

Mahatma Gandhi College, Lalpur, Purulia.

Memo No. 22/MGC/2023

DATED:03/03/2023

Notice Inviting Tender NIT No. 4/ 2022-23 / P-2 / Furniture-College Fund

Principal M.G. College, Lalpur invites Sealed tender under two envelope system (Technical and Financial Bids) from eligible bonafide bidders having requisite credentials upto 3.00 P.M of 24.03.2023, Friday for the supply of Furniture items for using College Fund.

Tender documents can be downloaded from college website – <http://www.mahatmagandhicollegelalpur.ac.in>
Date of submission of Sealed Tenders (offline) : 04-03-23 to 24-03-23 (during working days) from 11 a.m. to 3 p.m. in the college office.

Last date of receipt of Tender at College (offline) :24.03.2023 by 3 p.m.

Date of opening of Sealed Tenders on 28.03.2023 (Technical Bid at 1 p.m. and Financial Bid at 3 p.m.)

The institute reserves the right to select / reject any or all tenders without assigning any reason thereof.

Sl. No.	PARTICULARS	DATE&TIME
i)	Date of advertisement.	03.03.2023
ii)	Last date of submission of original copies of tender documents (offline).	24.03.2023by 3p.m.
iii)	Date & Place for Opening of Tender (Technical Bid).	28.03.2023at 11.30a.m. Principal, M.G. College, Lalpur
iv)	Date of disclose of the financial list of technically qualified bidders after disposal of appeals.	As per notice
v)	Date of opening financial approval.	As per notice

Subject: Notice for the suppliers for supplying Furniture


Dear Sir/Madam,

Quotations are invited from the Suppliers for the purchase of Furniture and related materials for next two years. You are therefore, requested to submit your quotations to the undersigned by 24-03-2023 in a sealed cover super scribing “QUOTATIONS OF FURNITURES” with the terms and conditions which should include –


Principal
Mahatmagandhi College
Lalpur, P.O.-Daldali
Dt. - Purulia-723130

1. Quotations are invited from the suppliers for the purchase of Furniture etc.
2. The offers must be in two separate sealed envelopes including **Technical bids** separately and stated clearly on the face of envelop. **Financial bid** will be opened only for technically qualified vendor(s).
3. Maximum discount offered on the quoted prices in percent.
4. Vendor(s) must submit acceptance of terms and conditions as stated above.
5. The following documents must be submitted-
 - a) Copy of PAN Card,
 - b) Copy of Current ITR,
 - c) Copy of Trade License,
 - d) Attach GST Certificates.
6. Every supply should be accompanied by a delivery chalan, clearly bearing the details of the items
7. Conditions for cancellations of the released purchase orders-
 - a) If the empanelled vendor to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time without providing satisfactory justification, the total order will get cancelled.
 - b) Thereafter, the institute reserves the right to cancel the order and place the empanelled vendor(s) in the black list after providing them an opportunity to represent their side.
 - c) The decision of accepting supply of cancelled titles is at the sole discretion of the institute and the decision of the competent authority of the institute shall be final in this regard.
8. Invoicing procedure -
 - a) The invoice should bear the firm's Tax invoice, PAN, GST etc.
 - b) Pre-receipt invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
 - c) A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
 - d) Invoice should be raised in favour of the Principal, Mahatma Gandhi College, Lalpur, Purulia.
 - e) One invoice should be raised against one purchase order (p.o) only. Titles from different p.o(s) should not be combined and supplied under one invoice.
 - f) The institute may take approx. 3 weeks from the date of the ordered materials received for final payment through cheque to the vendors/suppliers.
9. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Principal, Mahatma Gandhi College or his nominee. The decision of arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian laws and disputes adjustable within the jurisdiction of court of law of Mahatma Gandhi College.

Thanking you,


Principal
Mahatmagandhi College
Lalpur, P.O.-Daldali

ANNEXURE-I
LIST OF REQUIRED FURNITURES :

Mahatma Gandhi College

Contact no-7431028364

Sl. No.	Name of the furniture items	Name of the Company
1	Conference table (15 person capacity)	Godrej
2	13 Chairs	Godrej
3	2 Special chair with revolving	Godrej
4	Almirah	Godrej
5	Single bed divan with mattress	Godrej
6	Double bed divan with mattress	Godrej



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