



OFFICE OF THE PRINCIPAL
GOVT. INDUSTRIAL TRAINING INSTITUTE
PALAMPUR, DISTT. KANGRA H.P.-176061
E-Mail- principal_itipalampur@yahoo.co.in Phone No.01894-231175
website:palampuriti.org



Regd Post

No. ITI-PLP/Store Purchase/2025-
Send through Post to:

Dated:

LIMITED TENDER DOCUMENT(Recall)

(Terms & Conditions)

For Items details please see "List of Items"

**Principal, Govt. Industrial Training Institute, Palampur
Distt.Kangra, Himachal Pradesh**

Phone/ Fax No 01894-231175, Email: principal_itipalampur@yahoo.co.in

General Information

1	Tender Document	Limited called by Registered Post Only		
2	Last Date for submission of Tender	04-06-2025 (09:30 AM)		
3	Date of opening of Tender	04-06-2025(11:00AM)		
4	Place of Opening of Tender	Office of the Principal Govt. Industrial Training Institute, Palampur Distt. Kangra (H.P.)-176061.		
5	Address for Communication	Office of the Principal Govt. Industrial Training Institute, Palampur Distt. Kangra (H.P.)-176061		
6	Tender Cost	Rs. 500/- Non-refundable (in the shape of DD favoring Principal Govt. ITI Palampur Distt.Kangra payable at Palampur to be attached with Technical Bid		
7	Earnest money	The amount of earnest money in the shape of Demand draft /FDR pledged in the name of Principal Govt. ITI Palampur or shall be deposited by the Tenderer with their tenders, which may be regulated in following manner :		
8	Estimated Cost of Tender	638462/- (Subject to variation)		
		S.No.	Amount of quoted value of tenders	Earnest Money
		01	Rs. 2 Lacs to 5 Lacs.	Rs. 10000/-
		02	Above Rs. 5 Lacs to 10 Lacs	Rs. 25000/-
		03	Above Rs. 10 Lacs to 50 Lacs	Rs. 50000/-
		Amount of earnest money will not be less than Rs 10,000/-		

Scope of Work: 1. Supply, of items for truss work in Govt. ITI Palampur, Distt Kangra (H.P.)

The work includes loading, unloading, transportation, installation, commissioning, testing and Training whenever required.

You are invited to submit your most competitive quotation/rate for the items as per list & specifications given below, up to **09:30 AM on 04-06-2025.**

List of Items

Sr. No	Particular	Period for completion
1	List of Items enclosed as Annexure-1	15 days
	All the above specifications mentioned in the annexure-1 should be read as equivalent or higher (Note: - If any additional feature please mention & should meet ISI Standards as prescribed).	

You are advised to quote their Rate after careful study of the tender's technical specifications as well as the following terms and conditions:-

Terms & Conditions: -

1 Separate envelope should be used for Technical Bid as well as for Financial Bid. The word "TECHNICAL BID/ FINANCIAL BID due for open on 04, June 2025 at **11:00 AM.** shall be prominently marked in bold and legible letters on the top of envelope and both these sealed envelopes (Technical Bid and Financial bid) should further be put in a bigger envelope duly sealed and super scribed properly. Tender envelop(s) must be sealed and super scribed "**TENDER FOR Items**" which shall be addressed to **The Principal, Govt. ITI Palampur Distt. Kangra (H.P) -176061.**The tenders should reach this office by **09:30 AM on 04th June 2025** as per tender notice.

2. The Technical Bids will be opened first on **04th June 2025 at 11:00 AM** and the financial Bid will be opened only after scrutiny of technical bid and technical evaluation of the items. In case the office is closed on the due date to any of the reasons /circumstances or in case it is not feasible to open the quotations on due date, the quotations will be opened at 11:00 AM on the very next working day.

3. Only authorized representatives will be allowed to attend the meeting of the Purchase Committee as scheduled date.

4. The reputed firms /registered /authorized dealers having commercial/ Income tax registration number/TAN/PAN/GST are only eligible to apply.

5. The rates quoted should be **F.O.R. at Govt. Industrial Training Institute, Palampur , District Kangra (HP)** means in the concerned area/ Lab/ Workshop / Store of the Institution, including testing, commissioning, installation and Training whenever required.

6.If required, the undersigned may ask for a demonstration of the items, to be supplied before its supply order.

7.The GST & other charges will be charged as per the prescribed Govt. rules.

8.The taxes should be indicated separately; otherwise the rates will be deemed to be inclusive of such levies/taxes.

9.The firm/supplier/ dealer rate contract firm will arrange the demonstration of equipment / material for its quality/ specification check at our premise sat his own cost if required by technical evaluation committee before placing the supply order.

10.The duly constituted institute management committee may inspect the material/Equipment before its delivery. The firms/supplier/dealer /rate contract firms shall intimate the date whenever the material/Equipment' are ready for its inspection.

1 1 . The items/equipment's supplied shall remain under guarantee/warranty for a minimum period of One year. The date of guarantee/warranty shall be reckoned from the actual day of commissioning / installation of Machinery and Equipment's in this campus.

