

SIPAJHAR COLLEGE

P.O- SIPAJHAR

DIST- DARRANG

PIN- 784145

TENDER DOCUMENT

TENDER IN TWO BIDS-[TECHNICAL & FINANCIAL] SYSTEM

FOR

SUPPLY OF COMPUTERS & LABORATORY EQUIPMENTS

AT

SIPAJHAR COLLEGE

SIPAJHAR

TO BE SUBMITTED TO

THE PRINCIPAL

SIPAJHAR COLLEGE

P.O- SIPAJHAR

DIST- DARRANG

PIN- 784145

ASSAM

SIPAJHAR COLLEGE

SIPAJHAR

DIST-DARRANG

**OFFICE OF THE PRINCIPAL
SIPAJHAR COLLEGE
SIPAJHAR
DIST- DARRANG
PIN-784145**

Tender Ref. No: SC/St(RUSA)/1/2019/3912

DATE:26/08/2019

1. The Principal, Sipajhar College, Dist: Darrang (ASSAM) invites short Tender through offline mode *two bid system (Technical Bid & Financial Bid) with a Bid Price of Rs 3000000* only from reputed firms/manufacturer/authorized Dealer/OEM for supply of computers and laboratory equipments.

Sl No.	Reference No.	Items	Qty	Bid Value In lakhs	EMD(Rs.) in the form of DD/FDR	Tender Document Fee (Rs.)
01	SC/St(RUSA)/1/2019/3912 Dt. 26/08/2019	Supply of Lab Equipments and Computers at : Sipajhar College Sipajhar Dist- Darrang Pin-78414	PACKAGE (as mentioned in financial BID)	Rs 25 lakhs for Lab Equipments Rs 5 lakhs for Computers.	2% of total Bid Price for General Category or 1% of total BID price for reserved category	1500.00

TENDER SCHEDULE

- i. **DATE OF AVAILABILITY OF BIDDING DOCUMENT ON COLLEGEWEBSITE** : 26-08-2019
- ii. **LAST DATE AND TIME FOR HARD COPY SUBMISSION** : 15-09-2019, 16.00hrs.
- iii. **TIME AND DATE OF OPENING OF TECHNICAL BIDS** : 16-09-2019, 13.00hrs.
- iv. **TIME AND DATE OF OPENING OF PRICE BIDS** : 17-09-2019, 13.00hrs.

(Venue of Bid Opening at Principal's Chamber)

The Technical bids will be opened in the presence of representatives of tenders, if any. **If the date of submission/opening happens to be a holiday, the bids shall be submitted/opened on the next working day at the same time. Requests for postponement will not be entertained.** Delayed tenders and tenders submitted by Fax/email bids or Late tenders /shall not be considered.

The Principal, Sipajhar College, reserves the right to change the opening time and date of the tender due to administrative reason by notifying the same on the website. The department will not be liable for delay in submission of tenders and technical errors (if any) & The Principal, Sipajhar College, reserves the right to accept any or all tenders either in part or in full without assigning any reasons thereof.

**Sd/-
Principal
SIPAJHAR COLLEGE**

SIPAJHAR

BID INSTRUCTION:

1. **To participate in this tender process through offline**, one can download BID/ TENDER documents from College website- <https://www.sipajharcollege.ac.in>, bidder should have download bid document from the college portal.
2. **Quotations will have to be submitted** in TWO Bids. Both Technical bid and Financial bid are to be submitted concurrently.
3. **Submission of Compliance Certificate: Duly filled Compliance Certificates (as per formats at Annexure I & II) are must with the Technical Bid.**
4. **Softcopy of the Technical bid** in “.doc or .docx” format must also be submitted in a CD along with the Technical Bid, in addition to the hard copies . Quotations not accompanied by soft copy will be rejected.
5. **Bid not transferable:** The bid documents are not transferable.
6. Please note that all tender forms and supporting documents are to be submitted manually in sealed envelope super scribed with Tender No. and Due Date to **The Principal, Sipajhar College, Dist: Darrang Assam on or before the Bid Closing Date and Time mentioned in the Tender.**
7. Quotations to be accompanied by:
 - i) **Original Tender Fee**
 - ii) **Original Earnest Money**
 - iii) **Manufacturer authorization form against the bid.**
 - iv) **Any other document required to be submitted in original as per tender requirement.**
 - v) **CD of Technical Bid.**

All documents submitted in physical form and should be signed on all pages by the authorized signatory of the bidder except for the DDs.

