

**RAJKIYA ENGINEERING COLLEGE, AMBEDKAR NAGAR (UP) INDIA 224122**  
**([www.mkrecit.ac.in](http://www.mkrecit.ac.in))**

Tender No: 04/REC/2015-16

date: 03/11/2015

**Tender Notice**

Director, REC Ambedkar nagar invites sealed Tenders from eligible bidders for *supply of wooden structure as per local need of lab to keep the lab equipments* at **Rajkiya Engineering College , Ambedkar Nagar**. The tender documents can be downloaded from the Institute website [www.mkrecit.ac.in](http://www.mkrecit.ac.in) and may be submitted by 28.11.2015 upto 12:00 PM. Tenders will be opened on the same day at 12:30 PM in the committee room of the college. Cost of tender document and EMD as mentioned in the tender document should be in the form of separate bank draft in favour of Director, Rajkiya Engineering College Ambedkar nagar payable at Ambedkar Nagar (U.P.). Director reserves all rights to reject any or all tenders without assigning any reason thereof.

**For Tender Cost, EMD, Specifications and other details please visit our website: [www.mkrecit.ac.in](http://www.mkrecit.ac.in)**

(REGISTRAR)



# **RAJKIYA ENGINEERING COLLEGE AMBEDKARNAGAR UTTAR PRADESH (224122)**

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**TENDER NO- REC/A/Tender/ Wooden/College/2015**

**DATED: 04.11.2015**

## **TENDER DOCUMENT**

**For**

## **SUPPLY OF WOODEN STRUCTURE**

<b>DATE OF ISSUE OF TENDER FORM WITH DOCUMENT</b>	<b>:04.11.2015</b>
<b>DATE &amp; TIME FOR SUBMISSION OF TENDER DOCUMENT</b>	<b>:From 05.11.2015 To 28.11.2015</b>
<b>DATE &amp; TIME FOR OPENING OF TENDER DOCUMENT</b>	<b>:On 28.11.2015 at 12:30hrs</b>

**RAJKIYA ENGINEERING COLLEGE  
AMBEDKARNAGAR UTTAR PRADESH (224122)**

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**“NOTICE INVITING TENDER FOR SUPPLY OF WOODEN STRUCTURE  
AS PER REQUIREMENT OF LAB”**

Rajkiya Engineering College Ambedkarnagar Uttar Pradesh invites bids from reputed, experienced and financially sound Companies/Firms/Agencies for supply of Lab table and stools in the Institute. The quantum of requirement may vary during the period of contract. Those who are in the similar business for the three years and providing the same service to Central/State Govt. or autonomous bodies may send their bids both Technical and Commercial in sealed envelopes.

The interested Companies/Firms/Agencies may send their bid complete in all respect along with Tender Fee of Rs. 200/- and Earnest Money Deposit (EMD) as mentioned in the schedule of requirement in the form of Demand Draft issued in favour of Director Rajkiya Engineering College Ambedkarnagar , drawn on any scheduled bank payable at Ambedkarnagar and other requisite documents to the undersigned duly superscripted “Bid for Tender No REC/A/Tender/Wooden /College/2015” before 12.00 hrs on 28 November, 2015. The bids received after this deadline shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible.

**NOTE: The EMD and Tender Fee draft should be put in the envelope containing Technical Bid failing which the tender shall be rejected forthwith.**

The sealed envelopes are to be deposited in the tender box placed at the Administrative Building of REC Ambedkarnagar or may be sent through registered/speed post addressed to The Director Rajkiya Engineering College, Ambedkarnagar – 224122. **Bids sent by COURIER will not be entertained.**

Bids will be opened on 28.11.2015 at 12.30 PM in the presence of bidders or their authorized representatives who wish to participate in the bidding process. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day.

Any future clarification(s) and/or corrigendum(s) shall be communicated by the Director through the website [www.mkrecit.ac.in](http://www.mkrecit.ac.in)

REC Ambedkarnagar reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director, REC Ambedkarnagar in this regard shall be final.

Director  
REC  
Ambedkarnagar

## GENERAL INSTRUCTIONS TO THE BIDDER

1. The tender is “Two Bid’ document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Tender Fee & Earnest Money Deposit (EMD). The financial bid should contain only commercial document. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.

