

## **GOVERNMENT POLYTECHNIC, RAGADI, JAJPUR**

**At-RAGADI, Via-JAJPUR ROAD, DIST-JAJPUR**

Tel/Mob: 9437155107, [www.gpjajpur.org](http://www.gpjajpur.org)

e-mail: [principalgpjajpur@rediffmail.com](mailto:principalgpjajpur@rediffmail.com),

**TENDER NOTICE No: 367 /Store/2021-22**

**Dated: 25.3.22**

### **Important Dates**

Sl. No.	Milestone	Date
1	Last date for receipt of Technical and Financial proposals (Sealed)	<b>12<sup>th</sup> April 2022 by 5 PM</b>
2	Opening of Technical Proposals & Financial proposals of Bidders	<b>13<sup>th</sup> 2022 by 11 AM</b>
3	Bid Processing Fee/Tender Fee (Demand Draft) (Non-refundable)	<b>INR 560/-</b> (i.e. Rs.500/- towards Tender Paper cost and Rs. 60/- towards 12% GST)
4	Bid Security/Earnest Money Deposit (EMD)/ (Bank Guarantee)	2% of Bid Value
5	Performance Bank Guarantee	As applicable of Bid Value
6	Method of Selection	LCS (Least Cost Based Selection)
7	Contact Details	<b>GOVERNMENT POLYTECHNIC, RAGADI, JAJPUR, At-RAGADI, Via-JAJPUR ROAD, DIST-JAJPUR, Tel/Mob: 9437155107, e-mail: <a href="mailto:principalgpjajpur@rediffmail.com">principalgpjajpur@rediffmail.com</a></b>

Note:

1. Principal, Govt Polytechnic, Jajpur reserves the right to change any schedule. Please visit the website mentioned in the document regularly for the same.
2. Proposals must be submitted before the date, time and venue mentioned in the Fact Sheet. Proposals that are received after the deadline will not be considered.



At-RAGADI, Via-JAJPUR ROAD, DIST-JAJPUR Pin-755019  
Tel/Mob: 9437155107, e-mail: [principalgpjajpur@rediffmail.com](mailto:principalgpjajpur@rediffmail.com), [www.gpjajpur.org](http://www.gpjajpur.org)

TO

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**SUB: INVITATION FOR QUOTATIONS FOR SUPPLY OF LAB.EQUIPMENTS OF Various Departments OF GOVT. POLYTECHNIC JAJPUR.**

Dear Sir,

You are invited to submit your most competitive quotation in enclosed FORMAT of QUOTATION for the following goods:-

Sl. No.	Description of Goods for Lab Equipments	Specification	Delivery Period	Place of Delivery
1.	Civil Department	Package -1	30 days	Govt. polytechnic Jajpur, Ragadi, Dist-Jajpur, Odisha Pin-755019
2.	Electrical Department	Packge-2		
3.	Mechanicall Department	Package-3		
4.	Metallurgy Department	Package-4		

**2.** The Tender documents is to be submitted along with a Demand Draft of **Rs.560/-** (i.e.Rs.500/- towards Tender Paper cost and Rs. 60/- towards 12% GST) which is not refundable, drawn on any Nationalized Bank in favour of the **Principal Government Polytechnic, Ragadi Odisha payable at Ragadi/Jajpur Road.**

Principal  
Govt.polytechnic ,Jajpur

**GENERAL TERMS & CONDITIONS OF CONTRACT FOR PROCURMRNT OF COMPUTER HARDWARES &  
SOFTWARES, PERIPHERALS, TOOLS & EQUIPMENTS, ELECTRONICS GADGET, FURNITURES FOR  
GOVERNMENT. POLYTECHNIC, JAJPUR, RAGADI**

**1. Eligible Goods and Services**

1.1 The Bidders shall quote the articles of reputed make, with their brand names/ISI specification as per the Bid technical specifications and may quote alternative EQUIVALENT standards in the Bid. The articles quoted should have adequate after sales service facilities.

**2. Documents Establishing Bidder's Eligibility & Qualification**

2.1 The Bidder shall furnish as part of the Bid the following Documents establishing Bidder's eligibility and qualification to perform the contract, to the Purchaser's satisfaction.

