

Ph: (03472) 252413

SOCIETY OF INSTITUTE MANAGEMENT COMMITTEE (IMC)

B.P.C Industrial Training Institute

Arabinda Sarani, P.O: Krishnanagar, Dist.: Nadia, Pin: 741101, West Bengal,

NOTICE INVITING QUOTATION NO.: BPCITI/IMC/QUOTATION – 02/13-14

Sealed quotations are hereby invited in plain paper by the Superintendent & Ex-officio Secretary, IMC of BPCITI, Krishnanagar, Nadia from the Suppliers/ Manufacturers/Agencies for supply/ preparing of following articles with following specifications:

Sl. No.	Name and Specification of the Articles	Quantity to be required
1)	<p><u>Executive Chair:</u> Size: 36 inch. X 17 inch. X 18 inch. X 22 inch. X 18 inch.</p> <p><u>The following wood will be supplied by the Institute:</u> i) Wood for Front Leg (2 inch. X1.5 inch.) ii) Wood for Back Leg(2 inch. X1.5 inch.) iii) Wood for side Rail (3 inch. X 1.5 inch.) iv) Back Rest v) Back Rail (2 inch. X 1.5 inch.) vi) Handel (2 inch X 1.5 inch.)</p> <p><u>The following Ply Wood and other materials are to be required to supply for manufacturing the above mentioned chair by the Quotationer:</u> i) 12mm water proof Ply Wood for Seat (17 inch. X 18 inch. X 22 inch.) with 3 inch. high density foam with cloth of cord. ii) Back rest (12 mm water proof Ply) with 2 inch. High density foam with cloth of good quality cord iii) Other materials & accessories. iv) Labour charges for fitting, fixing, Gala polishing etc. upto complete.</p>	12 Pcs.
2)	<p><u>Computer Table:</u> i. Table Size: 8 ft X 2 ft X 2.6 ft (including 3 (three) Key Boards & 16 inch Shelve in the lower portion)</p> <p>ii. Table Size: 4 ft X 2 ft X 2.6 ft (including 3 (three) Key Boards & 16 inch Shelve in the lower portion)</p>	01 Pc. 02 Pcs.
Note:	<p>i) Required wood would be supplied by the Institute. ii) The various accessories/ materials etc. are to be supplied for manufacturing the above mentioned table by the Quotationer including labour charges for fitting , fixing & polishing upto the complete.</p>	



3) Partition of Wall:

Description of work	Existing Work	Works to be done
<u>Total Size of partition of wall</u> 20 ft X 7 ft (Glass Panel)	14 ft X 7 ft (Glass Panel)	6 ft X 7 ft (including door 2.6 ft X 6 ft with Glass Panel) <u>Note:</u> Institute will supply all the required wood. Required materials, glasses, accessories and labour charges including Fitting, fixing and polishing etc. upto complete are to be supplied by the quotationer.

TERMS AND CONDITIONS OF THE CONTRACT

- 1) Quotation must be submitted at the Office of the Society of Institute Management Committee (IMC) of B.P.C.I.T.I in the above address in sealed cover. The Quotation is to be submitted into two parts i.e.1) Commercial Bid and 2) The Price Bid. These two bids containing in separate envelop indicating the contents of the envelop are to be packed in one sealed envelope Super scribing “**QUOTATION FOR MANUFACTURING OF 12 (twelve) Nos. EXECUTIVE CHAIR**” for serial No.1, “**QUOTATION FOR MANUFACTURING OF COMPUTER TABLE**” for Serial No.2, and “**QUOTATION FOR MAKING PARTITION OF WALL**” for Serial no.3 in bold letters and shall be deposited in tender box allotted for that purpose within stipulated date.
- 2) All papers and correspondences in connection with the quotation shall be in English. Quotation paper with illegible writing will be liable for the cancellation.
- 3) Quotation should be submitted on their own letter head along with the seal and signature of the authorised signatory at each page of quotation and also at each page at the bottom of page.
- 4) All the quotations must be accompanied with copy of valid i) Trade License, ii) Current Income Tax Return, iii) Vat clearance Certificate, iv) Pan Card and v) Past experience for supply of similar articles.
- 5) Quotation will be received at the Office of the IMC on all working days on upto 20.03.2014 between 11:00 a.m. to 2:00 p.m.
- 6) Quotations will be opened on 20.03.2014 at 2:30 p.m. in presence of such quotationers or their authorised representatives. If the opening day of the quotation happens to be a holiday, the quotations will be opened on the next working day. Commercial Bid will be opened at first. Price Bid for concerned suppliers will be opened after fulfillment the conditions of Commercial Bid.
- 7) Quotation received late/delayed after the due date and time due to any reason shall not be considered.



