

(To be submitted along with technical bid)

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TENDER NOTIFICATION NO: -----

College Phone No:- 27871018

**TENDER FORM**

The Principal  
DELHI COLLEGE OF ENGINEERING  
Bawana Road,  
Delhi-110042

We the undersigned (herein after called as Contractor/Vendors/Suppliers) hereby offer to execute supply of items as per specification against which we have quoted over rates and for which this tender may be accepted at the rates stated there in and subject to the terms & conditions set forth for such items as may be ordered by the Principal, DELHI COLLEGE OF ENGINEERING or officer acting on his behalf.

Date this \_\_\_\_\_ Day of \_\_\_\_\_

Signature of Contractor \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

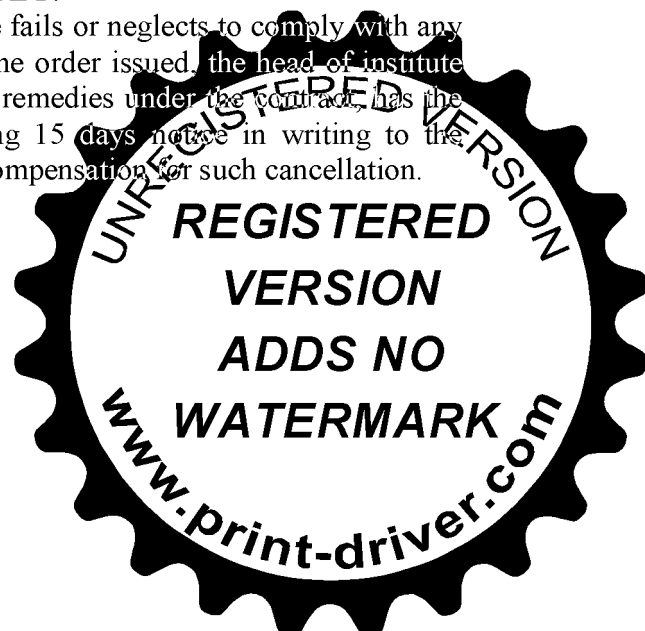
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**TERMS AND CONDITIONS**

**TENDER FORMS ARE NOT TRANSFERABLE**

1. Procedure for submission of bids: The Tender Bids should be submitted in two separate inner covers which should be addressed to **the Principal, Delhi College of Engineering** and these covers super scribed “**Quotation for .....for Delhi College of Engineering – Technical Bid**”, and “**Quotation for..... for Delhi College of Engineering – Financial Bid**” respectively, should be sealed separately. The outer cover in which these two sealed covers are placed should be addressed by **the Stores Officer, Delhi College of Engineering, Bawana Road Delhi-110042**, and deposited in the Tender Box in the office of Stores Officer
2. Principal Delhi college of Engineering does not bind himself to accept the lowest or any tender.
3. **ALTERATION IN THE SPECIFICATION.**  
The specification issued with this form of tender must not be altered by the Suppliers.
4. **ALTERATION OF PRICES INSERTED IN THE TENDER**  
Alteration in the prices quoted in the tender should be avoided. If it becomes necessary, the same must be made legibly in writing. The person forwarding the tender should attest the same.
5. **INCOMPLETE TENDERS**  
Tender will not be considered if complete information is not given at the time of tendering or if the particulars and data (if any) asked for are not given.
6. **CANCELLATION OF TENDER/ CONTRACT/ IN PART OR IN FULL IN CASE OF DEFAULT IN CONTRACT/SUPPLY:**  
If the Suppliers in the opinion of the Institute fails or neglects to comply with any of the terms & conditions forming, part of the order issued, the head of institute shall without prejudice to any other right or remedies under the contract, has the right to cancel the contract /order by giving 15 days notice in writing to the Suppliers/firms without being liable to pay compensation for such cancellation.



