	Chess Board with all accessories and packing box of good quality	04 set
10	Sports Kit including Half pant 01 no, and T Shirt 01 no.	20 set

प्राचार्य
रीवा इंजीनियरिंग महाविद्यालय रीवा (म.प्र.)

Enclosure - 2

KINDLY QUOTE THE RATES OF SPORTS ITEMS IN THE FOLLOWING FORMAT ONLY

स.क्र.	स्पोर्ट्स सामग्री का नाम एवं विवरण	आइटम की कीमत (Rs.)	जी.एस.टी. (Rs.)	कुल कीमत (Rs.)
1	Cycle spin bike with all accessories and installation at site, model AEROFIT (AF-291) or equivalent			
2	Weight lifting bench including fitting at site, model AEROFIT AF-901 or equivalent			
3	Weight lift set including 100 kg rubber weights, Rod 6 feet 2 nos, Rod 5 feet 2 nos, Rod 4 feet 1 nos and Rod 3 feet 1 nos.			
4	Badminton set including Racket of Yonex mono ray 7000 4 nos, Shuttle cock Yonex MAVIS 300 02 PACKETS and Badminton net METCO 1 nos			
5	Volleyball set including Volleyball NIVIA/COSCO 2 nos and Volleyball net METCO 1 nos			
6	Basketball set including Basketball NIVIA/COSCO 02 nos, Fibre board 30 mm thick 02 nos and Pole (adjustable) 4 nos			
7	Cricket Kit SS or equivalent including English willow bat 02 nos, Batting pad 02 set, Batting gloves 02 set, Wicketkeeper pad 01 set, Wicketkeeper gloves 01 set, Elbow 02 nos, Thai guard 02 nos, Helmet 02 nos, Stumps 02 set & Leather SG ball 12 nos.			
8	Carrom Board including Board 4 x 2 of CRAZY 02 nos, and Coin set 04 nos.			
9	Chess Board with all accessories and packing box of good quality			
10	Sports Kit including Half pant 01 no, and T Shirt 01 no.			

Note : Rate may be quote in form of complete item of one game or may be for each item separately for one game.

SIGNATURE AND SEAL OF PROPRIETOR