QUALIFICATION REQUIREMENTS

The following documents should be submitted along with the tender:

1. Items quoted should be of national/international brand with technical literature.
2. Parties should have authorized service centres at Guwahati. Details of after sales service facilities available at Guwahati and should be mentioned along with address, name(s) of contact person(s), number of service engineers available etc.
3. The tenders should be accompanied by a **demand draft of Rs. 1500.00** (Rupees One Thousand Five hundred) only in favour of **PRINCIPAL SIPAJHAR COLLEGE** payable at **SBI, SIPAJHAR BRANCH (17221)**
4. Company Authorization Certificate against Items.
5. Copies of the PAN and GST registration nos. should be submitted along with the tender.
6. The tenderer should submit their experience certificate along with their annual turnover for the last three years.
7. Rates should be quoted both in figure and words inclusive of all admissible taxes and should be valid for a period of 1 (one) year from the date of opening of the tender.
8. Successful bidder will be solely responsible for after sales service maintenance (comprehensive) of the items within 24 hours of intimation, failing which the security deposit will be forfeited.
9. Partial quotes will not be accepted.
10. The warranty should be comprehensive.
11. The number of unit per item(s) may vary (if any) depending upon the quantity requirement(s) of item(s) at the time of ordering.

FINANCIAL BID

Sl No	Item	No. of Unit	Rate per unit (Rs)	Total without GST (Rs)	GST (Rs)	Total with GST (Rs)
	BOTANY					
1.	Electronic Balance	1				
2.	Hot Air Oven	2				
3.	Incubator	1				
4.	Autoclave	1				
5.	Microtome machine	1				
6.	Lux Meter	1				
7.	Heamocytometer .	10				
8.	Heamometer	5				
9.	Colorimeter	1				
10.	PH Meter I Digital	1				
11.	Spectrophotometer 106	1				
12.	Binocular Microscope vison 2000	1				
13.	Compound Microscope CX100	3				
14.	Water Bath	1				
15.	Simple Microscope	6				
16.	Ganog's photometer	10				
17.	Ganog's Respirometer	10				
18.	Camera Lucida Kit	2				
19.	Herbarium Cabinet 12 Drawers	1				
20.	Paper chromatography cabinet	1				
21.	Absorb transpirometer	10				
	ZOOLOGY					
22.	Centrifuge 10000R.P.M. with 15ml, 1.5ml Head	1				
23.	Dissecting Stereo Zoom Microscope	1				
24.	Tissue Homogenizer	1				

25.	Water Bath ,	1				
26.	Deep Freezer -20, Capacity 1000 ltr	1				
27.	Electronic Balance	1				
28.	Microtome machine	1				
29.	Heamocytometer	10				
30.	Colorimeter	1				
31.	PH Meter Digital	1				
32.	Spectrophotometer 106	1				
33.	Compound Microscope CX 100	1				
34.	Binocular Microscope vison 2000	1				
35.	Hot air Oven	1				
36.	Incubator	1				
	CHEMISTRY					
37.	Conductivity meter: Digital.	1				
38.	Research Polarimeter:	1				
39.	Melting Point Apparatus: Digital	1				
40.	Distillation Apparatus (double distillation) 5 ltr	1				
41.	PH Meter: Digital	1				
42.	Digital Colorimeter	1				
43.	Hot Plate	1				
44.	Digital potentiometer	1				
45.	Distillation Apparatus- Wall hanging	1				
46.	Distillation Apparatus	1				
47.	Shaker Orbital 20-200 osm 3D Rocker 30-250 RPM 9, Flask. Digital	1				
48.	Kipp's Apparatus 1 ltr	2				
49.	Chromatography chamber, Wood and Glass	1				
50.	Micropipette 1-10 µl, 10-100 µl,100-1000 µl	3				
51.	Spectrophotometer 106	1				
52.	Digital Balance	1				
53.	Hot air Oven	1				