2. The Technical bid must accompany with the tender fee of Rs.200/- in form of Demand Draft in favour of Director REC Ambedkarnagar. The tender document fee is non-refundable, non-adjustable and non-transferable and is payable through a demand draft on any scheduled bank drawn in favour of the “Director REC Ambedkarnagar” **payable at Ambedkarnagar.**

3. The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialling, dating and rewriting. **The name and signature of bidder’s authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency’s letter head.**

4. The Contracts concluded as a result of this Tender Inquiry shall be governed by the ‘Terms & Conditions’ and other relevant instructions as contained in this Tender Document.

5. The prices/rates quoted should be indicated in words as well as in figures. In case of any discrepancy, lower amount/rates shall be considered as valid.

6. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.

7. Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.

8. Bidders are requested to enclose a copy of their valid certificate of PAN No., TAN No, Sale Tax/VAT No. or any other document as requested by the Institute with their tender.

9. Tenders received without Tender Fee and EMD amount by way of demand draft in favour of Director Rajkiya Engineering College Ambedkarnagar, will not be considered at all and shall be summarily rejected.

10. Refund of Earnest Money Deposit: The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, within 15 to 90 days after conclusion of the contract with successful bidder. The EMD submitted by successful bidders shall be returned to them after the successful bidder deposits the performance security according to conditions stipulated in the bid document.

11. Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in REC Ambedkarnagar will stand automatically extended up to 12.00 hours of the next working day in the Government offices.

12. Late/delayed tenders received in REC Ambedkarnagar due to any reason whatsoever will not be accepted under any circumstances.

13. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of REC Ambedkarnagar (www.mkrecit.ac.in). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.

14. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. **The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. Only one representative per firm shall be permitted to attend the opening of the tender.** The name and address of permanent representative of the firm, if any, should also be indicated in the tender.

#### 15. DOCUMENTS COMPRISING THE BID:

The bids prepared by the bidder shall comprise of (1) The Technical Bid and (2) Financial Bid:

**TECHNICAL BID:** - To qualify in the Technical bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria –

(a) Duly filled format of Technical Bid as per **Annexure “1”**.

(b) Profile of the organization.

(c) Should have executed projects of similar nature in central/state govt./PSU's/Autonomous Bodies in the last seven years.

(d) Copy of constitution or legal status of the sole proprietorship/ firm/agency etc.

(e) Financial status: - The average annual turnover in similar jobs, of the firm should not be less than 50 lakhs in the last three years. Copies of profit & loss account and balance sheets duly authenticated by a Chartered Accountant for the last three years should be enclosed.

(f) Experience of 03 years or more.

(g) The technical bid should be accompanied by Demand draft of Rs. 500/- (non-refundable) against tender fee and Demand Draft/bank guarantee of an amount as mentioned in the schedule of requirement (refundable) for EMD/bid security.

(h) Copy of Income Tax Return Filed Acknowledgements for last Three years.

(i) Copy of PAN Card/Service Tax Registration.

(j) Copy of Sales tax/VAT registration certificate.

**FINANCIAL BID:** - The financial bid shall contain:

(a) Price Bid Form [as per Annexure – 2]

## 16. SUBMISSION OF BIDS

**16.1 SEALING AND MARKING OF BIDS:** The bidder shall wax seal the EMD, the Technical Bid and the Financial Bid in separate envelopes and keep them in a bigger wax sealed envelope. The envelope containing the EMD shall bear the name “EMD for Tender No REC/A/Tender/Wooden /College/2015”. The envelope containing the Technical Bid shall bear the name “TECHNICAL BID for Tender No REC/A/Tender/Wooden /College/2015”. The envelope containing the Financial Bid shall bear the name “FINANCIAL BID for Tender No REC/A/Tender/Wooden /College/2015” on the envelope for avoiding any mismatch.

**16.2** The bigger envelope containing EMD, technical bid and financial bid in separate envelopes shall be:

(a) Addressed at the following address:

Director  
Administrative Building  
Rajkiya Engineering College,  
Ambedkarnagar Uttar pradesh – 224122.

(b) All the envelopes shall bear the Tender name, the tender number and the words ‘DO NOT OPEN BEFORE’ (due date & time).

(c) The envelopes shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is declared ‘late’ or rejected.

(d) Bids shall be delivered in person and shall be dropped in the tender box placed in the office of the Director, REC Ambedkarnagar or shall be sent by Registered/Speed Post. **Bids sent by COURIER will not be entertained.** The Purchaser shall not be responsible if the bids are delivered elsewhere.

(e) Venue of Tender Opening: Tender will be opened in the office of the Director at Administrative Building of Rajkiya Engineering College, Ambedkarnagar 12.30 hrs. on the due date. If due to administrative reason, the venue/ time of bid opening is changed, it will be displayed prominently on the notice board of the Institute as well as in the office of the Director Rajkiya Engineering College, Ambedkarnagar.

