



Shri Guru Gobind Singhji Institute of Engineering and Technology

Vishnupuri, Nanded (Maharashtra State) INDIA PIN 431606

Government Aided Autonomous Institute DTE Code: 2020

NAAC Accredited institute GRADE B++, CGPA 2.91 (2020 -2025)

Vision Statement: Education of Human Power for Technological Excellence



(An Autonomous Institute of Government of Maharashtra)

Procurement Policy

Institute Vision and Mission

VISION

"Education of Human Power for Technological Excellence"

MISSION

- Dissemination of knowledge by offering world-class education
- Right to information for all stakeholders
- Promotion of sustainable industrialization to development of appropriate technologies
- Continuing education programs for reengineering of regional socio-economic system in the light of dynamic, global technological changes
- Contribution to national wealth through innovation

September 2024

Contents:

01	Preamble	03
02	Objectives	03
03	Procurement policy	03
04	Appendix A: Financial and Sanctioning powers	11
05	Appendix B: Procurement Glossary	12
06	Appendix C: Approved formats and documents	14
	i Requirement Format	
	ii Material Under Recurring / Non-Recurring Expenditure	
	iii Inquiry	
	iv LPC certificate	
	v Comparative Statement	
	vi Purchase Order	
	vii Delivery Chalan	
	viii Delivery Certificate	
	ix Installation and Demonstration Certificate	
	x Format for Direct Purchase	
	xi PAC Certificate (Proprietary Article Certificate)	
	xii E-tender Document	
	xiii Press note E-tender notice	
	xiv Tender Schedule	
	xv Pro forma for "write-off" of article	
	xvi Proforma for Vendor/ Supplier Registration	
7	Appendix D: SGGsIE&T Purchase Manual	

1. Preamble:

The purpose of this Purchase Policy is to establish a comprehensive framework for procuring goods and services to ensure efficiency, accountability, and value for money. This Policy outlines the procedures and guidelines to be followed by all employees involved in the purchasing process to ensure compliance with relevant laws, government regulations, and best practices.

This procurement policy promotes fairness, integrity, and accountability in all procurement activities, supporting our Institute's mission and strategic objectives.

This Policy applies to all departments and sections within the organization and governs the procurement processes from planning and solicitation to contract management and evaluation. By adhering to this Policy, we seek to achieve the following fundamental principles: Transparency, Fairness, Value for Money, Ethical Standards, Sustainability, and Efficiency.

This Policy serves as a foundation for the ethical and effective management of the procurement function within our organization. All employees are expected to understand and comply with this Policy's provisions to uphold our institution's integrity and reputation.

Purpose of Procurement Policy

All purchases should be made transparent, competitive, and fair to secure the best value for money and follow standard norms of the Institute / State / Central Government as applicable.

2. Objectives:

The intent/objectives of the Policy can be summarized as follows:

1. To purchase materials for the Institute's use within the sanctioned budget most economically and keeping guard of quality and delivery schedules.
2. To maintain constant touch with the market condition and explore possibilities of identifying new sources of supply at competitive rates.
3. To process the payments promptly to ensure correct and timely payment.
4. To maintain the records of all procurements that shall be subject to audit.
5. To provide a healthy and competitive environment to all bidders and suppliers.
6. Ensuring proper diligence and accountability in all procurement decisions.
7. Achieving a uniform, systematic, efficient, and cost-effective procurement process. The process shall also follow the applicable rules & regulations of the Government.
8. Procuring all items per the General Financial Rules (GFR), Government of India, prevailing occasionally.

3. Procurement Policy:

This Policy applies to all types of procurement on the Shri Guru Gobind Singhji Institute of Engineering & Technology (SGGSIE&T) Campus, including inquiries, GeM, etc. The Procurement Policy provides the essential information and procedures for procurement of goods and services. This Policy is a guideline, and all purchases are to be regulated as per the procedure laid down therein, excluding the purchases related to books, publications,

periodicals, etc., to be made by the library. However, in some specific cases, arranging materials by adopting methods not indicated in the Policy may become necessary. In such a case, specific approval of the Competent Authority must be obtained before initiating such action, detailing why procurement becomes essential but not as per the guidelines of the Procurement Policy.

This Procurement Policy is the basic framework based on which Supplementary Policies can be tailored to specific categories of goods and services, for example, for Annual Maintenance Contracts (AMC), Rate Contracts (RC), special software/networking equipment, high-end equipment, project grant purchases, and sports items, etc.

