

**JABALPUR ENGINEERING COLLEGE, JABALPUR (M.P.)-482011**

(Declared Autonomous by the Government of Madhya Pradesh)

(Established in 1947 as Government Engineering College, Jabalpur)

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E-Tender Document for Supply of Ceramic steel green chalk boards for New academic block.

Tender Number	:	MPJEC/GreenBoard/2023/01
Publishing Date	:	09/08/2023
Document download/Sale Start Date	:	09/08/2023
Pre-bid Meeting Date & Time	:	At Principal office Jabalpur Engineering College, Jabalpur (M.P.)
Bid Submission Start Date		10/08/2023
Bid Submission Closing Date		04/09/2023
Time and Date of Bid Opening		05/09/2023
Place of Opening of Tender		Principal Office Jabalpur Engineering College, Jabalpur
Cost of Tender Document		Rs. 1000/(Rupees one thousand only) (Online submission through e-procurement portal of MP Government www.mptender.gov.in)
EMD(DD in favour of Principal Jabalpur Engineering College,Jabalpur(MP)		Rs. 5000/- (Five thousand only)

**Inviting Bid for Supply of Ceramic Steel Green Chalk Board****1 .Invitation**

Reputed firms/manufacturers/dealers are invited to submit the most competitive quotation for education institute for the following item:

<b>Brief Description of the Items/Equipment's Required</b>	<b>Quantity Required</b>	<b>Delivery Period</b>	<b>Place of Consignee</b>
As per Annexure III	As per Annexure III	Not more than 45 days from the supply order date	Jabalpur Engineering College, Jabalpur (M.P.)

The bidders are requested to give detailed tender in three parts i.e.

- Part I : EMD
- Part II : Technical Bid (Annexure I and II )
- Part III : Financial Bid as per BOQ (Annexure III)

**Details of terms and conditions are enclosed with the tender document and annexed as Annexure-IV.**

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**Part-I:** Annexure-I is mandatory submission. It contains EMD in the form of a Demand Draft only from the nationalized bank or to RBI-approved bank in Favour of “**Principal, Jabalpur Engineering College, Jabalpur**” payable at Jabalpur of amount Rs.5000/-(Five thousand only).

Vendors are exempted from EMD as per rule by Govt. of India and MP Govt.

**Part-II:** Annexure -II and III should contain the “Technical Tender Form”. This part of the tender shall contain the bidder profile, eligibility for the agencies, as well as technical specifications. Attach separate sheets wherever required. If there is any deviation in the specifications of material/ items/ services, notify us with complete details. The Institute reserves the right to decide on such deviation/s and reject the bidder as per the specifications mentioned in Annexure 1&2.

**Part-III:** Annexure-III should contain Price Bid (Financial bid) only as per BOQ

**2. Price Bid (Financial Bid)**

2.1. Bid price shall be considered as ceramic steel green chalk board unit price inclusive of all taxes, and service charges, including installation etc. along with three years warranty period. The format of the price bid is enclosed with the document and annexed as Annexure-III

(Bid Price =Item unit price +All taxes as applicable + Installation +At least three years warranty + any other hidden cost)

2.2 All duties, taxes, and other levies payable by the contractor (the bidder) under the contract shall be included in the total price.

2.3 The prices should be quoted in Indian Rupees, inclusive of taxes, service charges etc.

The final bidder will be decided based on the Total lowest price. Also responsive bidders shall have to provide samples after Technical Bid

**2. Validity of Tender**

The Tender shall remain valid for a period of six months from the date of submission of bid as per the order. The Institute reserves the right to accept or reject any tender or to reject the bidding process wholly or partly without assigning any reason.

**4. Evaluation of Quotations**

The institute will only evaluate and compare the quotations determined to be substantially responsive i.e. which

- a. Are complete as per instructions given and signed;
- b. Confirm the terms and conditions, and technical specifications.

