

GOVERNMENT COLLEGE OF ENGINEERING AND TECHNOLOGY,
CHAK BHALWAL, JAMMU

SHORT TERM E-NIT NO:- 31 of 2017-18 DATED: 30.01.2018

Principal GCET, Chak Bhalwal, Jammu on behalf of Governor of J&K State invites Short Term Tenders by E-tendering mode from Registered Vendors of Jammu and Kashmir State for Providing Refreshment and Lunch for National Conference-2018 whose particulars are given below:-

S. No.	Name of the work	Approx. cost	Earnest money	Contract Period	Class of Contractor	Cost of Tender
1	2	3	4	5	6	7
01	Contract for Providing Refreshment and Lunch for National Conference-2018 at GCET Chak Bhalwal, Jammu	To be quoted by the contractor	Rs.8000/- (Rs. Eight Thousand only)	19.02.2018 and 20.02.2018	Registered Vendor	Rs.200/- (Two Hundred Only) (Non-Refundable) In shape of DD only

The Bidding documents consisting of qualifying information, and detailed terms and conditions of contract can be seen/downloaded from the website www.jktenders.gov.in as per schedule of dates given below:-

1. Date of issue of tender notice **30.01.2018**.
2. Date of downloading of bidding documents **01.02.2018** from **02.00 PM**.
3. Bid Submission start date **01.02.2018** from **02.00 PM**.
4. Bid Submission end date **12.02.2018** up to **02.00 PM**.
5. Deadline for receiving the hard copy (Original DD and EMD) including all the soft documents uploaded on the sites **10-02-2018** up to **02.00 PM**.
6. Date of opening of Bid online **14-02-2018** at **02.00 PM**.
7. Bids must be accompanied by bid security and cost of Tender Documents as specified in column 4 & 7 of the above table payable at Jammu pledged in favour of Principal, **GCET, Chak Bhalwal, Jammu** in the form of CDR/FDR and DD as cost of tender document.
8. Original copy of affidavit for Rs.50/- stamp paper duly attested by **1st class Judicial Magistrate** with the effect that:-
 - a. The documents along with authority letter, etc enclosed with the Tender are genuine and are not tempered or fabricated.
 - b. The firm has not been blacklisted in the past by any Govt. /Private institution of the country and there is no vigilance/any other investigating agency case pending against the firm/supplier.

- c. If anything found wrong at any stage against me, I shall be responsible and deem to any legal action.
9. Complete bidding process will be online. (Price bid not to be submitted in physical form).
10. The Committee will not be held responsible for any delay.

11. Qualification of the Bidder.

In order to qualify, all bidders shall provide copies of documents as defined below:-

- i) Attested photocopies of Registration Card duly renewed for the current financial year-2017-18 **(Attestation through Gazetted Officer/Notary/Self attested).**
- ii) Attested photocopies of Valid GST certificate issued for the current financial year. **(Attestation through Gazetted Officer/Notary/Self attested).**
- iii) Attested photocopies of PAN Card. **(Attestation through Gazetted Officer/Notary/Self attested).**

12. The details of cost of documents, EMD specified in the tender documents should be same as submitted online (scanned copies) otherwise bid will not be accepted.

**Sd/_
Principal
GCET, Jammu**

No.:GCET/Acctts/2017-18/1367-71

Dated:30.01.2018

Copy to the:-

1. Principal Secretary to Govt. Higher Education Department, Civil Secretariat, J&K, Jammu for information please.
2. FA/CAO, Higher Education Department, Civil Secretariat, J&K, Jammu for information.
3. Joint Director, Information department Jammu for information and with the request to publish the tender notice at least in four leading newspapers of State level preferably Daily Excelsior, State Times, Kashmir Times & Greater Kashmir for wider publicity of the notice and send the cutting for confirmation.
4. I/C website, GCET, Jammu, for uploading E-NIT on official website.
5. All Concerned Committee members, GCET, Jammu for information.
6. Office File.

Instruction to bidders regarding E-Tendering process:-

1. The interested bidder can download the NIT/bidding document from the website <http://jktenders.gov.in>
2. To participate in bidding process, bidders have to get (DSC) “Digital Signature Certificate” as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above mentioned digital certificate from any NIC/Govt. approved vendors. The Bidders, who already possess valid (DSC) Digital Signature Certificates, need not to procure new Digital Signature Certificate.
3. The bidders have to submit their bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature. No Proposal will be accepted in physical form.
4. Bids will be opened online as per time schedule mentioned in the NIT or on any other convenient date if it falls a Holiday or the internet facility is not available on that day.
5. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents are attached with bid.
6. The department will not be responsible for delay in online submission of bids, whatsoever reasons may be.
7. All the required information for bid must be filled and submitted online.
8. Bidders should get ready with the scanned copies of cost of documents & EMD as specified in the tender documents. The original papers with respect to cost of documents, EMD and relevant documents be submitted to the Tender Inviting Authority by Registered post/courier as per time schedule specified.
9. The details about cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies), otherwise bid will not be accepted.
10. Bidders can contact the office of the undersigned for any guidance for getting DSC or for getting any other relevant details in respect of e-tendering process.
11. Bidders are advised to use “My Documents” area in their user on <http://jktenders.gov.in>, e-tendering portal to store important documents like Balance sheet, GST registration Certificate / Sales Tax Clearance Certificate, ITR, Service Tax Registration certificate (GST number), and other related documents etc., and attach these certificates as Non Statutory documents while submitting their bids.
12. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the rates inclusive of all taxes and it should be saved with the same as it contains.
13. Bidders are advised to scan their documents at 100 DPI (Dots per Inch) resolutions with Black and White, PDF Scan properly.
14. The guidelines for submission of online bid can be downloaded from the website <http://jktenders.gov.in>.