## **17. BID PRICES:**

17.1 The bidder shall give the total composite price inclusive of all levies and taxes (inclusive of taxes) as per price schedule given in Annexure-2. The offer shall be firm and in Indian Rupees only. No foreign exchange will be made available by the institute.

17.2 The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will to be treated as non-responsive and

## **18. TECHNICAL EVALUATION:**

18.1 Detailed technical evaluation shall be carried out by Technical Evaluation Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. The Institute's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.

18.2 The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion/presentation.

18.3 Financial bids of only those bidders who qualify the technical criteria will be opened, provided all other requirements are fulfilled.

18.4 A bid determined as substantially non-responsive will be rejected by the Institute and shall not subsequent to the bid opening be made responsive by the bidder by correction of the nonconformity.

18.5 Institute shall have right to accept or reject any or all tenders without assigning any reasons thereof.

**18.6 Demonstration of Samples: Samples of product offered may be submitted at the time of opening of technical bid before the technical bid evaluation committee. Financial bids of only those products will be opened samples/specifications of which are found fit for use by the technical bid evaluation committee. However, the committee may call for the samples at any point of time.**

## **19. FINANCIAL EVALUATION:**

19.1 The financial bid shall be opened of only those bidders who have been found to be technically eligible as enumerated under clause 17. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The Institute shall inform the date, place and time for opening of financial bid.

19.2 The Financial Bids of unsuccessful bidders would not be opened and destroyed.

19.3 The rates must be quoted per job basis. Agency shall include in its price all taxes and other costs while quoting for the tender, in "Annexure-2: Price Bid" to be kept in Envelop No. 2. Income Tax will be deducted at source from the bills as applicable. The Agency needs to furnish its PAN number.

**19.4** Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be corrected by the Institute. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

**19.5** The evaluation and comparison of responsive bids shall be done on the price offered inclusive of Levies & Taxes i.e., Service Tax, Sales Tax, VAT, insurance etc. as indicated in the Price Schedule in Annexure-“2” of the Bid Document.

**19.6** The REC Ambedkarnagar does not bind himself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The REC ambedkarnagar reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

#### **AWARD OF CONTRACT: PLACEMENT OF ORDER**

The Institute shall consider placement of orders for jobs on those bidders whose offers have been found technically, commercially and financially acceptable. The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder.

#### **20. PERFORMANCE BANK GUARANTEE & EXECUTION OF CONTRACT:**

20.1 Firm whose offer is accepted will have to furnish Performance Bank Guarantee of an amount equal to 10% of the value of contract, in favour of REC Ambedkarnagar issued by any scheduled bank.

20.2 The performance Bank Guarantee submitted should be valid for 15 months.

20.3 The Performance Bank Guarantee shall be refunded within 15 to 90 days after completion of the contract as per order, or after the expiry of contract on satisfactory completion of the same whichever is later.

20.4 No interest will be paid on Performance Bank Guarantee/ Earnest Money Deposit.

20.5 In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit shall be liable forfeited by Director, REC Ambedkarnagar and his decision shall be final.

20.6 The expenses of completing and stamping the agreement shall be paid by the bidder.



# Schedule of Requirements with Specifications

**EMD(INR)- 10000/**

<b>Sl.No</b>	<b>Description of Item</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
1	Wooden structure of size 6' x 3' x 3'(Feet) made up of Sheesham wood with 25 mm top thickness and having holes for passage of wires and well poshish with oil paint of wooden colour.	Nos	32		
2	Manufactured using premium quality Sheesham Wood Square, material and polish with Dimensions(Feet): 3'x 3'x3'(W X L X H)	Nos	02		
3	Wooden Structure of size 4'x3'x 3'(Feet) made up of Sheesham wood with 25 mm top thickness and having holes for passage of wires and well poshish with oil paint of wooden colour.	Nos	24		
4	Manufactured using premium quality Sheesham Wood Square, material and polish with Dimensions(Inch): 15" x 12" x 20"(W X L X H)	Nos	20		
5	Manufactured using premium quality Sheesham Wood Square, material and polish with Dimensions(Inch): 15"x 12" x22"(W X L X H)	Nos	20		
6	Manufactured using premium quality Sheesham Wood Square, material and polish with Dimensions(Meter): 15"x12"x 18"(W X L X H)	Nos	20		