1 2 . All the items quoted must be supported by the relevant document/catalogue for their information's & evaluation. In case the firm fails to attach the demand draft / receipt of tender document fee, the tender shall be rejected straightway and no further Communications/Objections should be entertained in this regards.

1 3 . Conditional tender document will not be accepted.

1 4 . Optional tender will not be accepted. The firm should have to quote only one model. The option either in model or in rates will not be accepted and the tender will be rejected straightway.

1 5 . All papers submitted should be signed and stamped by the bidder.

1 6 . The price must be quoted as per Performa price schedule **Annexure "IV"**. Any over writing/cutting etc are not allowed. **The option in the rates will not be entertained and the tender will be rejected straightway.**

1 7 . Tenderer should not be permitted to alter or modify their bids after expiry of the Bids.

1 8 . If supply is found inferior/altered/modified by the Purchase/Technical Committee, the consignment will be rejected straight way. Supplier will have to collect the consignment at his own cost and should replace it with required and specified items or omitting the objections raised by the purchase /technical committee positively within a 15 days otherwise supply order deemed to be rejected and payment should not be released to the concern firm.

1 9 . The purchase committee, in order to satisfy itself can order on the spot enquiry to verify the soundness, capability, viability and any other information given by the tendering firms.

2 0 . The item supplied should meet the ISI standard /certifications for their quality standard otherwise deemed to be rejected.

2 1 . The firm supplying the item should have minimum 5 years of experience of supplying the such nature of item to the Government or itis Institutions ,Copy to be provided by the firm in this regards for specifying their eligibility.

2 2 . The Bid shall remain valid for six calendar months from the date of opening of the tender.

23. The 85 % of the total amount or payment will be released after receipt/acceptance of goods/items in good condition. Remaining 15 % of the amount will be released after 6 months of the satisfactory performance of the item/materials supplied. No advance payment will be made. Under no circumstances, sub-standard material will be accepted.
24. The Purchase Committee reserves the right to relax any of the above terms and condition in certain circumstances with the approval of the Competent Authority.
25. The purchase committee reserves the right to reject any tender or all tenders or cancels the complete bid without assigning any reasons thereof and no further communications in this regards would be entertained.
26. The Competent Authority can terminate/recall the tender due to any circumstances or any administrative reasons.
27. All the disputes are subject to the district Courts only.
28. The tender will be rejected straightway without assigning any reasons if the firm declared black listed by any Govt./Semi govt. department/agencies etc.
29. The firm declared blacklisted by the Govt. should not participate in these bids needs not to apply.
30. Tenderer (s) shall indicate complete technical specifications and all features of the quoted Machinery and Equipment/item.
31. The firm supplying the item should have to provide the maintenance services **free of cost** during the warranty/ guarantee period.
32. The Principal, Govt. Industrial Training Institute, Palampur Distt. Kangra reserves the right to change the due date for receiving, opening and also to accept or reject any or all tenders without assigning any reasons thereof.
33. All the bids/tenders must be accompanied by a bid security(Earnest Money)as mentioned in the document equals to the amount of goods inclusive of all taxes/levies in respect of which, the vendor/supplier intends to bid in the shape of FDR/ bank draft payable in favor of **Principal Govt. ITI Palampur, District Kangra (H.P.) payable at Palampur** and the same will be kept as security in case of successful bidder and will be adjusted toward performance security. The tenders without earnest money shall be out rightly rejected. The earnest money shall stand automatically forfeited if the ordered firm fails to complete the supply within the stipulated period.
34. The earnest money of the bidders whose tender has not been approved/qualify would be returned after proper scrutiny.
35. The supplier has to submit the latest Income Tax Clearance Certificate with the tender.
36. The office of The Principal, Govt. Industrial Training Institute, Palampur, District Kangra, H.P. will not be responsible for any postal delay. The tender shall be opened on 04th June 2025 at 11:00 AM in the presence of bidders (if desired) in the office of The Principal Govt. Industrial Training Institute, Palampur District Kangra (H.P.)
37. Only tender document received with Registered Post would be entertained no other mode of communications would be entertained.

38. If required, The Principal Govt. Industrial Training Institute, Palampur Distt Kangra can also appoint a **"Negotiation Committee"**

39. The No. of items /quantity may vary at the time of placing the supply order.

40. The bidder/bidders shall not claim any award of supply order even if he/they qualify the terms & conditions of this Document.

41. The supply order shall be subjected to availability of fund at Govt. Industrial Training Institute, Palampur District Kangra, H.P.

42. The Principal Govt. Industrial Training Institute, Palampur Distt. Kangra may increase/decrease the supply of quantity at any time before the supply of item to the institutions..

43. While quoting the rates of the items, please do not change the Sr. No. of the item mentioned in the tender document. This is done for easy method of comparison.