ADDITIONAL INSTRUCTIONS FOR BIDDERS

1. The tenderer should be registered with J&K State Govt.
2. The bidders can get registered by the last date of submission of tenders.
3. Tenders to be submitted under two cover system:

A) COVER 1st (Technical Cover) should contain.

1. Scanned copy of tender fee
2. Scanned copy of EMD.

CDR/FDR Format:

Received from M/s...ABC...pledged to the Principal, Government College of Engineering and Technology, Chak Bhalwal, Jammu.

3. Scanned Copy of an affidavit on Rs.50/- stamp paper duly attested by **Ist Class Judicial Magistrate** with the effect that:-
 - i. The documents enclosed with the Tender are genuine and are not tampered or fabricated.
 - ii. The firm has not been blacklisted in the past by any Govt. / Private institution of the country and there is no vigilance/any other investigating agency, case pending against the Vendor.
 - iii. If anything found wrong at any stage against the firm, I/we shall be responsible and deem to any legal action against me/us.

Scanned copies of below mentioned documents shall be loaded in My Document area for bidders.

S.No.	Documents
1.	Registration with J&K State Govt.
2.	Latest VAT/ Sales tax clearance certificate
3.	Certificate of Registration for Service Tax (GST number)
4.	Pan Card of the Tenderer / Vendors.
5.	Copy of latest Income tax return with balance sheet duly authenticated by the chartered accountant with his / her original rubber stamp and ink signed signatures.
6.	Turn over certificate duly authenticated by the chartered accountant with his / her original rubber stamp and ink signed signatures.
7.	Trade License as private caterers from the competent authority recognized by FSSAI act, 2006.

Below Mentioned **Original** Documents have to be submitted with the office of the **Principal, Government College of Engineering and Technology, Chak Bhalwal, Jammu**

1. Tender Fee and EMD.
2. Affidavit.
3. **Original Turnover Certificate from Chartered Accountant supported with copy of balance sheet for the last three years.**
4. Annexure "A", "B",

B) COVER 2nd: (Financial Cover)

1. Rates submitted by the bidders in the BOQ.
2. Financial bids (Price bid) of only those tenderers shall be opened who qualify in Technical specification Compliance Statement on the basis of Technical Evaluation report.

TERMS & CONDITIONS OF E-NIT No. 31 of 2017-18 Dt:30.01.2018

1. The rates should be quoted in lump-sum as per Menu enclosed per pack both in words and figures without cutting and tempering
2. Rates quoted should be inclusive of all taxes and for F.O.R. GCET, Jammu
3. In case of default, the CDR shall be forfeited.
4. No compromise shall be made on the quality and quantity of any item.
5. The tenderer must have the valid Trade License for running of private Caterer from the competent authority recognized by FSSAI act, 2006.
6. The Principal, GCET Jammu reserves the right to accept or reject any tender without assigning any reason thereof.
7. Taxes applicable at the time of payment shall be deducted.
8. The successful tenderer shall not in any case assign or sublet the approved contract or any part thereof to any other party.
9. The Payment shall be released to the firm on the satisfactory completion of job contract and after proper verification of the bill by the Concerned Committee.
10. The quantity may increase or decrease as per the requirement.
11. Conditional Tenders shall be rejected out rightly.

UNDERTAKING

I/We do hereby agree to abide by all the conditions mentioned in the tender documents (All the pages of the documents have been signed by me/us in token of our acceptance of the “Condition of the Contract” and are without any cutting/overwriting)

Sig. & Seal of the Tenderer
Alongwith Full Address

Annexure “B”

(TO BE TYPED ON A LETTER HEAD OF THE TENDERER)

UNDERTAKING / LETTER OF ACCEPTENCE

Subject: Tender for providing **Catering Services.**

Sir,

1. I do agree for all clauses, terms and conditions of the tender documents.
2. I agree to abide by the contract to provide the services from on the dates of award of the contract.
3. I declare that my financial position is sound and I am competent to execute the contract.
4. I declare that I will not ask/ expect any financial assistance from the Institution / Govt. of Jammu & Kashmir State.
5. I declare that all the documents attached with the tender documents are true and are attested by me only after certifying genuineness.

In acceptance

(Signature & Seal of the Tenderer)

GOVERNMENT COLLEGE OF ENGINEERING AND TECHNOLOGY,
CHAK BHALWAL, JAMMU

List of Menu of Refreshment and Lunch for National Conference-2018
Scheduled to be held on 19.02.2018 and 20.02.2018.

S.No.	Particulars	Item Details (Per Pack)	Quantity Required Per Day	Total Qty. Required For Two Days	Rates to be quoted by the Vendor (Per Pack/No.)
1	Refreshment Pack	1. Real Juice 1 No. 2. Gulab Jamun 1Piece 3.Sandwitch 1Piece 4.Samosa 1Piece 5.Muffin 1Piece	900 Pack	1800 Pack	To be quoted in BOQ
2	Lunch	1. Rice. 2. Roti/Naan 3.Vegetable Dishes 4.Raita 5.Sweetdish 6. Salad	600 Plates	1200 Plates	To be quoted in BOQ
3.	Water Bottle 250 MI (FSSAI Approved)	Small Water bottle	1000 No's	2000 No's	To be quoted in BOQ