- a) That the Bidder, who is not a manufacturer / producer, has been duly authorized by the manufacture/ producer to supply the goods.
- b) That the Bidder (in case of manufacturers) has financial, technical and production capacity necessary to perform the contract.
- c) That the Bidder (in case of registered suppliers) has executed supply of such items as mentioned in Schedule of Requirement of Goods to different Govt. Organizations/Govt.PSUs
- d) Copies of valid **GST and ITCC/Non-Assessment Certificates** shall be furnished by the Bidder and the originals of the above certificates shall be produced to the purchaser before placement of notification of Award if asked for by the Purchaser. Any Bidder failing to submit the above documents the Bid of the firm may be rejected.

**3. Documents Establishing Goods Eligibility.**

3.1 The Goods offered against the schedule of requirement of goods should be in accordance with the stipulated specifications.

3.2 The documentary evidence may be in the form of literature, pamphlets, manuals, drawing, circuit diagram etc.and shall furnish:

- a) Detailed description of goods with essential technical and performance characteristics.
- b) A list giving full particulars, including available source and current price of spare parts, special tools etc. necessary for proper and continuing function of the goods for **a period of two years** following the commencement of the use of the goods by the Purchaser.

3.3 The Supplier should clearly mention in their bid regarding the compatibility of the Computer Hardware & Software offered to the other Hardware/ Software and the specification on compatibility, information on Driver Software for peripherals and suitability of peripherals to the main system must be furnished.

**4. Bid Price**

4.1 The Bidder shall quote their lowest possible price and prices quoted by the Bidder shall be "fixed" during the Bidder's performance of the contract and not subject to any variation and/or escalation.

4.2 The quoted/contract price shall indicated clearly the cost of the Goods **including all taxes**, Charges towards Packing, forwarding, handing, insurance, freight, incidental service, installation & commissioning of the goods and training to the consignee's personnel at site.

4.3 The Supplier shall give operational training to at least two faculty of each consignee on the equipment/ Computer Hardware & Peripherals/Computer Software free of any extra cost to the purchaser. The training may be arranged in the purchaser's premises.

4.4 The Bidder shall furnish the breakup of cost as follows solely for the purpose of facilitating the comparison of Bids only. The price must be stated separately for each item.

- a) Ex – Factory/ Ex-Warehouse/Ex-Showroom/ off the sale price.
- b) Packing, Forwarding and Handling charges.
- c) Insurance charges.
- d) Freight up to destination Institution.

- e) Erection, Assembly, commissioning, incidental service, including testing, training charges.
- f) Tax component (i.e all taxes) payable by the Consignee.
- g) Delivery cost at site (Including GST/Tax Component)

5. **Bid Security Deposit :**

- 5.1 All bids must be accompanied by the **EMD@ 2%** (two percent) of the tender value in shape of Demand Draft/Bank Guarantee only drawn in favour of **Principal Govt. Polytechnic,Jajpur**. Payable at **Ragadi**.
- 5.2 The bid security is required to protect the Purchaser against the risk of Bidder's conduct which would warrant the security's forfeiture.
- 5.3 Unsuccessful bidder's EMD will be discharged or returned as promptly as possible but not later than **sixty(60) days** after the expiration of the period of bid validity prescribed by the Purchaser.
- 5.4 A **Bid Security of 1% (performance security in shape of bank guarrenty)**of the purchase order (*after approval of bid by purchase committee for issue of purchase order to successful bidder by competent authority*) shall be deposited by the supplier before execution of contact as acceptance to execute the order as per terms and condition. ***The EMD will be refunded after 1 year from the date of payment received by the supplier after installation/delivery of goods successfully.***
- 5.5 The bid security may be forfeited if a Bidder withdraws its bid during the period of bid validity.

6. **Delivery of Goods**

- 6.1 The delivery of goods shall be made by the supplier in accordance to the order placed to the Consignee as shall be detailed in the Schedule of requirement of Goods FOR Ragadi.

7. **Inspection/Test**

- 7.1 The Purchaser or his representative shall have the right to inspect/examine/ test the goods in conformity with the contract awarded/supply order.
- 7.2 The inspection/examination/test may be conducted at the goods final destination at the premises of the consignee.
- 7.3 The Purchaser's right to inspect/examine/test & where necessary to reject the goods after the arrival of the goods at the final destination, shall in no way be limited or waived by the reason of the goods having been inspected and tested by the manufacturer previously. In case of rejection of the goods at the final destination after inspection and test as stipulated above, the purchaser has sufficient right to reject the goods.
- 7.4 In case any inspected/ tested goods fail to confirm to the specification/ working condition, the purchaser may reject them and the supplier shall replaced/repair the same free of cost.

8. **Payment Terms**

- 8.1 No advance payment is allowed by the Purchaser to the supplier for performance of the contract in question.
- 8.2 The Standard payment terms (subject to recoveries, if any) upon submission of required documents shall be as follows:  
**Full 100% payment shall be made after installation, and commissioning and demonstration of satisfactory performance and imparting to the satisfaction of the consignee at Govt. Polytechnic,Jajpur,Ragadi.**

9. **Guarantee/Warranty**

- 9.1 The supplier shall supply the goods strictly as per the specification and time provided in the contract.

- 9.2. A. **Warranty maintenance Period for General Goods (except Computer hardware & Peripherals)** shall remain valid for **24 months** after Goods or any portion thereof as the case may be, have been delivered to the final destination indicated in the contract, or for 12 months after the Goods have been supplied/ installed at the final destination indicated in the contract.
- B. **Warranty maintenance Period for Computer Hardwares & Peripherals** shall remain valid for **36 months** after the Goods or any portion thereof as the case may be, have been delivered to the final designation indicated in the Contract. A copy of the Warranty Agreement Form is enclosed.
- 9.3 The purchaser shall promptly communicate to the Supplier in Writing of any claims arising under this warranty.
- 9.4 Upon receipt of such communication in writing, the supplier shall, with all reasonable time, repair or replace the defective Goods or parts thereof, free of cost within the guarantee period.
- 9.5 If the supplier, having been noticed, fails to rectify the defect(s) within a reasonable period, the purchaser may proceed to take such remedial measures to repair the defective goods in question and shall reimburse the amount for such repair from the supplier. In that event, the Supplier shall pay the amount within a period of two weeks from the date of demand.
- 9.6 The successful bidder shall execute warranty maintenance contract along with supply of goods.

## 10. **Insurance**

- 10.1 The Purchaser will not pay separately for transit Insurance. The supplier is completely responsible for delivery of goods in perfect condition and shall replace/ rectify the missing/ defective parts if any at his own cost.
- 10.2 The goods to be supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage & delivery of the goods from Warehouse/Factory/ Ex-shop of the supplier to the delivery point.

## 11. **Transportation**

- 11.1 The supplier shall be required to meet all transport and storage expenses until delivery of the Goods covered in the contract to the Consignee.

## 12. **Incidental Services**

- 12.1 The Supplier shall be required to provide any or all of the following services:  
(The cost shall be included in the Contract Price)
- a) Furnishing of detailed literature/pamphlets/circuit diagram/ operation & maintenance manual / drawings (as applicable) for each appropriate unit of supplied goods.
  - b) Furnishing of tools required for assembly and / or maintenance of the supplied goods.
  - c) Performance or supervision of on-site assembly and/or maintenance of the supplied goods.
  - d) Performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty/ guarantee obligations under the contract.
  - e) Training of the Purchaser's personnel at the Supplier's plant and/ or on site in assembly, start up, operation, maintenance and/ or repair of the supplied goods.
  - f) A maintenance contract for the goods supplied, if required by the user beyond the warranty period shall be on mutually agreed upon terms between the user and supplier. The cost of such maintenance contract shall not be include in the Bid cost.

## 13. **Taxes and Duties.**

- 13.1 The Supplier shall be entirely responsible for payment of all Taxes, Duties etc. incurred until delivery of the contract goods to the Consignee subject to recovery afterwards in the bill as claimed in the Bid offer.

#### 14. Period of Validity of Bids

- 14.1 The bid shall remain valid for a period of minimum 360 days for acceptance, from the date of opening of bid.
- 14.2 A bid valid for a shorter period may be rejected, as non- responsive.
- 14.3 In absence of any indication of the date of validity in the bid, it will be presumed that the offer will remain valid for the minimum period as prescribed above.

#### 15. Standards

- 15.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications and when no standard is mentioned, the Goods shall conform to the standards prescribed by the Bureau of Indian Standard (BIS)

#### 16. Sealing and Marking of Bids

- 16.1 The bidders shall submit two bids i.e. **Technical & Commercial bid separately in sealed cover**. Both bids are sealed in duplicate and kept in single cover.
- 16.2 The inner and outer envelopes shall be:-
  - a) Addressed to the Purchaser at the following address:  
**Principal, Government Polytechnic, Jajpur, Ragadi,  
At/Po-Ragadi, Via-Jajpur Road, Dist-Jajpur, Odisha, PIN-755019**
  - b) Bear 'PROCUREMENT OF..... (as mentioned in the tender notice)  
'DO NOT OPEN BEFORE' ..... (the last date & time of opening as indicated in tender notice).
- 16.3 The inner envelop shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared 'late'.
- 16.4 If the outer envelope is not sealed and marked as required, the Purchaser will be responsible for misplacement or otherwise of the Bid.

#### 17. Deadline for Submission of Bids.

- 17.1 Bids must be received by the Purchaser at the address specified not later than the date and time mentioned in the tender notice.
- 17.2 The Purchaser may, at its discretion, extend this deadline for the submission of bids.

#### 18. Late Bids

- 18.1 Any bid received by the Purchaser after the date and time fixed for submission of bids **will be rejected and / or returned unopened to the Bidder on that ground alone**.

#### 19. Opening of Bids by Purchaser

- 19.1 The Purchaser will open bids, in the presence of Bidder's duly authorized representatives who choose to attend, **at the date & time of opening of the Bid** mentioned in the tender Call Notice in the following location in the chamber of **Principal, Government Polytechnic, Jajpur, Ragadi**
- 19.2. The Bidder duly authorized representatives who are present shall sign a register evidencing attendance.
- 19.3 The name of the bidder/tender and the total amount of each bid along with important conditions like excise duty, sales tax, delivery terms, delivery period, special conditions and discounts, if any, shall be read out at the time of bid opening.

#### 20. Preliminary Examination

- 20.1 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of the errors,

its bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

20.3 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each bid to the Bidding Documents. For purposes of these Clauses a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviations. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bids itself without recourse to extrinsic evidence.

20.4 Bids received without certified copies of **GST valid up to preceding year** issued by competent authority may be treated as non-responsive and liable for rejection.

20.5 Bids received without the requisite Bid security shall be treated as non-responsive and shall be rejected.

20.6 The Purchaser may waive any minor informality or non-conformity or irregularity in a bid which does not prejudice or affect the relative ranking of any Bidder.

## 21. **Evaluation and Comparison of Bids**

21.1 The comparison shall be of ex-factory/ ex-warehouse/off-the-shelf price of the goods offered from within the Purchaser's country, such price to include all costs as well as duties and taxes paid or payable on components and raw-material incorporated or to be incorporated in the goods, the CIF port-of-entry price of the goods offered from outside the Purchaser's Country.

21.2 The Purchaser's evaluation of a bid will take into account, in addition to the bid price and the price of incidental services, the following factors :-

a) The purpose of tender evaluation is to determine substantially responsive tender with the lowest evaluated cost, but not necessarily the lowest submitted price, which should be recommended for award.

b) Evaluation of tenders should be made strictly in terms of the provisions in the tender documents to ensure compliance with the commercial and technical aspects.

c) The past performance of the suppliers will be taken into account while evaluating the tenders.

d) Cost of the inland transportation, insurance and other costs as per Clause 4 within the Purchaser's Country incidental to delivery of the goods to their final destination;

e) Delivery schedule offered in the bid;

f) The most of components, spare parts and service-the availability in the Purchaser's country of spare parts and after-sales services for the goods offered in the bid;

g) The projected operating and maintenance costs during the life of the equipment/goods.

j) The performance and productivity of the equipment/goods offered;

k) The quality and adaptability of the equipment/goods offered.

## 22. **Award Criteria**

22.1 The Purchaser will award the Contract to the successful Bidder whose bid has been determined as the **lowest evaluated bid**, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

22.2 Quality, durability and adaptability of the equipment/goods offered suiting to use in Training Practice shall continue to be the overriding factor for selecting any goods and determining the lowest evaluated bid.

22.3 The purchaser shall award the contract within the period of validity of tenders to the Bidder who meets the Tender condition in all aspects has the necessary technical and production capabilities and financial resources whose Bid is substantially responsive to the tender conditions and has offered the lowest evaluated cost.

### **23. Purchaser's Right to Accept any Bid and to Reject any Bid**

23.1 The Purchaser reserves the right to **accept or reject** any bid and to annul the bidding process and reject all the bids without assigning any reason thereof at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders on the grounds of such action of the purchaser.

### **24. Notification of Award**

24.1 Prior to the expiration of the period of validity of the Bid the Purchaser will notify the successful Bidder in writing by registered letter or by Fax/Email, to be confirmed in writing that his bid has been accepted.

24.2 The notification of award will constitute the formation of the Contract.

24.3 Upon the successful Bidder's the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security.

### **25. Signing of Contract.**

25.1 At the same time as the purchaser notifies the successful bidder that his bid has been accepted, the purchaser will send the bidder the contract form provided in the bidding documents, incorporating all terms and conditions of the agreements between the parties, successful bidder may be called by the purchaser for amicable negotiation if required.

### **26. Resolution of Disputes by Arbitration.**

a) The purchaser and the supplier should try to resolve the disputes, if any, arising out of the contract, amicably between them, failing which the same shall be referred to the, **Principal, Govt. Polytechnic, Jajpur, Ragadi 755019** for adjudication as the sole Arbitrator under the provisions of the arbitration and conciliation Act, 1996 whose decision will be final and binding on all the parties to the dispute.

### **27. Jurisdiction of the Court.**

a) The purchaser and the supplier shall agree that the competent court at Jajpur Road shall have the jurisdiction to try and decide anything between the parties and they may approach the competent court at Jajpur if required at any time.

Principal  
Govt. polytechnic ,Jajpur



**CALCULATION OF BID SECURITY**

Item No.	Item Quoted	Approx. Qty.	Rate/Unit (Highest Quoted Rate)	Total Amount (in Rs)
			Grand Total :	Rs.
Bid Security Amount:- 1% of Grand Total Amount			Rs.	

N.B.- Only highest rates (if alternate models quoted of each item quoted are to be taken in to account for calculation of bid security .

Signature & Seal of bidder

**MANUFACTURER'S AUTHORISATION FORM**

No. \_\_\_\_\_ / Date \_\_\_\_\_ /

To

Principal  
Government Polytechnic,  
Jajpur, Ragadi-755019

Dear Sir,

Tender No. \_\_\_\_\_

We \_\_\_\_\_ who are

Established and reputable manufacturers of \_\_\_\_\_ having

factories at \_\_\_\_\_

(Address of Factory) to thereby authorize M/s \_\_\_\_\_

(Name and address of Agent) to

Submit a bid and sign the contract with you against the above tender.

No company or firm or individual other than M/s \_\_\_\_\_ are authorized to bid and conclude the contract in regard to this business against this specific IFB.

We hereby extend our full guaranty and warranty as per general conditions of contract for the goods and services offered by the above firm against this tender.

Yours faithfully

(Signature for and on behalf of Manufactures)

Note: This letter of authority should be on the letterhead of the manufacturer 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 bid.

- This para should be deleted for simple items where manufacturers sell the product through different stockiest.
- The supplier/ Managing Director of the Company (If the supplier is a Company ) or the power of Attorney Holder having specific power to sign the contract can only sign the contract/ execute the agreement.

Signature & Seal of bidder

**PERFORMANCE STATEMENT**

( in proof of Eligibility of bidder for a period of three years)

Order placed by the organisation with Address	Order No & Date	Stores ordered	Value of order	In the equipments are giving trouble free service.

Copy of purchase order may be enclosed

Signature & Seal of  
bidder



**CHECK LIST:**

**DOCUMENTS TO BE SUBMITTED IN**

1. **Technical Bid (Sealed Envolpe)**                      &                      **Commercial bid (Sealed Envolpe)Detail**  
Specification along with leaflet, literature.                      Price(Item Wise) – Annexure-1
2.                      **Accepted terms and condition (Tender Documents)- Annexure-II**
3.                      **EMD amount (2% of Tender Value)**                      &                      **BID calculation sheet)- Annexure-III**
4.                      **Authorization form of manufacturer – Annexure-IV**
5.                      **Performance statements –Annexure-V**
6.                      **Past Project Experience-Annexure-VI**
7.                      **GST/IT certificates.**
8.                      **Letter regarding delivery period of supply.**
9.                      **Demand draft / Money receipt to wards processing charge of tender papers**

WARRANTY MAINTENANCE CONTRACT

THIS AGREEMENT made the ..... day of .....20 between the principal, Govt. Polytechnic, Jajpur, Ragadi ( hereinafter “the Purchaser”) of the one part and M/s..... ( hereinafter called “the supplier”) of the other part:

Whereas the purchaser invited bids for certain Goods & ancillary services ViZ, supply, installation & commissioning of the equipment at Consignee site including warranty maintenance services and has accepted a bid by the supplier for the supply, installation & Commissioning of the equipment specified below at the consignee site including warranty maintenance service for a period of 3 years/1 year from the date of installation & commissioning of the equipment as per award of Contract No..... dated

Name of the Equipment / Software	Qty
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( To be filled in as per details of goods in the award of Contract)

1. Maintenance services shall consist of preventive and corrective maintenance of equipment specified above & will include repair and replacement of parts free of cost.
2. Preventive maintenance, monthly once, which includes.
  - 2.1 Check –up to ensure that device connection is proper, cabling is at proper condition etc.
  - 2.2 Clearing of the above equipment & checking the system performance.
3. The supplier is to furnish the tentative schedule of the preventive maintenance ( as mentioned in item 1) of warranty maintenance contract (WMC) to be carried out.
4. The parts replaced must be new parts or equivalent in performance to new parts.
5. The Supplier will also provide the same maintenance service in case of the movement of equipment from the place of original installation to a different place or location, if the equipment is shifted by the Purchaser to another place or location at the cost and risk of the purchaser.
6. Any complaint informed through telephone must be acknowledged with a complain No. by the Supplier which will be noted by Consignee. All further contact with the Supplier on such complaint will be initiated through that Complaint No. Once rectification done. That No. will be canceled by both parties. A register is to be maintained by the supplier where complaints are to be noted along with complaint No.
7. Shoes Should be removed before entering into the computer room or the place at which the equipment has been installed .
8. The maintenance shall normally be done during working hours of the customer i.e from 10 AM. to 5 PM. However , in case of emergency, maintenance may have to be done beyond office hours and even on holidays. Prior arrangement through proper communication should be worked out in all such cases by the supplier & the consignee.
9. The service Engineer of the supplier will be allowed to handle the respective equipment only in presence of the officer in charge at the consignee site.

10. The Supplier should ensure that maintenance job is not hampered/delayed due to paucity of spares/ inadequate man power etc.

11. The supplier should submit the services call report, to the consignee for each and every service call without fail.

12. in case of delay/ lack of communication, down time will be calculated as mentioned below in WMC clause.

**WARRANTY MAINTENANCE CONTRACT ( WMC) CLAUSE**

Normal response time for repair is 24 hours from the actual time of reporting of the problem to the supplier.

	Period	Extension of WMC period
Response Time	Above 24 hrs & below 24 hrs.	2 days for delay of each day.
	Above 48 hrs & below 96 hrs	One week for each day of delay
	Above 96 hrs	Two week for each day of delay
Down time	Above 24 hrs & below 48 hrs.	Two week for each day of delay
	Above 48 hrs & below 96 hrs.	One week for each day of delay
	Above 96 hrs	Two week for each day of delay.

13. The Supplier evaluation data format for the WMC of consignee systems may be filled up for necessary action.

14. All format after filled up should be signed at the end of each page by the supplier.

15. After completion of the work/repair/ maintenance, the purchase shall issue a certificate of completion to the supplier to that effect.

Signature

For the Purchaser

Name :

Designation :

Address :

Telephone No:

Signature

For the Supplier

Name :

Designation :

Address :

Telephone No:

**Sample copy**

**Financial Proposals**

**Package No.:** \_\_\_\_\_

**REF: BID NOTICE No.      /Dt.**

Sl. No	Department name	Description of Goods and Serial No	Specifications	Brand Name	Qty.	Unit Price	Rate of Tax/GST	Total Amount (In Rs.) Including Tax/GST	
1									
2									
3									
4									
	TOTAL								
	SALE TAX/ GST								

**Gross Total Cost: Rs.....**

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs.....(Amount in figures) (Rupees ..... ) (Amount in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/guarantee of 12 months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of the Bidder

Place & Date

Company Seal