# TERMS & CONDITIONS OF CONTRACT

1. The bidders are expected to read carefully all the terms and conditions of the tender documents and their submission will be taken as consent to abide.
2. If the bidder gives deliberately wrong information to create conditions for acceptance of the tender, Director, REC, Ambedkarnagar, reserves the right to reject such tenders without assigning any reason. Not more than one tender will be submitted by one bidder for the same work. Legal action will be taken for furnishing wrong information.
3. **Manner of Submission of Tender:** The bidding should be done on two bid method viz 1) Technical Bid & 2) Commercial / Price Bid. The bidders should ensure that the Technical bid complete in all respect and containing the required enclosures (attested Photocopy) is sealed in a separate envelop and the commercial bid sealed in a separate envelop & both the sealed envelopes are kept and sealed in a suitable size of envelop. All envelop will be address to The Director Rajkiya Engineering College Ambedkarnagar. The Sealed Technical bid Envelop of all bidders will be opened first. Only the Commercial bids of those who have furnished all the valid documents will be opened.
4. **Language:** The language of the Tender shall be in English.
5. **Documents to Accompany Tender:** The Bidder shall submit the Documents mentioned in the clause 16 of General Instructions to the Tender.
6. The bidders must have at least 03 (Three) years experience in this job and credentials of Rs. Fifty Lakhs annually in this business in the last three years done in any Govt. Institute directly. Credential Certificate in this regard must be furnished by the bidders along with their Tender.
7. The firm / agency must have requisite trade and other licenses to do the business of wooden structure for which the bid is being made.
8. **Earnest Money Deposit:** Each Tender must be accompanied with “Earnest Money Deposit” in the form of Demand Draft, as mentioned in the Notice Inviting Tender.
9. **Forfeiture of Earnest Money:-**
  - a. If the Bidders withdraw their Bids after opening of the same or the successful bidders withdraw their Bids after approval of their rates.
  - b. If the successful bidders fails supply or refused either partial or total offer (Acceptance) made by The Director Rajkiya Engineering College Ambedkarnagar.
10. **Return of Earnest Money :-**
  - a. After finalization of the Tender, the deposited Earnest Money will be returned back to the unsuccessful bidders.
  - b. On receipt of Security Deposit, the deposited Earnest Money will be returned back to the successful Bidders.
11. **Deposition of Security Money:-** The Selected bidders must deposit the requisite amount of Security Money (10% of the approximates value of accepted items) within the stipulated date specified in the acceptance letter. The approved firm shall deposit the Security Money in the form of Demand Draft.
12. **Forfeiture of Security Money:-**
  - a. In the event of failure to supply or maintain the goods/articles/equipment / instruments as per Work Order within the stipulated period, the security deposit may be forfeited.
  - b. In that event, supply of the said equipment may be taken from the next lowest bidder vide the same Work Order at contractors risk and cost without any farther reference, so that the loss incurred would be recoverable from the Security Deposit of the said contractor or from any sum due of which may become due to the contractors.

c. If any equipment/ instrument is damaged by the approved firm, cost of the same will be deducted from the deposited Security money of the contractor.

**13. Refund of Security Deposit** - After successful completion of entire supply and period of maintenance Security Deposit will be refunded within the six months if not extended for further period.

**14. Submission of Documents:-**

a. Each Tender must accompany attested photocopy of Pan Card, Trade License, Sales Tax Clearance Certificate / VAT Registration Certificate, and Experience Certificate.

b. The bidder must submit attested photocopy of Income Tax and Sales Tax / VAT of last three years.

c. In case of SSI unit, current SSI certificate must be deposited by the bidder along with his Tender which is issued in favour of the bidder for this type of jobs.

d. In case of Co-operative Society Limited, Companies etc. this type of jobs must be included in the object of their By-laws or MoA as the case may be.

15. It must be mentioned clearly whether bidder is manufacturer/sole manufacturer/ Authorized agents for the items for which he is quoting.

a. **Manufacturer** must add a certificate that item(s) is manufactured by them as per range of products.

b. **Sole Manufacturers** must add a certificate that they are the sole manufacturer of the Item for which they are quoting in this tender enquiry & item is /are their proprietary Item in India. The rate certificate is also required from the sole manufactures that the Rates quoted are the same as they quote to other State/Centre Govt. and DGS & D for the similar item(s) and these are not higher than those quoted by them.

c. **Authorized agents** must submit an authority letter from their Manufacturer/Principals on the letter head of the manufacturer/principals. The authorization letter must give/mention the purpose for which it will be allowed. The validity period of the authorization letter must be mentioned to the authority letter otherwise letter will be liable to rejection.