7. Tender shall be received as per schedule provided vide Annexure-I. The tender should be sent in closed envelop, duly sealed (Technical bid and financial bid separately)
8. Separate sealed tender must be made for each item super scribed with the correct reference Number, closing and opening date of the tender, on the sealed envelop containing the tender.
9. Demonstration of equipments has to be arranged by the suppliers, if desired by the institute.
10. The quotation should be valid for a period of one year from the date of opening of the tender.
11. Revisions of rates are not allowed after the tenders have been opened.
12. The delivery period should be clearly mentioned against each item, incase, the items are not readily available, ex-stock offer will be preferred.
13. Rates should be quoted F.O.R Institution / College. Sales tax / VAT / Octroi, Custom duty and other taxes leviabale, should be mentioned clearly in the tender indicating weather these are to be charged extra or included in the quoted price.
14. Consignment will not be insured at the Institute / College Cost.
15. Preference will be given to quotation pertaining to indigenus products, However, where suitable substitutes are not available and item need to be imported the following clarification / information should be given.
  - (a) Whether the item will be imported by the intended tenderers against its own import license or college will have to provide, whether these items can be imported in the name of the institute / college.
  - (b) Name and address of the foreign supplier.
  - (c) Break up of CIF, and duty (if paid) should be given along with service charges if any.



- (d) Delivery period including information about mode of dispatch and possible duration (after dispatch) for receipt of item at the port.
  - (e) Whether the item required any special preparation for installation. In case yes, full details should be given regarding operation maintenance of the items.
  - (f) In case of costly / sophisticated items whether the tenderers will arrange any special training regarding operation / maintenance of the items.
  - (g) Nature of assurance for the supply of spares after the warranty period.
  - (h) The payment will be made within 30 days after the successful demonstration/installation of the equipment. Rejected items/goods should also be removed within 30 days after which no responsibility will be accepted by Delhi College of Engineering.
16. Quotations incomplete in any respect will be rejected.
17. In case you cannot quote for one or more of the items asked for in the tender the word “NOT QUOTED” (in the rate column) should be indicated.
18. The specification of the item quoted by the firm should confirm to the college specification. Confirmation, in this respect should be specifically mentioned in the tender. Where the tenderer feels that the specification of the item not fully given or differ, from the specification of the item mentioned by the college, the exact specification of such item should be attached with the tender indicating the item quoted.



19. The Firm is required to link Delhi College of Engineering specification with catalogues & leaflets/literature for each item. Details features, for compliance of specification should be provided on specification sheet & appropriate reference i.e. page no. & para of literature, leaflet wherefrom the relevant information has been checked, should be indicated.
20. **EARNEST MONEY:-** Each tender must be accompanied by required earnest money in the form of FDR/DD/ pay order etc. (Duly pledged to Principal Delhi College of Engineering) valid for six months of a nationalized bank. This amount shall be refunded in the event of rejection of the tender or alternatively adjusted with security deposits. **If the tenderer after acceptance of the tender refused to take up the purchase order, his Earnest Money will be forfeited.** Any tender received without / less Earnest Money deposit shall be summarily rejected. **EMD should be attached with the technical bid.**
21. The Principal, DCE reserves the right to reject any or all the tenders without assigning any reason, at any stage, and his decision will be final.
22. The supplies shall have to be made within the period specified in the purchase order failing which the order shall be cancelled and the Earnest Money will be forfeited. However, in exceptional circumstance and, on written request, from the supplier/tenderer, extension of date for supply of the material will be considered. Extension in supply period is at the sole discretion of the Principal.
23. Service manuals, wherever available/ required, should be provided along-with the Equipments.
24. A WARRANTY certificate should invariably be supplied along with the item at the time of delivery. Non-Compliance of the same will result in non-acceptance of the item from the firm with whom the order was placed beside rejection of the tender.
25. The Principal, Delhi College of Engineering reserves the right to levy liquidated damages up to 2% of the value of the order for delayed supply. If the supply is delayed beyond the extended period, Principal reserves the right even to cancel the order and forfeit the EMD of the firm/ tenderer.