For emergency items, the Head of Department (HOD) shall seek special approval from the Competent Authority (BoG, Director, Dean Procurement, Dean Finance) before raising the purchase requisition.

Responsibilities of the Department which initiates the procurement process

The Department that initiates the procurement process for goods and services shall be responsible for the following:

Budgetary Control – ensure that fiscal provision is made in the budget and the availability of budget for the proposed procurement, and maintain a proper record of budget availability, expenditure incurred before the proposal, and budget availability for the proposed procurement.

Administrative approval – obtain administrative approval of the competent authority for the proposed procurement before initiating the procurement process. It is to be clarified that a provision in the budget is only a pre-requisite for the specific administrative approval. Therefore, the competent authority must obtain specific administrative approval for each item. The approval shall be provided on or attached to the 'Purchase Requisition/ Requirement' in Appendix C.1.

Timing for initiating the procurement process – The initiating Department shall ensure that:-

1. The proposed requirements accurately work out based on past consumptions and future anticipation. Over or under-procurement must be avoided.
2. The procurement process must be initiated promptly, considering the procurement process and time involved in the tendering process. Generally, the lead time of 45 and 60 days for Limited Tender and Open Tender, respectively, should be adhered to.

Fundamental principles - The initiating Department shall take reasonable care while initiating the procurement process. The proposal for procurement must conform to the following yardsticks: -

- The specifications in terms of quality, type, and quantity of the goods to be procured must be spelled out, keeping in view the specific needs of the Institute.
- Technical specifications must be generic and meet the requirements of the Institute. Brand or brand-specific technical specifications must be avoided.

- Proprietary / Monopoly items – The initiating department/ section shall certify if any item is proprietary or monopoly of any vendor/service provider with the reasons/ justification and supporting document/information.
- Support to the Purchase Department – The initiating department/ section shall provide support regarding potential suppliers, market trends, past experiences, price justification, etc.
- Recommendation / Opinion for Procurement – The initiating department/ section would provide its recommendation/opinion regarding quality, quantity, specifications, price, extension of contract, etc., with respect to procurement whenever required.

The Purchase Department shall be responsible for: -

- i Registration of vendors for general and routine items of consumption and regular updating of the list of registered vendors by adding new vendors at least once every six months; the procedure for registration is given in Appendix - 'C'.
- ii Maintenance of rate contracts for general and routine standard goods/services items and timely review thereof per market conditions.
- iii Procurement of goods and services by the procurement process as given in this purchase policy, financial prudence, and standard prevailing practices.
- iv Obtaining, maintaining, and administering the Performance Guarantees as per the terms of the tenders.
- v Refund of EMD to the unsuccessful bidders as per the terms of the Tender.
- vi Processing the payments per the purchase/work order, including the penalty levy, wherever applicable.
- vii Administration of Warranty / Guarantee in consultation and coordination with the user department/section.
- viii Compliance with the terms and conditions of the Tender and Purchase / Work Order in each procurement case: The Purchase Department shall comply with the budgetary provisions while discharging its responsibilities.
- ix Conduct the write-off process for surplus or obsolete items on campus every semester.

Note:

Within the approved budget, the powers for approval of purchase proposals are delegated as per the approved budget Ref. 22nd Finance Committee and 72nd BoM Meeting 2nd Jan 2018, Appendix A.

All purchases should be made subject to approved budget provisions. The purchase procedures given in this Policy shall apply to all purchases/contracts except in the case of (Works) Building and purchase of Books, Periodical and Journal for the Institute Library.

3.1 Committee (s)

1. Central Institute level Purchase (CILP) Committee

- 1) Director- Chairman

2) Members-

- Dean Finance
- Dean IT Services
- Dean Planning
- Account Officer
- Storekeeper
- Dean Procurement- Secretary

Responsibilities:

- i The CILP is constituted to recommend the Purchase proposals for the approval of Competent Authority.
- ii The CILP shall review purchase proposals received from DLP and allocate the budget.
- iii The CLIP shall prepare an Annual Budget for the Institute and submit it to the Dean of Finance.

2. Department / Section Level Purchase (DLP) Committee

- i Head of the Department / Section Head - Chairman
- ii Senior faculty / Staff (Nominated by Head) - member
- iii Department Procurement Coordinator/Write-off Coordinator - Secretary

Responsibilities:

All departmental requirements/ requisitions shall be submitted through the DLP committee only. The DLP committee shall scrutinize requisitions and forward comments/recommendation remarks to CILP for further processing.