**16. Submission of the Tender:-**

a. Bidder at their own cost shall have to submit Tender at the office of Director Rajkiya Engineering College Ambedkarnagar within the schedule date and time as mentioned in the Tender Notification No. **REC/A/Tender/Wooden /College/2015 Dated 18.10.2015.**

b. The said sealed documental bids will be opened by the Tender Purchase Committee in presence of the Bidders or representative of the Bidders who may be present in the opening date & time.

**17. Rates :-**

a. Rates should be clearly quoted in both in figures and words in respect of each item. Rate should be quoted inclusive of all Taxes. VAT & Service tax. All corrections must be initialled.

b. **Rate should be quoted for all Item in details as described in the tender schedule otherwise tender will be rejected.**

18. In the event of the tender being submitted by a firm, it must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his behalf by a person holding "Power of Attorney" authorizing him to do so. Such "Power of Attorney" is to be produced with the Tender and in the case of the firm, carried on by one member of Joint Family, it must be disclosed that the firm is duly registered under the 'Indian Partnership Act'.

19. Necessary proof as to the financial status of the individual and firm tendering is to be attested and submitted.

20. Tender Form with all relevant papers in details shall be essential part of the bid.

21. Before submission of the Tender, Bidder shall sign each page of his Tender and all of its relevant papers with date. The additional alternative and or subtractive clause (if any) shall also to be signed by the Bidder.

**22. Delivery Period:** 30 to 45 days from the date of issue of work order/supply order.

23. **Payment:** Payment will be accounts department after delivery of goods against each order on submission of invoices in triplicate along with inspection report, original copy of work order/supply order and receipt voucher of central stores.

24. **Warranty:** - The goods/stores/articles/wooden structure supplied by result of this contract/supply order shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specifications and particulars contained /mentioned against each item in the tender document/supply order. The seller guarantees that the said goods/stores/articles/ wooden would continue to confirm to the description and quality aforesaid for a period of 12 months from the date of delivery/installation of the said goods/stores/articles/wooden to the buyer or 15 months from the date of shipment/dispatch from the sellers work, whichever is earlier.

25. **The quantity as per the Annexure “2” may be revised upward/downward subject to the requirement of the Institute. Any minor deviation or variation will bear no financial effect.**

26. **Disputes:-** In the event of any dispute or disagreement arising between the contractors and any other department of REC Ambedkarnagar with regards to the interpretation of “Terms & Conditions” stipulated herein or in the contract done, the same shall be referred to the Director, REC Ambedkarnagar whose decision will be final and binding upon the contractor.

27. Rate must be valid for a period of 120 days, which, if the Institute authority desires, may be extended for further period issuing proper notification.

28. Acceptance of lowest tender is not obligatory.

29. The REC Ambedkarnagar reserves all rights to accept or reject any Tender without showing any reason.

30. The Tender, submitted by the firm who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply or repairing works or who was unable to execute any repairing order in this Institute or in any other institute run by the state or central government., will not be considered even his being the lowest rate.

33. Regarding Supply and Charges for repairing, Abnormal Low Rate or Abnormal High Rates (in comparison to the market Rate) will not be considered.

34. The approved firm, after supplying the equipments, have to deposit the spares (if any) to the in-charge of the respective user Department which should be shown clearly in the Service Reports duplicate copy of which must be furnished to the REC Store. The repairing bill may be submitted after execution of the work order satisfactorily along with the Service Report duly certified by the in-charge of the respective user Department.

35. Submission of the Tender by a bidder shall be taken to signify his acceptance of the above terms and conditions. Alterations, overwriting or erasures of any terms and conditions are not permitted.

36. Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected out rightly.

**Director  
REC  
Ambedkarnagar**

I/We submit this tender after reading the tender notice, instruction of terms and conditions contained herein and accepted by me/us.