44. During evaluation of bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification shall be in writing / telephonically/ E-mail and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

45. The bidder is advised to visit the site before quoting rates.

Liquidated Damages (L.D): If a supplier fails to execute the order in time as per the terms and conditions stipulated therein, it will be open to the purchaser to recover liquidated damages for delay in delivery and installation from the supplier at the rate 0.5% of the value of the order per week subject to a maximum of 10% of the total order value. The L.D charges can be increased in case of gross violation of the Purchase Order terms as decided by the Principal of the Institute.

CORRUPT OR FRAUDULENT PRACTICES: a) The Tendering Authority will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract in question.

b) The Tendering Authority will declare a Bidder ineligible, either indefinitely, or for a stated period of time, to be awarded a Contract if the Tendering Authority at any time determines that the Bidder has engaged in corrupt and fraudulent practices in competing for or in executing a Contract.

INDEMNITY: Bidder shall indemnify, protect and save the Tendering Authority against all claims, losses, cost damages, expenses, action suits and other proceeding, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the Hardware and Software supplied.

NOTE:-

(A) DOCUMENTS REQUIRED TO BE ATTACHED WITH TECHNICAL BID IN THE FOLLOWING ORDER:-

1. The Demand draft of tender fee must be attached with tender form.
2. Certificate regarding registration.
3. Income Tax clearance certificate
4. TAN/PAN /GST Number
5. Experience of Supplying the similar nature of item to Govt. OR its Institutions for 5 years
6. Tenderer Detail as per Annexure-I
7. Certificate as per Annexure-II
8. Technical specifications of the product offered along with literature/brochure/ Maintenance manual and spare parts catalogue as per Annexure-III
9. All other supporting documents as required in the tender shall be attached
10. If the tenderer is failed to enclose any or all of the above documents his offer is liable to be rejected and will not be considered for empanelment.

(B) DOCUMENTS REQUIRED TO BE ATTACHED WITH FINANCIAL BID IN THE FOLLOWING ORDER :-

FINANCIAL BID shall contain price only and no other documents shall be enclosed with the financial bid.

Rates including of all taxes of the item quoted by the tenderer shall be submitted on their Letter Pad as per Annexure "IV" format in clear terms, in words and in figures. The cutting & over-writing in the financial bid is not valid. The price quoted in financial bid should be inclusive of all taxes as per Annexure "IV". **The option in the rates will not be entertained.**

Principal
Govt. ITI Palampur
Distt.Kangra (H.P)

Annexure-I

DETAILS OF TENDERER

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

1.	NAME OF THE FIRM	:
2.	CORRESPONDENCE ADDRESS WITH TELEPHONE NO. AND E-MAIL ID	:
3.	WHETHER MANUFACTURE / DEALER / SUPPLIER / RATE CONTRACTOR	:
4.	VALID INCOME TAX CLEARANCE CERTIFICATE	:
5.	REGISTRATION NO	:
6.	TENDER FEE	DEMAND DRAFT NO.: DATE: BANK: AMOUNT
7.	EARNEST MONEY DETAIL	:

SIGNATURE AND SEAL OF TENDERER

NAME IN BLOCK LETTERS:

ANNEXURE-II

<< Organization Letter Head >>

DECLARATION SHEET

We, _____ hereby certify that all the information and data furnished by our organization with regard to these tender specifications are true and complete to the best of our knowledge. I have gone through the specifications, conditions and stipulations in details and agree to comply with the requirements and intent of specification. All the terms and conditions mentioned in the tender document are acceptable to me /us. We further certify that our organization meets all the conditions of eligibility criteria laid down in this tender document. We, further specifically certify that our organization has not been Black Listed/De Listed/ De barred by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years. We also understand that the Principal Govt. ITI Palampur, is not bound to accept the offer either in part or in full and the Principal, Govt. ITI Palampur has right to reject the offer in full or in part without assigning any reasons whatsoever.

With reference to our Bid, having examined and understood the instruction, terms and conditions forming part of the Bid, we hereby enclose our offer for the supply of the equipment as detailed in your Tender Document. We further confirm that the offer is in conformity with the terms and conditions as mentioned in the Tender Document. The prices quoted in the bids are subsidized due to academic discount given to Govt. ITI Palampur.

NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent

E-mail

Contact Person Name

Mobile Number

GSTIN Number

PAN Number

(Signature of the Tenderer)

Name:

Seal of the Company

Annexure -III

Technical Offer Form

Sr. No	Particular	Compliance(Y/N)
1	List of Items enclosed as annexure-1	

SIGNATURE & SEAL OF TENDERER

PART-2 FINANCIAL BID
PROFORMA FOR PRICE SCHEDULE Annexure "IV"

(In letter head of the supplier with seal)

To: _____

Date: _____

Sl No	Description of goods \ (with full Specifications)	Qty. Unit	Rate (FOR ITI Palampur)	Total Price (A)	Taxes applicable	
					(In%)	In figures (B)
Total Cost						

Gross Total Cost (A+B): 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 confirm that the normal commercial warranty/ guarantee of _____ months shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the Invitation Letter.

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 Supplier

Name: _____

Address: _____

Contact No. _____

Mobile Number _____

GSTIN Number PAN Number

(Signature of the Tenderer)

Name: _____

Seal of the Company