



GOVERNMENT POLYTECHNIC, AHMEDNAGAR.

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Central Store

No. GPAN/CS/MODROB/2024-2025/ 17

Date 4 JAN 2025

TENDER FORM

Sr. No. TENDER NO: GPAN/CS/MOD/2024-25/ 17

Sealed tenders as per tendering system are invited by office of **Principal, Government polytechnic, Ahmednagar**, from reputed manufacturers, their authorized dealers for the supply of following items. Please refer to Instructions for Bidders. These are available on Government Polytechnic, Ahmednagar/Regional Office, Nashik/DTE 's web site as well as e tendering web portal and are also being made available along with this form.

NOTICE DETAILS:

Tender Reference no.	
Name of Work / Item	Metallurgical Polishing Machine
Venue of online opening of tender	Principal, Government Polytechnic, Ahmednagar
Address for Communication	Principal, Government Polytechnic, Burudgaon Ahmednagar-414 001
Contact Telephone & Fax Numbers	0241-2346192
Delivery period	84 days from the date of issue of order.
Tender shall remain valid Till	120 days from the date of submission of offer.
Quantity required	1
Total Estimated Cost of equipment	Rs.120000 (Rs. One Lakh Twenty Thousand)
Names of the Consignees	GOVT POLYTECHNIC AHMEDNAGAR

** Quantity likely to change*

TENDER SCHEDULE

Please Note: All bid related activities (Process) like Tender Document, Bid Preparation, bid submission will be governed by the time schedule given under Key Dates below

Sr. No.	Activity	Performed by	Start		Expiry		Duration
			Date	Time	Date	Time	
1	<i>publishing Tender</i>	<i>Department</i>	04/01/2025	12.00			
2	Bid Preparation	Bidders	04/01/2025	17.00	20/01/2025	17.00	17 Day(s)
3	Bid Submission	Bidders	20/01/2025	17.00	20/01/2025	17.00	17 Day(s)
4	<i>Bid Opening*</i>	<i>Department</i>	21/01/2025	15.00			

Detailed Specifications of the Item mentioned in the Tender No. GPAN/CS/MOD/2024-25/

Metallurgical Polishing Machine- Automatic two disc polishing machine, Aluminum disc minimum two, size 8 inch, 1 HP motor ,speed 1440 rpm, Variable speed 50 to 1440rpm, Disc diameter min.200mm, Water inlet and free flow water system for wet polishing, Paper and polishing cloth holding ring, control panel with powder coated body. Sample Specimen for polishing of Aluminum, Copper, Cast iron, Mild steel two each.

Warranty: Three years from the date of installation and At least 02 year Annual Maintenance Contract