3. Special Purchase (SP) Committee

Approx above Rs. 10 lakhs, the Director may consider the constitution of an SP Committee consisting of the experienced staff/faculty members of other departments and the existing members of the CIPC.

4. Local Purchase Committee / Spot Purchase Committee (LPC)

- 1) Dean Procurement – Chairman
- 2) Members-
 - a. Dean Finance
 - b. Head of department/section head/event coordinator
 - c. Senior faculty/staff of concerned dept/section staff/ event co-coordinator
- 3) Storekeeper – Secretary

Responsibilities:

The Committee will survey the market / consider the recommendation of the User Department to ascertain the reasonableness of rate, quality, and specifications and identify the appropriate supplier.

1. The LPC shall collect quotations/tenders from at least three service providers/suppliers/vendors.
2. The LPC shall ensure/certify that the proposed rates are reasonable in the market.
3. Before recommending procurement, the members of the Committee will jointly record the certificate as per Appendix C.

5. Write-off Committee (WOC)

- 1) Dean Procurement- Chairman
- 2) Members
 - a. Dean Finance
 - b. All DLP members of respective departments/sections.
- 3) Storekeeper- Secretary

Responsibilities:

The WOC is an advisory body that shall assist the Head of the department / Project Investigator in scrutinizing equipment/ goods most efficiently, economically, and transparently. Their functions shall, broadly, be as follows:

1. Equipment that is beyond repair or has lost functional significance is inspected by the Committee (those items that are ordinarily more than five years old and, in this view, are obsolete, unserviceable, beyond economical repair, and not usable at all).
2. Committee members personally check the equipment and convey the decision for further action like repair from outside agencies or write-off to higher authority, as well as mode of disposal.
3. For the write-off of equipment, DSR records are updated by the respective lab in charge, and the same is authenticated by the Head of Department, Storekeeper, and Director.

The Committee shall record the specific reasons against each item while recommending the write-off.

6. Technical Evaluation Committee (TEC)

- 1) Director- Chairman
- 2) Members-
 - a) Dean Finance
 - b) Dean IT Services
 - c) Dean Planning
 - d) Account Officer
 - e) Storekeeper
 - f) Departmental Subject Expert-I (Nominated by Head)
 - g) Departmental Subject Expert-II (Nominated by Head)
- 3) Dean Procurement- Secretary

Responsibilities:

Regarding a particular tender, the Committee constituted as and when required, with the approval of the Competent Authority for technical evaluation of bids received against the Tender and to recommend the technically qualified / disqualified bids along with reasons thereof as per the terms of the Tender.

7. Service Committee

- 1) Dean Procurement – Chairman
- 2) Members
 - a) Storekeeper
 - b) Staff member (nominated by Dean Planning)
- 3) Dean Planning – Secretary

Responsibilities:

This Committee is constituted for all activities on campus where services like food, lighting, tent banners, etc. need to be procured.

3.2 Classification of Purchase Items

All items to be procured shall be classified into non-consumable stores (assets, capital equipment, etc.) and consumable stores. The list of proprietary items should be prepared and approved by the purchase committee; those proprietary items, which could be acquired on a single bid basis, must also be specified.

For both regular and non-regular items, standard and non-standard item specifications should be indicated in consultation with users. For general use items such as stationery, cleaning material, computer consumables, etc. A cross-section of users should be consulted for quality specifications.

3.3 Modes and Procedure of Procurement

Depending upon the total estimated cost involved, urgency, and availability of time, the procurement shall be made by the following modes given here: -

- 1) Purchase without quotation (up to the value of Rs.5,000/-)
- 2) Purchase by Local Purchase Committee by market survey
- 3) Purchase under rate contract
- 4) Purchase by obtaining quotation/bids
 - a) Government e-Market GeM
 - b) Inquiry
 - c) E-Tender
- 5) Emergency Purchase

Note: For details about modes of procurement, refer to the purchase manual in Appendix D.

3.4 Stock Entry

- i. Upon receipt of goods at the Department / Section / Research Project, the concerned HOD/PI shall examine the goods concerning specifications, quantity, etc., and return one duly signed copy of the chalan to the firm if found correct.
- ii. The Storekeeper shall maintain a record of all purchases, including purchases made through project funds.
- iii. Afterward, the goods may promptly be taken to the stock and entered in the appropriate Stock Register.
- iv. Necessary Stock Entry Certificates indicating the name of the Stock Register and reference to the folio/page number may be recorded on all copies of the Invoice.
- v. The indent of the consumable items whose cost is more than Fifty Thousand (Rs. 50,000) should be maintained and entered in a separate consumable register.
- vi. A summary Sheet for consumables, one each for Institute, R&D, and consultancy funds, must be submitted to the store's section half yearly.