Dated:

Address:

**tenderer**

Mobile Number:

**Signature of the**

(with seal)

## ANNEXURE - “1”

### TECHNICAL BID FORMAT

1	Name of the firm/company/proprietary concern registered	
2	Address of registered office	
3	Telephone Nos./Fax/E-mail	
4	Specify your firm/company is a manufacturer/ authorised dealer/ distributor/ Agency	
5	Earnest Deposits money (EMD) Yes/No	
6	EMD Details DD/Bank Guarantee No. Dated Drawn on Bank Amount- (Rupees.....)	
7	Banker of Company/ Firm/agency with full address (Attach certified copy of statement of A/c for the last three years) Telephone Number of Banker	
8	PAN / GIR No. (Attach attested copy)	
9	Sales Tax/VAT Registration No. (Attach attested copy)	
10	Have you previously supplied these items to any government / private organization? If yes, attach the relevant poof. <i>(Also provide an affidavit that you have not quoted the price higher then previously supplied any government institute)</i>	
11	Proof of financial status in form of audited balance sheet for the last three financial years. Average annual turnover must be at least Rs. 50 Lakhs	
12	Enclose an affidavit duly certified by (enclosed/Not enclosed) the notary at the location of the Agencies/Head quarters Ambedkarnagar that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending	

13	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
14	Have you/your expert physically inspected/ surveyed the Institute premises before submitting the tender. (Yes/No)	

**(Signature of Authorised Person)**  
**(Name)**  
**(Designation)**  
**Name of Firm/Company/Agency**

**Contact Details**

## ANNEXURE “2”

### PRICE BID FORM

To,  
The Director  
Rajkiya Engineering College  
Ambedkarnagar.

Dear Sir,

1. I/We .....submitted the bid for Tender No. REC/A/Tender/Wooden /College/2015 dated \_\_\_\_\_.\_\_\_\_\_ for “supply of wooden ” of REC Ambedkarnagar as per requirement.

2. I/We thoroughly examined and understood instructions to tenders, scope of work, terms & conditions of contract given in the tender document and those contained appendix of Terms & Conditions of contract and agree to abide by them.

3. I/We hereby offer to supply at the following rates. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of the contract.

Sl. No.	ITEMS WITH SPECIFICATION	QUANTITY	Rate (INR) (Inclusive all Taxes)	Total Amount (INR) (Inclusive all Taxes)

**(Signature of Authorised Person)**

**(Name)**

**(Designation)**

**Name of Firm/Company/Agency**

**Contact Details**

**ANNEXURE “3”**

**NAME OF THE OFFICER AND DESIGNATION  
ADDRESS  
Email and Tel. No.**

**TO WHOM IT MAY CONCERN**

This is to certify that M/s \_\_\_\_\_ has provided the services of \_\_\_\_\_(Number) \_\_\_\_\_ (designation), \_\_\_\_\_ (Number) \_\_\_\_\_ (designation) ..... and \_\_\_\_\_ (Number) \_\_\_\_\_ (designation) \_\_\_\_\_ in Ministry/Department/Office of \_\_\_\_\_ (Building Name) during the period \_\_\_\_\_ to \_\_\_\_\_ The monthly rates for each category were as follows :

- (a)
- (b)
- (c)

The performance of the company was found to be satisfactory and it was able to render the services as per contractual obligations.

**(Name of Officer)**

Designation

Signature of authorized person

Date:

Place:

Seal



**ANNEXURE “4”****Format of Experience certificate**

Project Name	Name of the Employer*	Description of work	Contract No.	Value of Contract (Rs. In Lakhs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Remarks explaining reasons for delay & work completed

\* Attach certificate(s) of payments.

\* Immediately preceding the financial year in which bids are received.

**DECLARATION**

From:-

M/s.....  
.....  
.....

To,  
The Director  
Rajliya Engineering College  
Ambedkarnagar Uttar Pradesh 224122

1. I, \_\_\_\_\_ Son / Daughter / Wife of  
Shri \_\_\_\_\_ Proprietor/Director authorized signatory of the agency/Firm,  
mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

4. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of any Agency with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Director REC Ambedkarnagar immediately after we are informed but in any case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a Agency which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Bidder)

Date:

Name:

Place:

Designation

Seal of the Agency Address:

**BANK GUARANTEE FORM FOR EMD**

Whereas \_\_\_\_\_ (hereinafter called the “Bidder”) has submitted its quotation dated \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter called the “tender”) against the purchaser’s tender enquiry No. \_\_\_\_\_ Know all persons by these presents that we \_\_\_\_\_ of \_\_\_\_\_ (Hereinafter called the “Bank”) having our registered office at \_\_\_\_\_ are bound unto \_\_\_\_\_ (hereinafter called the “Purchaser) in the sum of \_\_\_\_\_ for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. The conditions of this obligation are:

(1) If the Bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.

(2) If the Bidder having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-

a) fails or refuses to furnish the performance security for the due performance of the contract,

or,

b) fails or refuses to accept/execute the contract,

or

c) if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorised officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch