

NIQ No: DSKCC/RUSA/sports/2023

**D.H.S.K. COMMERCE COLLEGE,
DIBRUGARH, ASSAM
ASSAM – 786001**

www.dhskcommercecollege.edu.in

E-mail: dhskcomcol@gmail.com

TENDER PAPER

UNDER RUSA GRANT 2.0



Date of Uploading : 03/03/2023

Date of Closing : 17/03/2023

DETAILS OF THE TENDER WORK

Sl. Nos.	Head
1	Supply of sports facilities at DHSK Commerce College

How to submit:

The filled-in tender documents are to be submitted to:

To

**The Principal,
D.H.S.K. Commerce College,
P. O. Dibrugarh
Dist. – Dibrugarh, Assam
Pin – 786001.**

1. The envelopes should be properly scribed ‘**TENDER FOR SUPPLY OF SPORTS FACILITY INCLUDING GYM AT D.H.S.K. COMMERCE COLLEGE, DIBRUGARH**’
2. The inner and outer envelopes shall indicate the name and address of the bidders to identify the bid to enable the bid to be returned in case it gets rejected.
3. The bidders must mention the NIQ No. of the bid.
4. The bidders shall submit the bid documents in two envelop system – Technical Bid in one envelop (envelop A) and Financial Bid in other envelop (envelop B). Both envelop shall be sealed and put in one separate envelop (envelop C).
5. The tender papers should be submitted in sealed envelopes and shall be superscripted as

Type of Envelops	Superscripted as
Envelope A (Sealed)	Pre – Qualification details, Technical bid
Envelope B (Sealed)	Financial bid
Envelope C (Sealed)	Envelope A and Envelope B for NIQ No. DHSKCC/RUSA/sports/2023

Evaluation Criteria:

Only when Technical Bids are found correct, then only financial bids would be opened.

Payment Authority & Mode:

Principal, D.H.S.K. Commerce College, Dibrugarh, PFMS Mode

Delivery Schedule:

Within 15 days from the date of Issue of Work Order.

Notice Inviting Quotation

Sealed Tenders / Quotations are invited from reputed manufacturers / authorized dealers / registered suppliers affixing non refundable court fee of Rs. 8.25 in 2 (Two) Bids (Technical Bid & Financial Bid) for Supply of sports facilities at D.H.S.K. Commerce College to be purchased under RUSA Grant – 2.0. Interested suppliers are directed to collect tender documents from the website of D.H.S.K. Commerce College (www.dhskcommercecollege.edu.in) from **03rd March, 2023** onwards and also to go through detailed terms and conditions.

Last date for submission of duly filled Tender Papers is **17-03-2023 up to 3:00 p.m.**

No Tender / Quotation will be accepted after the due date.

Sd/-
Dr. K.M. Bhagawati
Principal,
DHSK Commerce College
Dibrugarh – 786001,
Assam

Tender Form

A. Technical Bid Format

1. Name of the firm / Society / Company / Proprietary Concern :
2. Name of Proprietor :
3. Father's Name :
4. Address of registered office :
5. Telephone No. / Mobile No. :
6. E-mail id :
7. PAN No. :
8. TIN No. (if any) :
9. TAN No. (if any) :
10. GST Reg. No. :
11. Bank Account Name :
12. Bank A/C No. :
13. Bank Name :
14. Branch Name of the Bank :
15. IFSC Code :
16. Experience of supplying quoted items at Govt. institutions/colleges for the last five years.
Enclosed order copies of the same.
17. Details of Cost of the Tender Paper:
 - a. Amount:
 - b. Demand Draft No. and Date:
 - c. Drawn on bank:
 - d. Valid up:

I hereby affirm that all the information given above are true to the best of my knowledge.
In case any discrepancy is noticed, I shall be held solely responsible resulting in the rejection of bid.

Date : _____ (Signature of the authorized signatory with seal of tendering firm)
Place : _____ Name : _____
Address: _____

Bid Components

B. Attested Copy of Following Documents to be submitted

1. Self Attested Photocopy of valid GSTN Registration Certificate, Trade License, PAN Card, Sales Tax Registration Certificate, Service Tax Registration Certificate, Details of trade Experience
2. Record of supplying sports facility including Gym for the last three years (in amount) with certificate from the institution where the items are supplied.
3. Proof of Annual Turnover.
4. Proof of having a registered office.
5. Proof of Registered Company / Firm / Supplier.
6. Demand Draft of a sum of Rupees Two Thousand (Rs. 2,000/-) (Non refundable) towards the Cost of Tender Paper.
7. Copy of Income Tax Return for last three consecutive years ending 31st March, 2022

C. Important Information for Bidders

1. Cost of Tender Paper: Rs. 2,000/- , Non Refundable (To be deposited in the form of Demand Draft)
2. Last Date & Time for Receipt of Tender: **17/03/2023 up to 3:00 p.m.**
3. Place, Date and Time of Opening of Tender Paper:

**Office of the Principal,
D.H.S.K. Commerce College,
Dibrugarh, 786001, Assam
At 21/03/2023, 11.00 a.m. onwards**

4. Contact Details: **9453908628**
5. Address for submission of the Tender Papers:

**The Principal
D.H.S.K. Commerce College
P. O. Dibrugarh
Dist. Dibrugarh, Assam
PIN: 786001.**

D. Eligibility Criteria of Bidder (General)

1. The Bidders would get the Tender Papers from the college website www.dhskcommercecollege.edu.in and is informed to submit a demand draft of Rs. 2,000/- (Two Thousand only) (non refundable), in favour of **The Principal, D.H.S.K. Commerce College, Dibrugarh** while submitting duly filled form.
2. The Bidder must be registered company / Firm based in Assam and in operation for last three (3) years.
3. The Bidder must have the following experiences during last years
 - a. Experience supplying Sports facility including Gym to the colleges / organizations / institutes of State / National repute.
 - b. The Bidder must enclosed copies of appropriate documents to establish their Technical qualification.
4. Joint ventures shall not be allowed to participate in the Tender.
5. Proof of registered Company / Firms / suppliers
6. Proof of having registered office.
7. Proof of trade license, PAN card, and Sales tax/income Tax clearance Certificate etc.
8. All the interested bidders must have PAN, GSTIN numbers/accounts & functional bank accounts
9. All the interested bidders will have to produce their last three years income tax details
10. The prospective bidders must have the firms registered in their own names
11. The firms should have valid contact and preferably local office address
12. The firms desirably should have supporting documents proving their work experience or order fulfillment certificates from the concerned parties.
13. The bidders would get the tender paper from the college website.
14. The bidders have been advised to submit a demand draft of Rs.2,000/- (Rupees Two Thousand only) (non refundable) against the cost of tender form, in favour of **The Principal, D.H.S.K. Commerce College, Dibrugarh** while submitting the duly filled form.
15. The terms and conditions of Rastriya Uchatar Siksha Abhijan (RUSA) will be followed and implemented strictly.
16. The terms and conditions of Public Financial Management System (PFMS) will be followed in case of all financial transaction issues.
17. The Bidder shall quote the price of items category-wise as per the format of Financial Bid.
18. In financial bid the rate of each item should be **inclusive of all taxes, packing, handling,**

forwarding, transit etc.

19. The rate both in words and figures without any corrections or over writing should be quoted for each individual item separately.
20. The bidder shall quote the price of each item leaving nothing blank.
21. The bidders should put their financial and technical bids in two sealed envelopes affixing rupees 8.25 court fee on each and which are to be again put in a bigger envelope duly sealed and addressed to the concerned authority.
22. The bidder or the authorized representative of the bidder, carrying valid identity proof should attend the bid opening session possessing valid documents duly signed and attested.
23. The competent bid evaluation authority will duly examine the relevant documents and technical bid and if satisfied with the fulfillment of the requirements, then only financial bid will be opened.
24. The competent authority will have the discretionary power to award contracts to firms not only on the basis of the fulfillment of the criterion, but on proven competence.
25. The selected tenderer at the time of final order / agreement will have to furnish **security deposit @ 2%** of total cost of the items accepted and ordered for supply of sports facility including Gym by the college.
26. The amount of security deposit without any interest there on will be returned to the tenderer after 1 month from the date of supply of full order to the surrender of money receipt in original in respective office.
27. The purchaser has the right to place order depending on quantity of items and accepting subsequent negotiated rate.
28. Once the bid evaluation committee finalizes the selection process of bid winning parties, they are bound to fulfill the order within stipulated time as set by the body. In case the selected bidder fails to do so, he will be awarded a maximum period of extension by 7 days or as deem fit by the authority or otherwise authority will have the right to cancel the bid.
29. In case the selected bidder fails to follow the conditions laid down in the bidding, the security deposit might get forfeited.
30. The final payment will be made on the basis of timely fulfillment of orders.
31. In event of any defective, damaged or any discrepancy in the items supplied, the bidder shall be liable to make good condition such loss and shortage found at the checking / inspection of the supplied sports items. "No extra cost" on such account shall be admissible by the college.
32. Whatever is supplied by selected parties, will undergo proper scrutiny by the 'Tender and Purchase Committee' of the college and if any discrepancies arise, the concerned suppliers will

have to replace the delivered items by the ordered ones. 'No Extra Cost' on such account shall be admissible.

33. The committee at any time may go for modification in the nos. of items.
34. The 'Tender and Purchase Committee' reserves the rights to relax terms and conditions and also has the discretion to reject any tender without assigning any reasons on certain cases.
35. The College at its discretion may extend the last date of submission of tender and opening of tenders.
36. The bidders are informed to sign all the documents.
37. The bidders are solely responsible and accountable for the originality, genuineness of the documents submitted in the tender process and if found or reported of any discrepancies they themselves are liable for any legal action whatsoever.
38. Each page of the tender document including all annexures duly stamped and signed by the bidder and tender should be page numbered.
39. If any misrepresentation, suppression of facts are brought to light during the process of bid opening, this will result in rejection of the bid altogether.
40. The sports equipments should be consigned to the respective college.
41. Incomplete bids, not in proper sealed covers are liable to be rejected.
42. In case of any dispute in respect of the quotation, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.
43. The Bidders have to submit a declaration citing to abide the guidelines of the tender process.
(Annexure -1)

E. Financial Bid Format

Sl. No	Items Name / Description	Quantity	Brand / Model / specifications	Cost Per Unit	Total Cost (In Rs.)	Discount (In %)	Any other info
1.	List of Sports facility including Gym (as per Annexure – 4)						

Note:

Tentative amount of tender (including taxes, packing, handling, forwarding, transit etc.) is Rs. 10,43,802/-- (Rupees Ten Lacs Forty-Three Thousand Eight Hundred and Two Only).

F. Submission of Bids

- a. Each page of the bid has to be signed by an authorized official along with the Company Seal.
- b. **Suppliers should send their tender through Registered Post or Speed post or Sealed by hand delivery at the college.**
- c. **The Filled tender papers must reach the College by the last due date and time.**
- d. The offers received through telex / telefax / e-mail will not be accepted by the college under any circumstances.
- e. The college shall not be responsible for delay / loss or non-receipt of tenders by the post.
- f. No unsolicited correspondence shall be entertained after the submission of the offer. No enquiry shall be made by the bidders during the course of evaluation of the tender till a final decision is conveyed to the successful bidder. However, the purchase committee or its authorized representative can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full cooperation.
- g. The committee for tender inviting and Opening reserves the right to accept or reject any or all quotations without assigning any reason thereof and it not bound to accept the lowest or any rates. The decision of the committee shall be final and binding in all cases.

DECLARATION

I/we hereby declare that all the statement(s) made in this application are true, complete and correct to my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage, I /we am/are not satisfying any criteria prescribed in the relative advertisement or in the complete tender paper, my tender is liable to be cancelled. I further certify the Originality and Genuineness of the documents submitted along with the tender form. I am/ we are willing to abide by any terms and conditions laid by RUSA Project Monitoring Unit (PMU), D.H.S.K. Commerce College and Tender and Purchase Committee, D.H.S.K. Commerce College, Dibrugarh, Assam. In case of any lapse in timely fulfillment of the needs or inability to do the same, proportionate value may be deducted from my bills as deemed proper by competent authority.

Place:

Signature of the Bidder (with seal)

Date:

Annexure – 2

Acceptance of terms & conditions of tender (Must be on Letter Head)

**To,
The Principal
DHSK Commerce College,
Dibrugarh, Assam,
Pin 786001.**

Subject: Acceptance of Terms & conditions of Tender.

NIT ref. No.: DHSKCC/RUSA/sports/2023 dated 03/03/2023.

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above- mentioned Tender enquiry no. from the Website: www.dhskcommercecollege.edu.in
2. I/We hereby certify that I/we have read entire terms & conditions of the tender documents from Page 01 to 15 (including all documents like annexure, schedules etc.) which form part of the tender document and I/we shall abide by the terms & conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by D.H.S.K. Commerce College, Dibrugarh, Assam to have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum(s) in totality/entirely.
5. In case any provisions of this tender are found violated, D.H.S.K. Commerce College, Dibrugarh, Assam shall be at liberty to reject this tender / bid including the forfeiture of the full said earnest money / security deposit absolutely and we shall not have any claim/right against D.H.S.K. Commerce College, Dibrugarh, Assam in satisfaction of this condition.
6. I/We confirm that we or our Proprietor/Director/Partner have not been blacklisted or debarred or declared ineligible for corrupt/fraudulent practices either indefinitely or for a particular period of time by any Government or other agency. I/we further declare that no criminal case is registered on pending against the firm/company or its owner/partners/directors anywhere in India. Also, there are no contractual restrictions or legal disqualifications or other obligations which prohibit the applicant from entering into tender process.

Definitions:

1. 'Purchaser' means Principal, D.H.S.K. Commerce College, Dibrugarh or his authorized person.

2. 'Bidder' means a person/firm/company/enterprise who has made an offer for supply of goods and/or service as per tender.
3. 'Vendor' or 'Supplier' means a person/firm/company/enterprise to whom the order will be addressed for supply of goods and/or service after evaluation of tender documents.
4. 'Site' means the premise of D.H.S.K. Commerce College, Dibrugarh, Assam.

Sl. No	Description	Vendor's Response (Confirmed/Noted/Furnished separately)
1	Meet the eligibility criteria as per bid document	
2	Give complete details of the product	
3	All documents specified in Technical Bid are enclosed	
4	Confirm that the price quoted in financial bid is of inclusive of packing, forwarding, delivery, courier, transportation cost, or any kind of other expenditure	
5	Confirm of relevant payment terms & conditions mentioned in the bid	
6	Confirm that low quality materials or goods will not be used	
7	Understand that payment will be transferred through Canara Bank CSS Portal	

Note: Questions listed below should not be replaced or redesigned or un-attempted. Answering each question is compulsory and non-response may invite cancellation of the Bidder from tender process. If required, bidder may give elaboration in a separate sheet with proper indication/marks.

(Seal & Signature of the bidder)

DECLARATION OF SECRECY UNDERTAKING

To

The Principal

D.H.S.K. Commerce College,

Dibrugarh, Assam

Sub: Declaration of Secrecy.

Sir,

I / We hereby declare that I / We shall treat the tender documents, drawings and other record connected with the works as secreta / confidential documents and shall not communicate information / derived there from to any person other than a person to whom I / We am / are authorized to communicate the same or use the information in any manner prejudice to the safety of the same.

Yours faithfully

Full Signature of the bidder

Annexure – 4
List of Sports Facility including Gym

DHSK Commerce College

DHSK COMMERCE COLLEGE
DIBRUGARH, ASSAM

Name of Project- Sports Facility Including Gym

Sub-Component- Equipment

Sl. No	Description of the Item	Unit	Quantity
1.	Multi Gym	No.s	1
2.	Motorised Treadmill	No.s	3
3.	Multi Bench	No.s	4
4.	Flat Bench	No.s	4
5.	Dumbbell Rack	No.s	1
6.	Dumbbell	Kg	200
6.	Plate	Kg	650
7.	Bar	Sizes	Each
8.	Boxing Bag	No.s	2
9.	Yoga Mat	No.s	10
10.	Push up Bar	No.s	5
11.	Kettle Bell	Kg	25
12.	Cricket Bat, Make: SG/NB/SS	Each	8
13.	Cricket Stump KSM	Each	16
14.	Tennis Ball Stumper	Each	20
15.	Badminton Racquet Yonex GR 303	Each	16
16.	Shuttle cock Yonex Mavis 350	Box	6
17.	Badminton Net	Each	4
18.	TT Board Stag	Each	3
19.	Football Nivia	Each	5
20.	Goalkeeper Gloves	Pair	6
21.	Carrom Board Precise	Each	10
22.	Volley Ball Nivia	Each	5
23.	Volley Ball Net	Each	2