- 8) The supply of ordered articles will have to be completed within 30(Thirty) days from the date of issue of supply order.
- 9) The rate should be quoted inclusive of Fitting, Fixing, Painting and Labour charges also in addition to the above. The price quoted shall be written both in figures and words. Correction if any shall be made by erasing and initialing with date and re-writing. In case of conflict between the figures and words latter shall prevail.
- 10) No additional charges will be paid other than quoted price.
- 11) Rate must be quoted as per prescribed specifications.
- 12) Bills in Triplicate along with the signed challan and a copy of the order should be submitted to the Office of the IMC of BPCITI, Krishnanagar, Nadia. After the supply is made to his entire satisfaction payment will be made by the Society of IMC of BPCITI within thirty (30) days.
- 13) Bill generated by photocopying and in improper format shall not be accepted. Rates of each item must be quoted in proper company`s/ supplier`s letter head by typing each item strictly according to serial no. of quotation form. No deviation in Sl. No. is allowed.
- 14) Before placement of the confirmed purchased order, the successful quotationer will have to submit the security deposit money @10% of the total price in the form of DEMAND DRAFT / BANKER`S CHEQUE drawn on any Nationalised Bank in favour of "IMC OF BPCITI, KRISHNANAGAR, NADIA". N.S.C/ K.V.P will not be entertained as security deposit. The purchase order will be issued only on submission of the same within 03(three) days, failing which the order will be cancelled. The security deposit will be refunded only after 01 (one) year of successful supply of the articles. The security money deposit will not bear any interest.
- 15) The warranty for the articles shall be for a period of 12 (twelve) months from the date of acceptance. The quotationer shall remain responsible without cost to buyer for all defects in articles and workmanship which may develop in normal use and which have been called to the attention of the successful quotationer. In addition, normal warranty as provided in different parts by the respective manufacturer has to be extended. Prior to expiry of warranty periods, it will be the responsibility of the supplier to take up the matter with their respective manufacturer for fulfillment of the warranty provision.
- 16) In case of any dispute, the decision of the inviting authority shall be final and binding for the party concerned.
- 17) A declaration from the end of quotationer must be submitted on the body of the quotation in the following manner:-
"I/ We do hereby solemnly declare that I/We shall abide by all the clauses as laid down in the Terms and Conditions of the Contract."



Date:

Place:

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(Signature of Quotationer with Company Seal)

Important Note: Quotationer must put his/her signature and submit it with the quotation form keeping photocopy of the same with the quotationer himself/herself for future reference.

18) All enterers are to note that quotations containing any deviation from the terms and conditions, specifications and other requirements are liable to be rejected. The inviting authority reserves all rights to reject any or all the quotations without assigning any reasons and split up the supply if necessary and to accept the quotation whole or part. Invitation of this quotation shall under no circumstances treat any right, legal or otherwise in favour of the quotationer in case of the quotation is closed, withdrawn or cancelled before issuance of purchase order nor shall be inviting authority be liable to explain the reason of such closure, withdrawal or cancellation of their quotations.

Sd/- (S. Kundu)

Superintendent & Ex-officio Secretary,
IMC of BPCITI,
Krishnanagar, Nadia.

Memo No.: BPCITI/IMC/98(08)

Date: 03.03.2014

Copy forwarded with a request for displaying the notice through his/her office Notice Board for wide circulation please to:-

- 1) The Sabhadhipati, Nadia Zilla Parisad, Krishnanagar, Nadia.
- 2) The District Magistrate, Nadia, Krishnanagar, Nadia.
- 3) The S.D.O, Krishnanagar Sadar, Krishnanagar, Nadia.
- 4) The Chairman, Krishnanagar Municipality, Krishnanagar, Nadia.
- ✓ 5) The District Informatics Officer, NIC, Nadia Collectorate with a request to publish it in the district website ,Krishnanagar, Nadia.
- 6) The Principal/ Officer-in- Charge, B.P.C.I.T, Krishnanagar, Nadia.
- 7) The B.D.O., Krishnanagar-I, Krishnanagar, Nadia.
- 8) The Notice Board of B.P.C.I.T.I, Krishnanagar, Nadia.

Sd/-
03/3/14
Superintendent & Ex-officio Secretary,
IMC of BPCITI,
Krishnanagar, Nadia.