54.	Burette Stand	12				
	PHYSICS					
55.	Function Generator	1				
56.	Moment of Inertia Apparatus	2				
57.	Resistance BOX	5				
58.	Battery eliminator	5				
59.	Voltmeter	10				
60.	Galvanometer	10				
61.	Millimeter	10				
62.	Rheostate	5				
63.	Power Supply 0-300volt	1				
64.	Sodium vapour lamp transformer	4				
65.	Discharge tube 1. Hydrogen 2. Hg 3. He 4. Ne	4 2 2 2				
66.	Wooden Box for Na vapor lamp	2				
67.	Meter Bridge	4				
68.	Potentiometer	4				
69.	Bar magnet- 4" long	10				
70.	Glass Slab	10				
71.	Prism	10				
72.	Oscilloscope C.R.O	2				
73.	Ballistic Galvanometer	2				
74.	Power supply (0-30v variable DC,+/- 15 volt DC variable)	5				
75.	Searle's App.	2				
76.	Bar Pendulum	4				
77.	Rigidity modulus apparatus	1				
78.	Optical Bench 1.5 metre	1				
79.	Deflection magnetometer vibration	4				
80.	Surface tension App Glass Bowl Travelling microscope(with three scale	1				

	with range 5cm)					
81.	Spectrometer(Scale 7" vernier reading to 20 second)	1				
82.	Spectrometer prism	4				
83.	Newton's rings App.	2				
84.	Optical Lever	1				
85.	Keter's pendulum	4				
86.	Sodium Vapour lamp	2				
87.	Plank's Constant determination Apparatus	1				
88.	Photocell Apparatus	1				
89.	Stefan's Constant Det Apparatus	1				
90.	Joule's calorimeter	5				
91.	Platinum resistant thermometer	2				
92.	Apparatus for Callender and Bern's (with transformer and thermometer)	1				
93.	Spot reflecting Galvanometer	2				
94.	Anderson Bridge	2				
95.	VTVM.	2				
96.	Digital multimeter	1				
	COMPUTERS					
97.	Desktop Computers Pavilion 590 Series Desktop PC 8th Generation Intel core i5 8400 processor/windows. 10 Home/4GB DDR4+1.0TB HDD/Intel HD GFX/HP 18.5" LED/wired KB+M/DVD-RW/WL+BT/1Year onsite warranty	10				
98.	UPS	10				
99.	Anti Virus user 1	10				

TECHNICAL BID

Sl.No.	Item	Item Description	Offered Model
	BOTANY		
1.	Electronic Balance		
2.	Hot Air Oven		
3.	Incubator		
4.	Autoclave		
5.	Microtome machine		
6.	Lux Meter		
7.	Heamocytometer .		
8.	Heamometer		
9.	Colorimeter		
10.	PH Meter l Digital		
11.	Spectrophotometer 106		
12.	Binocular Microscope vison 2000		
13.	Compound Microscope CX100		
14.	Water Bath		
15.	Simple Microscope		
16.	Ganog's photometer		
17.	Ganog's Respirometer		
18.	Camera Lucida Kit		
19.	Herbarium Cabinet 12 Drawers		
20.	Paper chromatography cabinet		
21.	Absorb transpirometer		
	ZOOLOGY		
22.	Centrifuge 10000R.P.M. with 15ml, 1.5ml Head		
23.	Dissecting Stereo Zoom Microscope		
24.	Tissue Homogenizer		
25.	Water Bath ,		
26.	Deep Freezer -20, Capacity 1000 ltr		
27.	Electronic Balance		
28.	Microtome machine		
29.	Heamocytometer		
30.	Colorimeter		
31.	PH Meter Digital		
32.	Spectrophotometer 106		
33.	Compound Microscope CX 100		

34.	Binocular Microscope vison 2000		
35.	Hot air Oven		
36.	Incubator		
	CHEMISTRY		
37.	Conductivity meter: Digital.		
38.	Research Polarimeter:		
39.	Melting Point Apparatus: Digital		
40.	Distillation Apparatus (double distillation) 5 ltr		
41.	PH Meter: Digital		
42.	Digital Colorimeter		
43.	Hot Plate		
44.	Digital potentiometer		
45.	Distillation Apparatus- Wall hanging		
46.	Distillation Apparatus		
47.	Shaker Orbital 20- 200 osm 3D Rocker 30-250 RPM 9, Flask. Digital		
48.	Kipp's Apparatus 1 ltr		
49.	Chromatography chamber, Wood and Glass		
50.	Micropipette 1-10 μl, 10-100 μl,100-1000 μl		
51.	Spectrophotometer 106		
52.	Digital Balance		
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54.	Burette Stand		
	PHYSICS		
55.	Function Generator		
56.	Moment of Inertia Apparatus		
57.	Resistance BOX		
58.	Battery eliminator		
59.	Voltmeter		
60.	Galvanometer		
61.	Millimeter		
62.	Rheostate		
63.	Power Supply 0- 300volt		
64.	Sodium vapour lamp transformer		

65.	Discharge tube 5. Hydrogen 6. Hg 7. He 8. Ne		
66.	Wooden Box for Na vapor lamp		
67.	Meter Bridge		
68.	Potentiometer		
69.	Bar magnet- 4" long		
70.	Glass Slab		
71.	Prism		
72.	Oscilloscope C.R.O		
73.	Ballistic Galvanometer		
74.	Power supply (0-30v variable DC,+/- 15 volt DC variable)		
75.	Searle's App.		
76.	Bar Pendulum		
77.	Rigidity modulus apparatus		
78.	Optical Bench 1.5 metre		
79.	Deflection magnetometer vibration		
80.	Surface tension App Glass Bowl Travelling microscope(with three scale with range 5cm)		
81.	Spectrometer(Scale 7" vernier reading to 20 second)		
82.	Spectrometer prism		
83.	Newton's rings App.		
84.	Optical Lever		
85.	Keter's pendulum		
86.	Sodium Vapour lamp		
87.	Plank's Constant determination Apparatus		
88.	Photocell Apparatus		
89.	Stefan's Constant Det Apparatus		
90.	Joule's calorimeter		
91.	Platinum resistant thermometer		
92.	Apparatus for Callender and Bern's (with transformer and thermometer)		
93.	Spot reflecting Galvanometer		

94.	Anderson Bridge		
95.	VTVM.		
96.	Digital multimeter		
	COMPUTERS		
97.	Desktop Computers Pavilion 590 Series Desktop PC 8th Generation Intel core i5 8400 processor/windows. 10 Home/4GB DDR4+1.0TB HDD/Intel HD GFX/HP 18.5" LED/wired KB+M/DVD- RW/WL+BT/1Year onsite warranty		
98.	UPS		
99.	Anti Virus user 1		

TERMS & CONDITIONS:

1. **Rates:** Rates quoted in the Price Bid should be on DOOR DELIVERY at Sipajhar College, , Dist: Darrang, Assam, Sipajhar-784145 as per details below:
2. **Purchaser's right to accept any bid and to reject any or all bids:** The purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject any or all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the purchaser's action.
3. **Notification of award:** Prior to the expiration of the period of bid validity, the purchaser will notify the successful bidder in writing, by registered letter or by e-mail that its bid has been accepted. The notification of award will constitute the formation of the contract.
4. **Signing of contract:** At the same time, the purchaser notifies the successful bidder that its bid has been accepted, the purchaser will send the bidder the contract form provided in the bidding documents, incorporating all agreements between the parties. The successful bidder shall sign and date the contract form provided in the document. A registered Power of Attorney is to be supported with the bid in favour of the person(s) who will sign the bid as well as contract form if contract is awarded. (**Annexure-VI**)
5. **Performance Security:** Immediately after the receipt of notification of award from the purchaser, the successful bidder shall furnish the Performance Security. The supplier shall furnish Performance Security to the purchaser for an amount of 3% (**Three percent**) of the order value, valid for a period of **6 months** from the date of completion of order.
The performance security shall be returned on completion of six months. However, if the supplier fails to execute the order or fails to perform the services as per contract, the performance security shall be encashed & the amount forfeited and the purchaser shall be at liberty to take necessary action for unreasonable/ indefinite / inordinate delay of the said supply.
6. The proceeds of the Performance Security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.
7. **The Performance Security** shall be denominated in the Indian Rupees and shall be in one of the following forms:
 - (a) Post Office Cash Certificates, National Savings Certificates (**Certificates which are not held in the name of the bidder shall not be accepted**),
 - (b) Deposit Receipts or Bank Guarantees (in the prescribed proforma given at **Annexure-VI** issued by any of the scheduled banks
8. Unsuccessful bidder's EMD (bid security) will be discharged / returned as promptly as possible.

9. **Local conditions:** It will be imperative on the bidder to fully acquaint himself of all local conditions and factors that would have any effect on performance of the Contract. The purchaser shall not entertain any request for clarifications from the bidder regarding such local conditions nor shall accept any offer conditional to the local factors. No request for any change of price or extension of time schedule of delivery of goods shall be entertained after purchaser accepts the bid.
10. **Saving clause:** No suit, prosecution or any legal proceedings shall lie against **Tender Inviting Authority** or any person for anything that is done in good faith or intended to be done in pursuance of tender.
11. **Reasonability of rates/ firm price:**
- (a) **The bidder shall certify that the rates quoted are the lowest ones for any institution in the country.**
 - (b) During the period of the contract, if the price of any tendered item is reduced due to any reason including any Law or Act of the Central/State Government, the bidder shall be statutorily bound to intimate the reduced rates immediately to the purchaser and shall charge the reduced rates. The purchaser is empowered to unilaterally effect such reduction as is necessary in rates, in case the bidder fails to notify or fail to agree to such reduction of rates.
 - (c) Subject to the condition stipulated above, the prices shall remain firm for the validity period of tender and on no account any increase in price shall be entertained till completion of the tender period.
 - (d) No bidder will be allowed at any time on any ground whatsoever, to claim revision of or modification in the rates quoted by him. The representation of the bidder that computation/typographical or clerical error etc. has been committed in the bid and request for reversion on such plea shall not be entertained after submission of the bid.
12. The undersigned is not bound to accept the lowest rate and reserve the right to reject or cancel the tender without assigning the reason whatsoever.
13. **Validity of Quotation:** Quoted rates must be valid for 45 days from the date of quotation.
14. **Warranty:** The quoted items must have warranty for a minimum of 1(one) years from the date of supply. The supplier warrants that the goods supplied under the contract are new, unused, or the most recent of current models and incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials or workmanship (except insofar as the design or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in India, i.e. the country of final destination.
- i. The purchaser/indenter shall notify the supplier in writing of any claims arising under this warranty.
15. **After Sales Service:** Vendors should clearly State the available nearest after sales service facilities in the region, without which their offers will be rejected.

16. Tender Fee and Earnest Money:

Tender fee of Rs. 1,500.00 (Rupees One Thousand Five Hundred) only and Earnest money (2% of total Bid Price for General Category or 1% of total BID price for reserved category) in favour of “PRINCIPAL SIPAJHAR COLLEGE” payable at SBI SIPAJHAR BRANCH, Assam only shall be submitted manually in sealed envelope super scribed with Tender No. and Bid Closing date and Time mentioned in the Tender.

If the tender fee of above mentioned amount is not received within bid closing date, the bid submitted through electronic form will be rejected without any further consideration.

17. Delivery:

- a. **Time Limit:** Maximum within 30days from the date of issue of this purchase order.
- b. **Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor.
- c. **Part Delivery:** Acceptance of part delivery shall be a prerogative of the Institute.
- d. **Place of Delivery:** Sipajhar College, Sipajhar, Dist: Darrang, Assam, Pin - 784145

18. Contacting the Purchaser: Subject to clause 20(a), no bidder shall contact the purchaser on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. Any effort by a bidder to influence the purchaser in the purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bidder's bid and also banning of business dealings with the bidder for a period of three years from the date of such ban.

19. Conditional tenders not acceptable: All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straight away. Conditions mentioned in the tender bids submitted by vendors will not be binding on **Sipajhar College, Assam.**

20. Road Permit: Sipajhar College, Assam will not issue any Road Permit.

21. GST deduction at source: In case of supply within Assam, GST deduction at source, as per Order/notification of the Govt. of Assam will be applicable.

22. Late and delayed tender: Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.

23. Payment: Payment will be made subject to availability of fund; however the Standard Payment Terms and Conditions are as follows:

- (a) **100% payment on supply and delivery of Computers and equipments as per specification and satisfactory to the indenting authority.**

24. Enquiry during the course of evaluation not allowed: No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However,

the Purchase Committee or its authorized representative may make enquiry/seek clarification from the bidders. In such a case, the bidder must extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period of notice.

Sd/

**Principal
Sipajhar College, Sipajhar**

**Encl: ANNEXURE-I, ANNEXURE –II,ANNEXURE-III,ANNEXURE-IV,ANNEXURE-V
&ANNEXURE-VI**

ANNEXURE-I

COMPLIANCE CERTIFICATES FOR NIT TERMS

(To be enclosed in the Technical bid)

Sl No.	NIT Terms and Conditions	Yes/No
1.	Rate quoted as per instruction	
2.	Validity of quoted rate for 30 days agreed	
3.	EMD Submitted	
4.	PBG term agreed	
5.	Payment term agreed	
6.	Delivery terms agreed	
7.	Warranty period agreed	
8.	Technical Compliance Statement form for individual items	
9.	Industry Registration Certificate/Dealership/Distributorship certificate/Manufacturer Authorization form	
10.	Applicable Law Terms agreed	
11.	All the Items Quoted as per Instruction	
12.	1(One)Single Work Order of similar items value not below Rs 50 lakhs successfully within last 3(Three) Financial Years from any educational institute of repute and Rs. 80 lakhs during the last 3 Financial years preferably within North East Region of India	
13.	Experience certificate along with their annual turnover for the last three years.	
14.	After Sales Service	
15.	Non Blacklisting certificate and tender acceptance	
16.	ESI Registration	
17.	EPF Registration	
18.	Labour License	
19.	ISO Certificate	

Signature with Seal:.....

Vendor: M/s.....

ANNEXURE-II

TECHNICAL COMPLIANCE STATEMENT FORM

An item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

(For each item to be enclosed in the Technical bid)

Item SI No.	Specifications as per Annexure-VII	Quoted Item Specs	Complied(Yes/No)

(Technical literature/brochure should be attached along with this format.) Please note:

1. Compliance/Deviation statement comparing the specifications of the quoted item to the required specifications. This statement should also give the page number(s) of the technical literature where the relevant specification is mentioned.
2. Bids must have supporting documents (technical literature) for all the points noted above, failure regarding which may result in rejection of bid.

Signature with Seal:.....

Vendor:M/s.....

ANNEXURE-III

MANUFACTURERS'/DISTRIBUTOR'S AUTHORIZATION
FORM
(to be enclosed in the Technical Bid)

Ref.No

.

Dated:_____

The Principal
Sipajhar College
Dist: Darrang
Assam

Dear Sir:

I/Wewho are established and reputable manufacturers of.....having factories at (address of the factory) do hereby certify that M/s (Name and address of Agent) is our authorized dealer to quote against your tender enquiry No,
Last Date of Submission:

Where by extend our full guarantee and warranty as per General Conditions of Contract and for the goods and services offered by the above firm.

Yours faithfully

(Name):

(Name of the manufacturers):

Note:This letter of authority should be on the letter head of the manufacturer/distributor and should be signed by a person competent and having the power of attorney to bind the manufacturer.

It should be included by the Bidder in its technical bid.

Annexure-IV

Performa for Performance Statement (for a period of last three Years) Bid No:.....

Date of Opening.....Time Hours

Name Of The Firm:

Order placed by (full address of purchaser)	Order No. and Date	Description and quantity of ordered Goods	Value of order	Target date & Date of completion of delivery		Remark indicating reason for late delivery, if any
				Target date	Completion date	
1	2	3	4	5	6	7

Signature and Seal of the Bidder

The above statement must be supported by order copy/ payments bills/ receipt vouchers. (self attested photocopy)of earlier supplies to purchase of reputed Govt. Departments support of the earlier performance.

N.B.: The filled- up form must be furnished in manufacturer/ authorize dealer letter head.

Annexure-V

CONTRACT FORM

(To be stamped as an agreement in the court stamp paper valued Rs. 100/-)

This agreement made the.....day of.....20..between the Sipajhar College (herein after “the purchaser”) of the one part and (name of supplier) of (address, city and country of supplier) (hereinafter “the supplier”) of the other part.

Whereas the purchaser is desirous that certain goods and ancillary services, viz. (brief description of goods and services) and has accepted a bid by the supplier for supply of those goods and services in the sum of (contract price in words and figures) (herein after “the contract price”).

Now this Agreement witnesses as follows:

01. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.:

- (a) the Technical Specifications,
- (b) the Terms and Conditions of the Tender Document
- (c) the Supplier’s bid and original Price Schedules and
- (d) the Purchaser’s Notification of Award

02. In consideration of the payments to be made by the purchaser to the supplier as herein after mentioned, the supplier hereby covenants with the purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the contract.

03. The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services and the remedying of defects therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract. Brief particulars of the goods and services which shall be supplied/provided by the supplier are as under:

SL. No.	Brief description Of goods/services	Quantity to be supplied	Unit price	Delivery terms (FOR etc)

Total value:

Delivery schedule:

In witness whereof the parties here to have caused this agreement to be executed in accordance with the irrespective laws the day and year first above written.

Signed, sealed and delivered by the said..... (for the purchaser)
in the presence of

Signed, sealed and delivered by the said..... (for the supplier)
in the presence of.....

Annexure-VI

PERFORMANCE SECURITY FORM (BANK GUARANTEE)

To,
The Principal
Sipajhar College

Whereas.....
...(name and address of the supplier) (hereinafter called “the supplier”) has undertaken,
in pursuance of contract No.....dated.....20....
to supply (description of goods and services (herein after called “the contract”).

And whereas it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract.

And whereas we have agreed to give the supplier such a bank guarantee.

Now therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), such sum being payable in the types and proportions of currencies in which the contract price is payable, and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid for a period of **2(Two) years** from the date of completion of order.

Place and Date

Signature and seal of the guarantor