3.5 Stock verification

- i. The department head shall carry out annual stock verification in all departments and sections of the Institute.
- ii. The stock verification report duly signed by the department/section head will be sent to the stores section in June of every year.

3.6 Write-off and disposal

An item may be declared surplus, obsolete, or unserviceable if the same is of no use to the Institute or when the item is beyond economical repair. The write-off process will be initiated twice a year in June and December.

Modes of disposal

1. Disposal through Advertised tender/inquiry.
2. Disposal through Auction tender/inquiry.
3. Disposal at Scrap Value or by other modes may adopt any other mode of disposal, including the destruction of the item in an eco-friendly manner.
 - Small-value scrap such as wastepaper or office/laboratory/workshop sweepings, and so on, up to a value of Rs. 5,000 (Rupees Five thousand) in each case, may be sold directly to the local scrap dealers on a summary quotation basis.
 - Scraps up to Rs. 2,00,000 (Rupees two lakh) may be sold on a limited tender basis to locally known scrap dealers in the relevant category.

Important Note

Any aspect not covered in this Manual will be governed by the relevant rule/provision contained in GFR 2016 as well as Manual for Procurement of Goods, 2017 guidelines as amended from time to time and any other Orders of Govt. of India issued from time to time in this regard.

Disclaimer

While every care has been taken to ensure that the contents of this Manual are accurate and up to date, the procuring officers are advised to check the precise current provisions of law and other applicable instructions from the sources. In case of any conflict between the requirements stipulated in this Manual and the source, such as *General and Financial Rules* or the prevailing laws, the provision contained in the extant law and the original instructions shall prevail.

Any aspect not covered in this Manual will be governed by the relevant rule/provision contained in GR 2016 as well as Manual for Procurement of Goods, 2017, and Manual for Procurement of Consultancy & Other Services, 2017, issued by the Ministry of Finance, Govt. of India as amended from time to time and any other Orders of Govt. of India issued from time to time in this regard.

Dr. A. K. Manjaramkar

Dean Procurement & Quality Assurance
SGGSIE&T, Nanded

Dr. A. V. Nandedkar

Policy Coordinator
SGGSIE&T, Nanded

Dr. M. B. Kokare

Director
SGGSIE&T, Nanded

Appendix - A

Financial and Sanctioning powers

Shri Guru Gobind Singhji Institute of Engineering and Technology,
Vishnupuri, Nanded -431 606 (MS)

No:SGGSIE&T/BoM Meeting/2018/ 592

Date : 2nd February, 2018

Delegation of power to Dean's, Heads, Registrar and Section Heads

Reference: 22nd Finance Committee and 72nd BoM Meeting.

Minutes of Meeting of the 72nd BoM held on 2nd January, 2018 at 11.30 AM at SGGSIE&T, Nanded.

Item No. 3:

3.2. Delegation of power to Dean's, Heads, Registrar and Section Heads (Item no. 5 of 22nd finance committee – approved in the meeting)

Decentralization of financial powers to the Institute Functionaries is one of the important issues in the good governance. Institute emphasizes on improving the quality of governance by delegating more financial powers to Deans, Heads of the Departments, Registrar, Scheme Coordinators such as TEQIP and RUSA and Section Heads etc. Delegation of more financial powers to the Deans, Heads of the Departments, Registrar, Scheme Coordinators such as TEQIP and RUSA and Section Heads etc. will improve their contribution in participative governance and will help in improving the quality of the governance. The suggested financial power to Deans, Heads of the Departments, Registrar, Scheme Coordinators such as TEQIP and RUSA and Section Heads etc. is as follows –

Sr. No.	Particulars	Functionary	Financial Powers
01.	Expenditure for single item / work payment with/without quotation for departmental need. (Limiting to Rs. 50,000-00 in a month)	Director, Deans, HoD's, Registrar Scheme Coordinators such as TEQIP, and RUSA etc and Section Heads	Up to Rs.5000-00
02.	Purchase of materials with adoption and purchase procedure at departmental level through departmental committee.*	Deans, HoD's, Registrar Scheme Coordinators such as TEQIP and RUSA and Section Heads	Up to Rs.25000-00
03.	Purchase of materials with adoption and purchase procedure at departmental level through departmental committee/ store.*	Deans, HoD's, Registrar Scheme Coordinators such as TEQIP and RUSA and Section Heads (With prior approval from Director)	Up to Rs.50,000-00

*Purchase to be carried out after ensuring non availability of the material in stock.

Approved

This approval shall also be applicable to the functionary namely Hostel Rector, warden and QIP Coordinator in addition to the functionary approved in finance committee.


Director and Secretary, Board of Management

Appendix B: Procurement Glossary

In this Manual and the 'Procurement Guidelines', unless the context otherwise requires:

Approved format: References are made to approved formats at different places in this document. The Director shall approve all such formats from time to time. The approved formats, as at present, are enclosed in Annexure-1.

Bid (including the term 'tender,' 'offer,' 'quotation,' or 'proposal' in specific contexts) means an offer to supply goods, services, or execution of works made following the terms and conditions set out in a document inviting such offers;

Bidder (including the term 'tenderer,' 'consultant,' or 'service provider' in specific contexts) means any eligible person, firm, or company, including a consortium (that is, an association of several persons, firms, or companies), participating in a procurement process with a Procuring Entity;

Competent authority means the officer(s) who finally approves the decision.

Consulting Service means any subject matter of procurement (which, as distinguished from 'Non-Consultancy Services', involves primarily non-physical project-specific, intellectual and procedural processes where outcomes/ deliverables would vary from one consultant to another), other than goods or works except those incidental or consequential to the service, and includes professional, intellectual, training and advisory services or any other service classified or declared as such by a procuring entity but does not include direct engagement of a retired Government servant.

Note: These Services typically involve providing expert or strategic advice, e.g., management consultants, policy consultants, communications consultants, Advisory and Project related Consulting Services, which include feasibility studies, project management, engineering services, finance, accounting and taxation services, training and development, etc.

Department: In what follows, the Department shall imply the Department / Section or any entity in the Institute with a separately allocated budget.

Goods: The term 'goods' used in this chapter includes all articles, materials, commodities, livestock, furniture, fixtures, raw materials, spares, instruments, machinery, equipment, vehicles, or such other category of goods or intangible products like software, technology transfer, licenses, patents or other intellectual properties purchased or otherwise acquired for the use of Government but excludes books, publications, periodicals, etc. for a library. The term 'goods' also includes works and services that are incidental or consequential to the Supply of such goods, such as transportation, insurance, installation, commissioning, training, and maintenance.

Non-consulting service means any subject matter of procurement (which is distinguished from 'Consultancy Services') that involves physical, measurable deliverables/outcomes, where performance standards can be clearly identified and consistently applied, other than goods or works, except those incidental or consequential to the service and includes maintenance, hiring of vehicle, outsourcing of building facilities management, security, photocopier service, janitor, drilling, mapping, etc.

Procurement or "public procurement" (or 'Purchase,' or 'Institute Procurement/ Purchase' in specific contacts) means acquisition by way of purchase, lease, license, or otherwise, either using public funds or any other source of funds (e.g., grant, loans, gifts, etc.) of goods, works or services or any combination thereof, including the award of Public Private Partnership projects, by a Procuring Entity, whether directly or through an agency with which a contract for procurement services is entered into, but does not include any acquisition of goods, works or services without consideration, and the term "procure" or "procured" shall be construed accordingly;

Procurement process means the process of procurement extending from the assessment of need; the issue of invitation to pre-qualify or to register or to bid, as the case may be; the award of the procurement contract; execution of contract till the closure of the contract;

Project Investigator: An employee of the Institute whose name is recorded as a project Investigator in the records about the Project in the R&D office of the Institute.

Project: In what follows, Project shall mean and include any sponsored research, consultancy project, or any other activity that has a valid project number given by the Research & Development (R&D) office of the Institute.

A prospective bidder is anyone likely or desirous of being a bidder.

Purchaser: The individual/committee who signs as a purchaser in the purchase proposal form shall be referred to as a purchaser.

Reverse auction (or the term 'Electronic reverse auction' in specific contexts) means an online real-time purchasing technique utilized by the Procuring Entity to select the successful bid, which involves presentation by bidders of successively more favorable bids during a scheduled period and automatic evaluation of bids;

Seller: A seller refers to the company/vendor/dealer/agent/individual party from whom the Institute may buy goods or services.

Tender Document: The approved Tender Document of the Institute, as per Govt. of India norms, as amended from time to time.

Appendix C: Approved formats and documents

- i Requirement Format
- ii Material Under Recurring / Non-Recurring Expenditure
- iii Inquiry
- iv Local Purchase Committee Certificate
- v Comparative Statement
- vi Purchase Order
- vii Delivery Chalan
- viii Delivery Certificate
- ix Installation and Demonstration Certificate
- x Format for Direct Purchase
- xi P.A.C. Certificate (Proprietary Article Certificate)
- xii E-tender Document
- xiii Press note E-tender notice
- xiv Tender Schedule
- xv Pro forma for "write-off" of article
- xvi Proforma for Vendor/ Supplier Registration

Requirement Format
SHRI GURU GOBIND SINGHJI INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED-431606
(An Autonomous Institute of Govt. of Maharashtra)

Department: -----.

Date: -----

Sub:- Administrative Approval for Purchases of -----

Sir,

We require the following material, the details of which are mentioned in the enclosed requirements proforma for our laboratories/office department.

1. Computers, Software, Peripherals and Accessories
- 2. Electrical / Electronics / Other Equipment**
3. Furniture
4. Stationery, Computer Stationery
5. Electrical Material
6. Hardware Material
7. Chemical & Glassware
8. Electronics Components
9. Other Material
10. Estimated cost **Rs.**----- /-
11. Will be incurred, and the same can be utilized from funds available with :
 1. D.C.A . Grants under the Scheme of: "-----"
 2. (Co-ordinator _____)
 3. College Grant / College Development Funds (C.D.F.)
 4. Non-Government (Student Activity) A/C
 5. Any other Head of Account: -----

Hence Submitted for Administrative approval please.

Head
Dept. of -----

Concerned Faculty / Staff member

To,
The Director & Secretary,
SGGSIE&T, Nanded.

SHRI GURU GOBIND SINGHJI INSTITUTE OF ENGINEERING & TECHNOLOGY, VISHNUPURI, NANDED-431606

(An Autonomous Institute of Govt. of Maharashtra)

DEPARTMENTAL REQUIREMENTS NO.

Department:-----

MATERIAL UNDER RECURRING / NON-RECURRING EXPENDITURE

Date: -----

To
The Director,

Our Department requires the following material. Submitted for your sanction, please.

Sr. No.	Name of the material with detailed specification	Purpose	Qty. required	Previous received		Previous balance stock if an	Approx. cost per unit	Total cost	Stock in store	Funds of Grants availability	Approval & sanction
1	2	3	4	5	6	7	8	9	10	11	12
1											
2											
Head of the Department			Laboratory In-charge								

INSTRUCTIONS:

- Send requirements separate for Stationery Computer stationery, computer peripherals, Hardware, general electrical material, lab, chemicals & glassware. Electronics components, etc. Head separately.
- Send separate requirements for consumable and Deadstock material (i.e., Equipment, Fans, all Furniture, Locks, computers, etc.)
- Pl. tick () for Recurring or Non-Recurring requirements (Recurring: all consumables, Non-Recurring: all dead stock)
- Before sending requirements for material financial, funds provision should be checked and written as funds are available and approved by the Account section.
- At the time of giving the requirement, please confirm whether the same material was previously issued to your Department or not; if yes, please write date of issue as per your indent book & repeatedly,
pl. Write in the Purpose column. Please return if dead stock material is not in use.

 <p>उत्कृष्टतंत्रज्ञानार्थंजनशक्तै शिक्षणं DTECode: 2020</p>	<p>SHRI GURU GOBIND SINGHJI INSTITUTE OF ENGINEERING AND TECHNOLOGY, NANDED (Govt. Aided Autonomous Institute) Vishnupuri, Nanded- 431606, MH. Phone) :02462 (229234 ,269101 ,269102 Fax) :02462(229236 e-mail :director@sggs.ac.in, Website:www.sggs.ac.in</p>	 <p>स्वार्तव्याचा अमृत महोत्सव</p>
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No. SGGSI&T/Store file no.-----/Goods name/Dept name./2023-2024

Date:-----

Inquiry

Sub: Quotation for Supply of _____as per attached herewith Annexure 'A' for ---- Dept..

Dear Sir,

You are requested to send your most competitive quotation for the Supply of the above / as per the list of enclosed item/s, subject to the conditions mentioned. The quotation in sealed cover should reach this office on or before _____ at 5.00 PM

The sealed cover should super scribe as QUOTATION for above _____; Due on _____, The quotation will be opened on _____ At. 12=00 pm. If possible, in the presence of such suppliers who remain present.

COMPULSORY DOCUMENTS:-

1. Shop act.
2. G.S.T. Certificate.
3. P.A.N.
4. Quotation on your letterhead.

TERMS AND CONDITIONS:

1. Rates quoted are F.O.R. At Vishnupuri, Nanded.
2. The validity period for the rates offered should be clearly mentioned, and it should be 90 days from the date of the quotation's opening.
3. The delivery period shall be clearly stated.
4. The institution reserves the right to accept any quotation or reject any/all quotations and to order any of the item/s in any quantity without assigning any reason.
5. The item will be checked at the institute level, and acceptance is subject to the approval of the Institute.
6. If the Institute rejects the Supply of any part thereof, the supplier will have to bear all expenses. Incurred in the matter, including all charges for return and replacement of the items.
7. The guarantee should be a minimum of Twelve months from demonstration/installation.
8. 100% payment will be made after we receive the material in good condition and approve it.
9. If your item/s is /are a PROPRIETARY item, please send the **PROPRIETARY ITEM. CERTIFICATE** along with the quotation.If you are an authorized dealer of any manufacturer, please send the dealership certificate and company price list along with the quotation.
- 10.**Penalty clause:** If a supplier fails to supply the ordered material within the scheduled delivery period, for late delivery of goods we will entitled to recover the liquidated damages as a sum equal to ½ percent of the price of stores delivered late per week. As per store purchase manual revised as per G.O.(P) No.3/2013/SPD, dated 21.06.2013

Thanking you,

DIRECTOR



उत्कृष्टतंत्रज्ञानार्थं
नशक्तैः शिक्षणं

**SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING AND TECHNOLOGY,
NANDED
(Govt. Aided Autonomous Institute) Vishnupuri, Nanded-
431606, MH.**

Phone) :02462 (229234 ,269101 ,269102 Fax) :02462(229236 e-
mail :director@sggs.ac.in, Website:www.sggs.ac.in



DTE Code: 2020

Local Purchase Committee Certificate

"Certified that we _____, members of the Local Purchase Committee, are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, rate as per the prevailing market rate, and the supplier recommended is reliable and competent to supply the goods in question." The recommendation of Local Purchase Committee will be placed along with the recommendation of the user department before the competent approval authority.

Committee Members Signature

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

 <p>उत्कृष्टतंत्रज्ञानार्थजनश कै शिक्षण DTECode:2020</p>	<p align="center">SHRI GURU GOBIND SINGHJI INSTITUTE OF ENGINEERING AND TECHNOLOGY, NANDED</p> <p align="center">(Govt. Aided Autonomous Institute) Vishnupuri, Nanded- 431606, MH.</p> <p>Phone) :02462 (229234 ,269101 ,269102 Fax) :02462(229236 e-mail :director@sggs.ac.in, Website:www.sggs.ac.in</p>	 <p>स्वार्तत्र्याचा अभूत महोत्सव</p>
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Annexure "A"

➤ You must quote the rate of the following format on your letterhead.

Sr.	Name of the material with detailed specification Safety materials and tools	Qty	@ Rate Rs. [Including with G.S.T./Transportation and all]	Total amount Rs. [Including with G.S.T./Transporta tion and all]
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Name of Firm:-

Name of Proprietor:-

Stamp of Firms:-

Date:-

Comparative Statement

Date:-

1. Requirement/Submitted note of Dept name. dated -----.
2. Inquiry no. SGGSE&T/Stores-----/Subject/Dept/2023-24 Date:-----.
3. Due date ----- & received ----- quotations.

Sr. No.	Name of the Party →		Party Name	Party Name	Party Name
	Particulars ↓	Req. Qty	Qtn. No.: 63 Date: 06/12/2023	Qtn.No. 675 Date: 05/12/2023	Qtn.No. Nil Date: 06/12/2023
1					
	Total amount with G.S.T.				

This is to certify that,

1. The lowest rates as per requirement of the Dept. are shown by red rectangle.
2. **The Total Expenditure is Rs.-----=00.**
3. The approved Government purchase procedure has been adopted for the entire purchase process
4. **Expenditure under Institute Fund for Department name.**

Hence, submitted for approval and sanction for purchases by placing purchase orders for Supply of above material from lowest Bidder.

Storekeeper

Head of Dept.