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- c. Signed and seal scan copy of at least 3 purchase orders of ceramic steel green chalk boards with payment invoice for the last 5 years to the IIT/NIT/Central Govt./State Govt. organization/ Central Govt. universities/Central government Institutions/State Govt. institute/ Government organisation

The Institute will award the contract to the bidder whose quotation has been determined to be substantially responsive (technically & commercially) and who has offered the lowest evaluated quotation price.

**5. Award of contract**

- 5.1 Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- 5.2 The bidder whose bid is accepted will be notified of the award of the contract by the institute prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the order.

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**Dated:** / /2023

**Pre-Qual/Technical TENDER FORM (Annexure I)**

**Technical Bid for Supplying of Ceramic steel green chalk board for new Academic block.**

1.Name of the bidder/firm/agency.....

2.Name of the authorized signatory (whose photograph is affixed)

Mr/Ms/Mrs.....

3.Permanent address of the agency

.....  
.....

Tel. No. (with STD Code) (O).....Fax.....(R).....

(Mobile).....

3. Registration & incorporation particulars of the firm

Please attach attested copies of documents of registration/incorporations of your firm with the competent authority as required by business law.

5. Name proprietor/partnership/directors.....

.....  
6. Permanent Account Number (PAN).....

7.Copy of Income Tax returns (Enclose details of IT returns of three financial years 2019-20,2020-21,2021-22, separately) .....

.....  
8. Service Tax/GST Registration No.....

9. Minimum Annual Turnover of Rs. 5 lacs of the firm (For 3 financial years. Mentioned below and Attach proof of Audit Balance Sheet & Profit & Loss Account Income Tax Return , ITR),

FY 2019-20.....

FY 2020-21.....

FY 2021-22.....

10.At least 3(three)purchase orders of Ceramic steel green chalk board with payment of last **5 years** to the IIT/ NIT/ Central Govt./State Govt. organization/Central Govt. universities /Central government Institutions/ State Govt. institutions in following format.

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Sr.No.	Name of the College/University (Govt./Govt. Aided)	Supply Order details	Invoice Details	Year of Supply	Total amount

11. Are you blacklisted by any Govt. department/PSU/Bank/Central Govt. universities/Institutions or any other organization in last 03 years from the date of submission of the bid, if **no**, then enclosed an affidavit (Rs-100/-Non Judicial Stamp) regarding the same.

Note: Documentary proofs must be attached for the entries in serial No.6 to 11 failing with that they will be treated as **non-responsive**.

**Declaration:**

It is certified that the information furnished above is correct. At any stage if the above information is found incorrect, the institute may cancel my/ our empanelment. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of organization.

Place.....

Date.....

Signature and seal.....

Name.....

Designation.....

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**(ANNEXURE-II)**

**Technical Specification Form**

Online competitive bids are invited by the Principal, Jabalpur Engineering College, Jabalpur, (M.P.) (Here in after referred to as indenter) from the reputed Manufacture/Authorized Dealer for supplying the following item: -

**Note- The bidder should assured that they are fulfilling the required specification of each parameter.(For 1.4, Please provide relevant test certificate/report from certified agency)**

<b>Sr.No</b>	<b>Description of the Item/Specification</b>		<b>No. of Units</b>
<b>1</b>	<b>Ceramic Steel Green Chalk board</b>	<b>Size =4'x8'</b>	<b>12</b>
<b>1.1</b>	Top Coat Thickness	= 0.095mm	
<b>1.2</b>	Bottom coat thickness	= 0.03mm	
<b>1.3</b>	Base Metal Thickness	= 0.3-0.4 mm	
<b>1.4</b>	Scratch Resistant	Certificate/Report by recognised organisation	
<b>1.5</b>	GI Sheet Backing	Should compliance	
<b>1.6</b>	P3 Ceramic Steel	Should compliance	
<b>1.7</b>	Aluminium Channel	Should compliance	
<b>1.8</b>	MSME Certification	Authorised Certificate	
<b>1.9</b>	Installation	Free of cost	

**Seal & Signature of the Tenderer**

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**Annexure III  
Financial Bid Form**

**Financial Bid for Supplying of Ceramic steel green chalk board for New Academic Block.**

**Rates Quoted:**

Consolidated rate must be listed in the price bid table:

(The rate should include all taxes service charges, At least three –year on-site warranty, and all specifications as per Annexure 2, other expenses, etc.)