(Dr. Ajay Madhukarrao Agarkar)
Principal
Government Polytechnic Ahmednagar

INSTRUCTIONS TO BIDDERS- TENDERS

A. General Instructions :-

1. The offers for supply of equipment / Machinery / Furniture as per tender specifications are invited from genuine manufacturers permitted to manufacture these equipment or an agent/ distributor (authorized supplier) appointed by the manufacturer.
2. The offer should be submitted by Post /Speed Post/Courier/By Hand in the prescribed format . The Bid shall have to be submitted. by Post /Speed Post/Courier/By Hand
3. The offer should be firm, inclusive of all taxes till the period of delivery. Escalation in prices will not be allowed. Reduction in Taxes / levies by Govt. during the period, the benefit should be passed on to consignees.
4. A Checklist is given at the beginning & end of the Tender Form . Please note that submission of all the documents mentioned in the check list is mandatory. Documents with incomplete/wrong information will lead to rejection of tender offer. Purchaser's decision will be final in this regard.
5. Either the agent/ distributor (authorized supplier) or the manufacturer can participate in the bid but not both.
6. If an agent/ distributor (authorized supplier) participates for one manufacturer, then he will not be allowed to participate for another manufacturer.
7. In short, Only one make and model shall be offered and no options be given.
8. Details of specifications, relevant leaflets, highlighting technical features shall be quoted. However, purchaser may ask for any further technical clarification.
9. Make and model no. along with recent address of the manufacturer must be given. ISI marked equipment if available shall be quoted.
10. Maintenance Manual and operation manual should be supplied along with the equipment free of cost.
11. WARRANTY SHOULD BE FOR A MINIMUM THREE YEARS OR PERIOD PRESCRIBED IN THE TENDER FORM for machines as well as for its accessories. The manufacturer shall submit a written warranty that all goods supplied under the contract are of the most recent and current model and that they incorporate all recent improvements in design and materials provided in contract. The manufacturer shall also ensure that all service calls will be attended by him / his authorised service provider promptly even after the warranty period is over.
12. The purchaser shall have the right to make claims under the above warranty after the goods have been delivered to the final destination indicated in the contract. Upon receipt of a written notice from purchaser, the supplier shall, within 15 days, replace the defective goods without any cost to the purchaser. A down time of more than Two weeks shall be treated as a breach of contract and the purchaser will be compelled to make alternative arrangement for repair/ replacement of the goods/ equipment. The cost of such repair/ replacement of the goods/ equipment will be charged to the bidder. Legal/ penal actions will be initiated against the bidder and manufacturer in case of breach of warranty clause.
13. A demonstration of equipment/ machinery may be asked by the technical scrutiny committee for the model which is quoted by the bidder. This demo may be arranged prior to finalisation of technical bid at any place of the user of the model supplied by the manufacturer/ bidder (mentioned in the

list of users submitted in envelope 1). Demonstration charges if any are to be borne by the bidder. The bidder shall arrange all the materials/facilities required for the demonstration.

14. The **rates per unit** should be quoted only for the items specified in the list of requirement and should be for items of given specification / Mark /Model/ Manufacture and be as follows: -
- Free delivery at destination basis including cost of Training to the 3 staff of consignee for operation and maintenance of equipment.
 - Break up of price giving basic price and price of standard Accessories in Indian Rupees only.
 - Percentage of Excise Duty
 - Sales Tax / C.S.T. / VAT
 - Installation Charges, if any
 - The charges for Installation, plumbing foundation, electrification as recommended by manufacturer etc. if any should be mentioned separately by the bidder.
 - Pre Dispatch inspection of goods ready as per tender specifications will be done at the factory or at the site. The TA/DA of the inspectors will have to be borne by the supplier.
15. Tender for each item is to be submitted separately. **Rates per unit MUST be quoted in Indian currency (Rupee) only, as the comparison will be done on the basis of INR prices only. No assumptions are to be made regarding concession certificates like customs duty exemption etc.** All inclusive prices in INR must be written on priced tender form However, to pass on the benefit of concession in customs duty to educational institutes, the purchaser may, at his discretion, issue the PO in foreign currency to the lowest eligible bidder whose bid is technically valid and has been found lowest in INR prices.

Authorization Certificate: (Please see FORMAT 1)

- Authorization letter of the manufacturer who manufactures the item mentioned in the tender document is essential if the bidder himself is not a manufacturer.
- Authorization letter should be in typed form on the letter head of the manufacturer duly signed by the competent authority of the manufacturing company with his name and company's seal on it.
- The letter head must contain the manufacturer's office address, factory address, contact numbers, email address and website address (if available) for verifying the details in the letter.
- It should be addressed to the Principal Government Polytechnic, Ahmednagar clearly authorizing the bidder to participate in this tender by **quoting tender No and name of the Model for the tendered item**
- Manufacturer shall assure that he/ she will supply the equipment through the bidder and will attend all service calls during warranty period. He will also give list of authorized service providers in Maharashtra/ India

Apart from the authorisation letter, the manufacturer shall produce documentary evidence to prove that he is permitted to manufacture the items mentioned in the tender form or item of similar kind.

If the bidder himself is a manufacture of the item mentioned in the tender form, he is required to produce documentary evidence to prove that he is permitted to manufacture the items mentioned in the tender form or item of similar kind.

This office reserves the right to ask for any further documentary evidence to establish genuineness of manufacturer, bidder and authorization letter.

C. No Deviation Statement:- (Please see FORMAT 2)

The no deviation statement must have mention of the make & model of the item quoted by the bidder against the tender, specification of the equipment tendered, specification of the equipment offered and deviations in specifications if any.

Bidder must fill all detailed information required in format 2. Merely certifying that 'There is no deviation between tender specifications and specifications quoted by the bidder' is not acceptable and such bids are likely to be rejected. No deviation statement is actually a comparison of technical requirement of the consignee and the specifications offered by the bidder/manufacturer. No separate technical offer is required to be submitted.

D. Bill of material, Technical Literature/Relevant Leaflet of the equipment:

Self attested Bill of Material, Relevant leaflet /Technical literature / Maintenance manual /Catalogue highlighting products features offered in the Tender must be enclosed in original. The offer shall be considered only if the leaflets/literature is enclosed. All the technical information about the equipment required for checking whether the equipment offered as per Tender Specification or not should be available in the Technical literature enclosed. **The literature should be corresponding to the Model and Make offered in the commercial Bid. In case the literature contains description of more than one model, the bidder must tick mark on name of the model and make signature there.**

E. List of Users for past experience: (Please see FORMAT 3)

Self attested List of users other than this Department (other than DTE) for verifying the quality of the equipment being supplied and after sales service rendered by the manufacturer . This list must contain **at least three users of the model being quoted** along with the name of contact person and his contact details (postal address, email and contact number) and the items and year of purchase of that item by that department.

This list will help the purchaser to ensure good performance of the make and model which is offered by the bidder/ manufacturer.

F. Performance of Bidder: (Please see FORMAT 4)

Past experience of bidder with other Departments or elsewhere regarding equipment supplied to this Department – Information to be submitted in **FORMAT 4** giving Order No., date, name of equipment, name of consignee. Latest certificate regarding after sales service should be provided by the supplier. **Minimum Three** recent certificates are required to be produced.

These certificates from other departments will show the performance of the bidder.

G. Undertaking of delivery (Please see FORMAT 5)

Original Undertaking of delivery within stipulated weeks is to be submitted.

H. Undertaking for giving demonstration (Please see FORMAT 6)

Undertaking for giving demonstration of tendered item within short period of notice.

I. Standard Mark Certificates If equipment is I.S.I. marked, valid copy of license issued by B.I.S. should be enclosed otherwise same is to be indicated in offer as "NOT I.S.I. Mark"

J. Declaration by the bidder (Risk purchase clause, Fall Clause, penalty clause) : (Please see FORMAT 7)

Copy of Declaration duly signed by bidder regarding acceptance of all tender conditions and also penalty clause, Risk purchase clause, fall clause. These clauses are displayed on website of this office under Tender Purchase section.

K. Opening of Tender :-

The tenders will be opened online as per Tendering procedure on the date specified in the tender notice. The supplier/their authorized representative can attend the tender opening.

i). TECHNICAL ENVELOPE (TI):

1. First of all, Technical Envelope of the bidder will be opened to verify its contents as per requirements. If the various documents contained in this envelope do not meet the requirements, a note will be recorded accordingly by the tender opening authority and the said tenderer's Commercial Envelope will not be considered for further action but the same will be recorded. Decision of the tender opening authority shall be final in this regard.
2. The supplier/their authorized representative can attend the tender opening.
The Technical scrutiny committee appointed to scrutinize the documents will check the documents for their eligibility, validity, applicability, compliance and substantiation stipulated in the tender document.
3. The Technical scrutiny committee shall also analyses that there is no collusive or fraudulent practice involved in the entire tendering process amongst all tenders received.
4. The Technical scrutiny committee may ask for original copy of any of the documents submitted by the bidder online to verify its authenticity.
5. A demonstration of the make and model no of the equipment being quoted may be asked at bidders cost if the technical scrutiny committee recommends.
6. Tenders which are in full conformity with tender requirements and conditions shall be declared as eligible for commercial bid opening

L. Acceptance of tender and delivery of Goods

1. Bidder quoting the lowest offer will be informed about the intention of award of contract (Acceptance of Tender) by sending an Advance letter of Acceptance (A/L). Purchase Order (Acceptance of Tender) will be released..
2. Before accepting the Purchase order, the bidder should ensure the purchaser in writing that the execution of purchase orders will be carried out in time.
3. In his/ her acceptance letter of the specified tender only, the bidder shall give,
 - Probable dates of Pre dispatch Inspection,
 - The delivery schedule,
 - Dates of installation and training.so that the institute can plan accordingly. Any change in the scheduled dates will be communicated at least 15 days in advance to the consignee in writing. The bidder will also inform the consignee about the pre requisites for installation and commissioning of the goods/ equipment.
4. **Unless specified otherwise in tender form or in any tender document supplied by this office, normally delivery is to be effected within 8 weeks from the date of final order. If the quoted delivery period is more than period prescribed it must be justified with specific reasons. Purchaser's decision will be final in deciding the delivery period. Stores should be delivered to the consignee on working days during office hours only. Free rigorous working trial with derived results should be given at consignee's place immediately after delivery.**
5. **Stores will not be accepted by the consignee after the due date of delivery without written sanction of the purchasing authority. Purchaser's decision will be final in deciding grant of delay in supply of stores. The grant of delay will not be given beyond the stipulated 10 weeks period in the purchase manual. Non supply of stores in the granted delivery schedule will automatically lead to declaration of bidder as defaulter and the bidder will not be allowed to participate in any further bidding process of the department.**

6. Pre-dispatch Inspection will be carried out by the consignee or representative of this Institute. However inspection charges will be borne by the bidder. In case the purchaser desires, he may direct the bidders to get their items examined and certified by third party agency like reputed Central Govt. labs or organizations like BIS/ERTL/SAMEER/NABL/IITs etc or State Government agencies or institutions. This testing may be required at any stage of tender process to validate the technical specifications. The charges for testing will have to be borne by the bidder.

M. Installation and Demonstration of goods

Immediately after delivery of goods, the supplier should send his team of experts for installation and demonstration of goods supplied. The goods will be offered for inspection and trial by the supplier after complete installation is done.

Foundation & electrical connection as per drawing, if any, will be suppliers responsibility. Allocation of proper space and power supply within the vicinity of three meters from the place of vicinity will be the responsibility of the consignee.

Free training for operation and preventive & breakdown maintenance of the equipment is to be arranged by the supplier / manufacturer immediately after installation to minimum of 3 staff members from each of the consignee.

Supplier will ensure the time table of Pre dispatch inspection, delivery of goods, installation, demonstration and training given in his acceptance letter.

N. PAYMENT TERMS :- 100% payment within 21 days from the delivery and satisfactory installation, testing of equipment, training & working trail at consignee's place . It will be the responsibility of the consignee (Head of the Institute) to see before the delivery of stores that funds are made available on BDS , the bills are sent to treasury/ PA office within shortest possible time and the bill amount is transferred to the bidder's account within 30 days of the satisfactory installation, testing of equipment, training & working trail at consignee's place

To be printed on the letter head of the firm)

FORMAT 1

No.

Date :-

AUTHORISATION LETTER

To.

Principal

Government Polytechnic, Ahmednagar

Sub : Authorization for submission of Tender for ___ - ___ -

Ref : Your Tender No.

Due on _____

Dear sir

With reference to above, this is to inform you that. We, _____ are an established manufacturer of _____, having factory at _____ since 19___/20___.

We do hereby authorize M/S _____ to quote and negotiate for item/s mentioned in tender enquiry number _____ Due on _____.

No other firm/agency has been authorized to quote or negotiate particularly for tender no

Due on _____

We further undertake that the products supplied by M/S _____ will be fully supported by us during and after the warranty period and all service calls will be attended by us / our authorized service provider promptly.

All goods/equipment to be supplied under the contract are of the most recent and current model and that they incorporate all recent improvements in design and materials provided in contract.

The list of Authorized service providers in India/ Maharashtra is attached herewith.

Thanking you.

For _____

Authorized Signatory

Name -

Designation -

Date

Place -

(To be printed on the letter head of the firm)

FORMAT 2

No.

Date :-

No Deviation Statement

To
Principal
Government Polytechnic, Ahmednagar

Dear sir,

We submit herewith a no deviation statement giving comparison of our technical offer and the specifications of the items mentioned in the tender no. Due on _____

Name of Manufacturer :-

Make & Model quoted :-

Specification of equipment stated in Tender Enquiry <u>step by step</u> <u>(Department's Specifications)</u>	Specification of equipment offered by Bidder <u>step by step</u> <u>(Technical offer by manufacturer)</u>	Whether there is any deviation from the tender specification Yes / No	If yes, indicate clearly the deviations and our justification for deviation
1	2	3	4

Signature of Bidder with Seal

To be printed on the letter head of the firm)

FORMAT 3

No.

Date :-

LIST OF USERS

List of users (Technical Institutions with purchase order for more than 100 units only) other than this Department (other than DTE) for verifying the quality of the Desktop PCs//**LAPTOP** supplied and after sales service rendered by the manufacturer . **(List must contain same make and model of Desktop PC/LAPTOP which is being offered in tender document)**

Name of Item :-
Model No.

Sr. No	Name and Address of the user	Contact person	Contact no, mobile no and e mail address of the contact person	Purchase order no with date	Quantity purchased	Any complaints/ queries court matter etc in this regard?

Signature of Manufacturer/Bidder with a Seal

FORMAT 4

No.

Date :-

PROFORMA FOR PERFORMANCE OF BIDDER (To be given by other customers with purchase order for more than 100 units to the bidder) (5 separate such certificates are to be produced.)

Certified that performance of the Desktop PCs/LAPTOP supplied and after sales service provided by M/s. _____ for last 3 years is as given below :-

Sr. No.	Make and Model of the Desktop PCs/LAPTOP	Supply Order No.& Date for 3 recent years	Date of Delivery	Date of Installation and commissioning	No. of failures during warranty period (Please Give details)	No. of failures after expiry of warranty period (Please Give details)	After service provided by supplier	sales by ** Unsatisfactory /Satisfactory/ Good	Remark Please attach service reports of the supplier.
1	2	3	4	5	6	7	8		

** Specific remarks only to be given in words specified.

Signature of Head of Institute/Organization/Office
With name and seal of the Office

(To be printed on the letter head of the Manufacturer)

FORMAT 5

No.

Date :-

UNDERTAKING FOR DELIVERY

We _____, the manufacturers of _____ (name of item) do undertake to deliver the material mentioned in the tender No _____ Due on _____ within the stipulated delivery period mentioned in the tender form.

For and on behalf of _____

Seal of the manufacturer

(To be printed on the letter head of the Manufacturer)

FORMAT 6

No.

Date :-

UNDERTAKING FOR DEMONSTRATION

We _____, the manufacturers of _____ (name of item) do undertake to demonstrate the material mentioned in the tender No . _____ Due on _____, as and when asked by the purchasing authority.

For and on behalf of _____

Seal of the manufacturer

(To be printed on the letter head of the firm)

FORMAT 7

No.

Date :-

DECLARATION

To
Principal
Government Polytechnic, Ahmednagar

I, the undersigned for and behalf of M/S _____ hereby accept and agree with the
Fall clause, penalty clause and Risk purchase clause for the tender No _____ Due on _____ as
published in the Manual of the office procedure for purchase of stores by the Government departments of the
Government of Maharashtra.

For and on behalf of _____

Seal of the Bidder