



BIDDING DOCUMENT FOR

SUPPLY OF STUDENT BAG

TENDER NO.: CIPET/CSTS/GHY/ADMIN/TENDER-03/BAG/2019-20

LAST DATE FOR SUBMISSION OF BID: 26.08.2019

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY CIPET: CSTS - GUWAHATI

Department of Chemicals & Petrochemicals; Ministry of Chemicals & Fertilizers,
Govt. of India Besides NH – 31; P/O Changsari; Assam
Ph: 8471985335 / 8638474900, e-mail: cipetcstsguwahati@gmail.com

Website: www.cipet.gov.in

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY
CIPET: CSTS - GUWAHATI

Deptt. Of Chemicals and Petrochemicals, Ministry of Chemicals & Fertilizer, Govt. of India
 NH-31, Near Petrol Pump, PO-Changsari, Dist-Kamrup, Assam - 781101
 Ph: 8471985335 / 8638474900, e-mail: cipetcstsguwahati@gmail.com,

NOTICE INVITING QUOTATION

Tender No.: CIPET/CSTS/GHY/ADMIN/TENDER-03/BAG/2019-20

Date: 09.08.2019

Central Institute of Plastics Engineering & Technology, CIPET: CSTS - Guwahati invites sealed tender from reputed Manufacturers/Dealers / Vendors for supply of **Student Bag (With printing)** at P.O. Changsari, Dist. Kamrup, Assam - 781101 as per the following specifications.

Sr. No.	Description of Item	Qty. Required	E.M.D.	Estimated cost of the Item	Last Date of Submission of Bids	Date of Opening of Bid
1.	Student Bag with Multi Colour printing. Specification: Size = 16X12X6 Inch (LXBXH) Colour= Bicolour (Blue and Black) Good quality Zip & Material. No of Big Chamber = 1 No of Small Chamber =1 No of Water Pocket = 1 Printing of Multi Colour Logo / Text on the Small Chamber.	506 No.	Rs. 2,000.00	Price per unit: Rs. 200/- (Including printing) Total estimated cost = Rs. 1,01,200.00	26.08.2019 up to 05:30 PM	27.08.2019 at 10:30 AM

Special Terms & Condition:

All bidders must submit individual sample for rate quoted for each category.

General Terms & conditions:

1. The bidder should be a vendor/dealer/manufacturer, who must have supplied the goods similar to the above.
2. **Payment terms:** 100% payment shall be made after satisfactory receipt of goods at CIPET: CSTS - Guwahati. No advance payment/part payment shall be made.
3. **Delivery Period:** Within 15 days from the date of issue of purchase order.
4. Applicable Taxes & duties shall be clearly mentioned against the item.
5. The rates shall be inclusive of packing & forwarding charges, insurance, freight charges for delivery of materials at CIPET Stores, P.O. Changsari, Dist.: Kamrup (Assam), Pin – 781101.

6. The tender shall be valid for minimum 45 days after the date of closing.
7. **Tenders shall submit the following documents along with the Quotation.**
 - a. **Technical information (Annexure-I of this bidding document, page no-5)**
 - b. **The Print out copy of this bidding document duly signed and sealed in each page.**
 - c. **Earnest Money Deposit of Rs. 2,000.00 in the form of DD (refer point no 11 for details).**
 - d. **Firm Registration.**
 - e. **Certificate of GST Registration.**
 - f. **Certificate of PAN.**
 - g. **Experience certificate (Order copy if any)**
 - h. **Price / rate quotation (Annexure-II of this bidding document Page no. 06) duly sealed & signed.**

All these documents put inside a larger envelope and super scribed as, "**Tender for supply of Student Bag**" addressed to the Director & Head, CIPET Guwahati, PO – Changsari, Dist-Kamrup, Pin – 781101 so as to reach this office not later than 26.08.2019 till 05:30 PM. The quotations will be opened on 27.08.2019 at 10:30 AM in the presence of the attending Bidders or their authorized representatives.

8. Incomplete Quotations and Quotations received after due date will be summarily rejected.
9. Each page of this document is to be duly signed & sealed by the Bidder. The bidding document must be filled in English. If any of the documents are missing or unsigned, the tender may be considered as invalid. Overwriting of figures is not permissible.
10. **Interested Bidders can download the Bidding document from our website, www.cipet.gov.in and submit the same after filling up necessary details, sealed and signed on each page, enclosed necessary enclosures and submit the same along with EMD on or before the last date through speed post / courier / by hand at CIPET Guwahati. Changsari. Hard copy of Bidding document will not be available from the office.**
11. Participating bidders must deposit a sum of **Rs. 2,000.00 (Rupees Two Thousand Only) as Earnest Money Deposit (EMD)** in the form of Demand Draft along with the duly completed bidding document. The DD shall be drawn **in favour of CIPET Guwahati payable at Guwahati.**
12. The successful Bidder have to make their own arrangements to supply the Student Bag at CIPET: CSTS - Guwahati Campus.
13. Applicable taxes / GST shall be mentioned separately in the quotation.

14. CIPET reserve the absolute right to cancel any or all bids without assigning any reasons and the decision of management shall be final and binding in all cases. In such case the EMD shall be returned to the Bidders.

15. Interested / Participating Bidders are requested to visit the CIPET website on a regular basis for necessary corrigendum / modification of the tender that shall be uploaded from time to time. No separate communication, paper advertisement shall be done in this regard.

Annexure -I**Technical Bid**

TENDER No: CIPET/CSTS/GHY/ADMIN/TENDER-03/BAG/2019-20

Date: 09.08.2019

DESCRIPTION: Supply of Student Bag at CIPET CSTS GUWAHATI

Sl. No.	Particulars To Be filled up by the Bidder:	
1	Name of the Bidder / Supplier	
2	Postal address	
3	Telephone No. with STD code	
4	Name of Contact person	
5	Mobile No.	
6	E-Mail ID	
7	The firm should have valid registration certificate in support of establishment of the firm (Registration No.)	
8	PAN (Permanent Account Number)	
9	Certificates of Registration for GST as applicable	
10	Experience of supplying of same item to Government or Private Firm / Department within the last 05 (Five) financial years. Purchase order copy of the same may be attached as proof. (Desirable)	
11	Demand Draft No. & Date for EMD of Rs. 2,000/- (For those Applicable)	
12	Validity of Offer	

Date:

Seal & Sign. Of Bidder

Annexure-II**PRICE / RATE QUOTATION**

(Supply of Student Bag at CIPET CSTS GUWAHATI)

Date:

To,

CIPET CSTS Guwahati, Besides NH - 31, Changsari,
Guwahati Assam - 781101

Dear Sir,

Subject: Price / Rate Quotation for Supply of Student Bag.

Ref: Your Tender Enquiry No.: CIPET/CSTS/GHY/ADMIN/TENDER-03/BAG/2019-20

In response to tender enquiry cited above, we are pleased to enclose the following as our rate quotation for your kind consideration.

Sl. No.	Description of the Item	Unit	Quantity	Basic Price Per Unit (Rs.)	Applicable Taxes (Rs.)	Total Amount (Rs.)
1	Supply of Student Bag at CIPET CSTS GUWAHATI	Nos.	01			
	Total Amount (Rs.)					
	Total Amount (Words):					

Note:

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. Price should be quoted exactly as per the format given above.

Name:

Place:

Signature of Bidder with Seal