Note : Total tender value is Rs, 2,50,000/- (Approx.) (Two Lakhs and fifty thousand only ) for 12 Boards as per BOQ.

**(Price Bid Table)**

Please read the notes carefully given below the table before filling the tender

S. No.	Name of item and specification	Rate per unit	Total cost (Including Tax as applicable + Transportation + At least three years on-site warranty)
1	Ceramic steel green chalk board		

Place.....Signature.....

Date.....

Name.....

Designation.....

Signature & Seal of theBidder: \_\_\_\_\_

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**Check List of Attested Copies of Documents**

(All documents are compulsory to be submitted with the Bid)

**(Failing which the bid will be considered as non-responsive)**

**(Table-1)**

**CHECK LIST OF ATTESTED COPIES OF DOCUMENTS TO BE ATTACHED WITH THE BID**

1	Signed and sealed copy of Fee Cover form specified in <b>Annexure 1</b>	Yes/No
2.	Signed and sealed copy of EMD online payment receipt for Rs. Five thousand or EMD exemption certificate	Yes/No
3	Signed and sealed copy of PreQual / Technical tender form in <b>Annexure 2</b>	Yes/No
4	Authorized dealership/distributorship certificate and after sales service facility in MP.	Yes/No
4	Signed and sealed copy of Permanent Account Number and GST Registration.	Yes/No
5	Signed and sealedcopies of Income Tax returns of FY 2019-20, FY 2020-21, FY 2021-22	Yes/No
6	The affidavit (Rs.100/- Non Judicial Stamp) regarding the agency was not blacklisted by any Govt.department/PSU/Bank/any other organization in the last 03 Years from the date of submission of the bid.	Yes/No
7	Signed and sealed copy of CA-certified Annual Turnover FY 2019-20, FY 2020-21, FY 2021-22 with a minimum Turnover of Rs. 5 lacs every year.	Yes/No
8	Signed and sealed copy of at least 3 purchase orders of ceramic steel green chalk board in the last 5 years.	Yes/No
9	Technical Tender specified in <b>Annexure 2</b> along with printed catalog & photographs as per tender document.	Yes/No
10	Signature & Seal of the tenderer on all pages of the tender document.	Yes/No
11	Price Bid ( <b>Financial Bid Form in Annexure 3</b> )	Yes/No
12	Installation at Institute	Yes/No
13	The required accessories for the installation of the board should be provided by the bidder/supplier.	Yes/No

**Seal & Signature of the Tenderer/Bidder**



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## **ANNEXURE - 4**

### **ELIGIBILITY, TERMS & CONDITIONS OF CONTRACT**

#### **Eligibility (Particulars of documents for eligibility):**

It is mandatory for the bidder to enclose the currently valid certified copies of the following documents along with the bid. In the event shortfall of any document, the bid shall not be considered for evaluation.

- Permanent Account Number issued by Income Tax Department
- Registration under Service Tax/GST
- Copy of income tax returns of the last three financial years(FY 2019-20, FY 2020-21, FY 2021-22)
- Annual Turnover of the last three financial years (FY 2019-20, FY 2020-21, FY 2021-22) not less than Rs. 5 Lakhs per Year.
- Atleast2purchaseordersofCeramic steel green chalk board with payment invoices of last 5 Years to the IIT/NIT/Central Govt./State Govt. organization/Central Govt. universities/ Government Institutions/State Govt. **institutions.**
- The supplier shall not be blacklisted/ banned by any Govt. Organization/PSUs during the last 03 (Three) years from the date of submission of the bid. An affidavit (Rs-100/- Non Judicial stamp) in this regard shall be closed.
- The supplier shall have ISO certification.
- The supplier shall have service facility in MP.
- If any authorized reseller/ authorized dealer of any repute make is participating the tender/bid he should have authorization of OEM

#### **1. General Terms and Conditions**

\*The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, The bidder who get contract should physically demonstrate the products to the technical committee before the supplying

\*The Bidder/Supplier should take full responsibility for the supply, and installation, of the product at the Institution

\*The necessary fittings and fixtures required for the installation will be in the scope of the bidder.

#### **2. Use of Contract Documents and Information: Inspection & Audit by the Banks**

The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Purchaser in connection there with, to any person other than a person employed by the Supplier in the performance of the Contract.

#### **3. Inspections and Tests**

- The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted.
- 
- The inspections and tests may be conducted on the premises of the Supplier or In any case the inspected or tested Goods fail to confirm to the specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected Goods with all necessary to meet specification requirements free of cost to the Purchaser.
- Nothing shall in any way release the Supplier from any warranty or other obligations under this Contract.

**4. Packing**

The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. t.

**5. Delivery of the Goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in the Notification of Award.**

**6. Insurance**

The Goods supplied under the Contract shall be fully insured in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery.

**7. Transportation**

The railway freight charges should be paid by bidder/supplier

**8. Warranty**

Three years warranty is required

**9. Payment**

The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and the Services performed, and by documents, and upon fulfilment of other obligations stipulated in the contract .Payment shall be made in Indian Rupees.

**10. Prices**

Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.

**11. Contract Amendments**

No variation in or modification of the terms of the Contract shall be made.

**12. Assignment**

The Supplier shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.

**13. Delays in the Supplier's Performance**

- Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser in the Schedule of Requirements.

**14. Termination for Convenience**

- The Purchaser, by written notice sent to the Supplier, may terminate the Contract,.

## 15. Taxes and Duties

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser.

### **Cost and Availability of Tender Document**

The cost of the tender document is Rs. 1000/- (Rupees Two Thousand only) which is non-refundable. The tender document can be downloaded from our Website [www.jecjabalpur.ac.in](http://www.jecjabalpur.ac.in) The cost of the tender document will be submitted online through the e-procurement portal.

### **Financial Bid:**

The Bidder shall mandatorily quote all of the following (*failing which the tender will be treated as non-responsive*) :

- (a) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions if amended. In case of a change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. percentage of profit/service charges, etc. As such, the bidder while submitting the bid should specifically, quote the rate, etc. in this regard.

### **Evaluation of Bid:**

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

#### **Stage I: Evaluation of technical Bid**

In stage-1 the bid will be treated as non-responsive if following terms & conditions are not fulfilled and related documents are not attached:- In Table 1 (Check list).

#### **Stage II: Evaluation of Financial Bid**

Only those bids which are responsive in Stage-1 will be evaluated in Stage-2 in the following manner:

- (a) After the full fulfillment of the Technical specification order can be awarded on the basis of the minimum total bid price. (Bid Price = Item wise unit price + All taxes as applicable + Transportation + Installation + at least Five year onsite Warranty + Any hidden cost)
- (b) In case two or more bidders quote the same rates and there is a tie, the agency having more previous similar purchase orders in the different organization i.e. IITs/NITs/Govt colleges/Universities, will be preferred.

### **Validity of Bid:**

The Bid shall remain valid for a period not less than 180 days after the deadline fixed for submission of Bids.

### **Award of Contract:**

- (a) The Indenter may award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price but mere lowest price will not confer any right for forwarding the contract.
- (b) The Indenter reserves the right to accept or reject any one or all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.
- (c) The indenter reserves the right to cancel the contract any time without assigning any reason.

**Principal**  
Jabalpur Engineering College,  
Jabalpur (M.P.) 482011, India