26. **PERFORMANCE SECURITY DEPOSIT:-** The successful tenderer shall furnish a bank guarantee of the value starting from 5% to 10% (to be decided by the principal in consultation with the deptt to which stores pertain)of the cost of the item for a period of one year from a nationalized bank to ensure the satisfactory performance of item supplied. The performance guarantee is to be submitted at the time of installation / demonstration of equipments. In case the performance of the item is not found satisfactory, the amount of bank guarantee will be credited in college account.
27. **DEFAULT: -** In the event of default and unsatisfactory service of the contractor/Supplier firm, Delhi College of Engineering will be at liberty to repair / get the item serviced from other party at the cost of supplier/ contractor/ tenderer.
28. In case of software items, the suppliers should ensure that:-
- 1) Legal software is supplied in original sealed pouches / P. K. T.
  - 2) A license agreement is enclosed with it.
  - 3) A registration card is available for software.
29. **FAILURE AND TERMINATION: -** If the Contractor / Supplier fails to deliver the stores or any installment thereof within the period fixed for such delivery or at any time repudiates the contract before the expiry of such period, the Principal may without prejudice to the right of the purchaser may recover damages for breach of the contract.
30. Duly filled tender must reach Stores Officer, Delhi College of Engineering, Bawana Road, Delhi-42 preferably by Registered post, alternatively, it can be placed in the sealed tender box kept in the office of Stores Officer office DCE.
31. For any query/clarification in r/o technical aspect of the enquiry, HOD(Mech. Engg.), DCE may be contacted.



(To be submitted along with technical bid)

TENDER FORM NO:- \_\_\_\_\_

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DELHI COLLEGE OF ENGINEERING, BAWANA ROAD, DELHI-42**

1. File Reference Number : \_\_\_\_\_  
\_\_\_\_\_
2. Name of the Item / Work : \_\_\_\_\_  
\_\_\_\_\_
3. Name of the Firm : \_\_\_\_\_  
\_\_\_\_\_
4. Address of the Firm : \_\_\_\_\_  
\_\_\_\_\_
5. Telephone Numbers : Office:- \_\_\_\_\_  
Resi:- \_\_\_\_\_
6. Name (S) of the Partner : (1) \_\_\_\_\_  
(2) \_\_\_\_\_
7. Whether Sales Tax / VAT  
No. is taken (please attached copy) : \_\_\_\_\_
8. Details of EMD (to be deposited  
in the form of DD/Pay order /FDR) : \_\_\_\_\_

I / we under take to abide the terms and conditions provided with the tender documents.

Dated: \_\_\_\_\_



**ANNEXURE-I**

To be pasted over the Envelope Containing Technical Bid.

File Reference No. ....  
Name of the item .....  
Date of opening .....  
Time of opening .....  
EMD – DD/FD No. .... amount.  
Name and address of the firm. ....  
Telephone No. ....

Check list for Technical Bid

1. EMD No. .... Dated. .... is enclosed.
2. TIN No. .... (Copy of certificate enclosed)
3. Quotation is valid for one year.
4. List of installations where equipment is working properly, attached
5. Duration of Delivery is given.
6. If any special preparation for installation is required the details are given.
7. Mode of dispatch is given.
8. Assurance for supply of spares is given.
9. If training is to be given the Tentative schedule is mentioned.
10. (Tabular comparison is attached) for required specification & offered specification with reference to page number of literature attached)

Name of the authorised signature  
Stamp of the firm

Answer the following

1. (A) Whether Agree to demonstrate the item / equipment.

at college premises  Yes  No

(B) If not where

a- at manufacturer's

b- at a site where it is already working

2. (a) Whether Delivery period fixed by the college is acceptable

Yes

No



**ANNEXURE-II**

**To be Pasted over the Envelop Containing Financial Bid.**

File Reference No. ....  
Name of the item .....  
Last date of submission of tender. ....  
Name and address of the firm. ....  
Telephone No. ....

**Check List For Financial Bid**

1. Rates quoted are F.O.R. College as College shall not pay freight Charges.
2. The charges for insurance of the goods are not quoted, as college shall not pay for insurance.
3. Rate of Tax / VAT is Clearly mentioned.
4. Rate of occutri is clearly mentioned
5. Break up of custom duty is given.
6. Break up of CIF is given.

**ANNEXURE-III**

**To be Pasted over the Sealed Envelop Containing Technical and Financial Bid.**

File Reference No. ....  
Name of the item / work.....  
Date of opening .....  
Time of opening .....  
Name and address of the firm. ....  
Telephone No. ....