Registrar

Dean, Procurement

To,
Director & Secretary
SGGSIE&T Nanded.

PURCHASE ORDER NO: -----

No. SGGSI&T/Dept file no.-----/material name/Dept.----/2023-24

Date: -----

**SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, N.A.N.D.E.D.431 606(M.S.)
Tel.No. (02462) 229234,269176 & Fax No. 229236
Web site www.sggs.ac.in**

Supply of goods to Dept---

To,
M/s. Firm Address

Sub: -Regarding the Supply of the following goods/articles.
Ref: You're Quotation No. ----- dated -----

Dear Sir,

With reference to the above-referred subject, you may please supply the following goods/articles as per the specifications, terms & conditions mentioned below:

Sr. No.	Description of goods/article.	Order Qty.	Rate in Rs.	Total Amount in Rs.
TERMS AND CONDITIONS				

Expenditure payment is under the Institute fund for ----- Dept.

Director

File No. SGGSI&T/Store-«File_No_»/«Item_Name»/«Department_»/2023-24 Date:- «Today_Date»

CERTIFICATE

Received material mentioned in the delivery Challan No:- «DC_No_» Date:- «Bills_DatilesDate_»
Bill/Invoice No:- «Bill_No» Date:- «Bills_DatilesDate_1», Out word No:- -----, Out word Date:- ----
---- against our Purchase Order No:- «Po_No» Date:- «Date_1» from: M/s. «Full_Address_» delivery
has been examined by me and found correct as per order and hence approved; Payment may please be
released.

In-charge

Head, «Department_»
SGGSIE&T., Nanded.

CERTIFICATE

Received material mentioned in the delivery Challan No:- «DC_No_» Date:- «Bills_DatilesDate_»
Bill/Invoice No:- «Bill_No» Date:-«Bills_DatilesDate_1», Out word No:-----, Out word Date:- -----
--- against our Purchase Order No:- «Po_No» Date:- «Date_1» from:- M/s. «Full_Address_» Is in good
condition as per the above certificates the concerned Dept gave. and entry thereof has been taken in the
purchase register/other charges register on page No. ----- Ledger register
page no.----- Dead stock register page no.----- on date ----
-----.

Storekeeper
SGGSIE&T., Nanded.

-: INSTALLATION AND DEMONSTRATION CERTIFICATE:-

:- M/s. «Full_Address_»

2. Purchase Order No. & Dt. **:- «Po_No» «Date_1»**
3. Bill No. & Dt. **:- «Bill_No» «Bills_DatilesDate_1»,**
4. Particular of the Item **:- «Item_Name»**
5. Cost of the total bill Rs. **:- «Amount»**
7. 100% Payment **:- «Amount»**
6. Expenditure under Grants of **:- Institute Fund for «Department_»**
7. Installation & Demonstration Date **:- «Today_Date»**
8. Remarks **:- _____.**

In-charge
«Department_»

«Department_»
S.G.G.S.I.E. & T Nanded.

Date :

SUBMITTED for Direct purchase

Subject: Approval to place order to _____.

Reference: 1)

2) Received quotation No. -----Date : -----

3) B.O.M. Approval from 78th Meeting date:-----

The E.M.C. section requires the following material: The Manufacturer of Flood Light has the following quoted rates.

Sr. No.	Description	Qty	Rate for one unit	Total Amount
1				
2				
3				
4				
Subtotal				
G.S.T.				
Total Amount				

Hence, approval to place the order to the company directly for ____ is requested. Total cost of ----- is Rs. -----/- These rates are found reasonable.

The payment condition of the company is 100% after delivery.

Submitted for approval to place the order.

Storekeeper

In-Charge

Dean, procurement

To,
The Director SGGsIE&T,
Vishnupuri, Nanded

**SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED
PAC Certificate (Proprietary Article Certificate)**

Date ----- / --

--- /

The " _____

_____ (name of the item) is required for

_____ Department under _

_____ (head of the Project) for Practical /

teaching/research purpose/use, which manufactured by / the manufacturer is M/s _____

_____ (name of the manufacturer) whose authorized dealer in

India is M/s _____

No other make is suitable for the following reasons:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Hence, submitted for approval, please.

Concern Lab In-Charge
Dept of _____

Head
Industrial Expert

Technical Expert/

To,
The Director & Secretary,
SGGSIE&T, Nanded

SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, N.A.N.D.E.D. - 431 606



e -TENDER DOCUMENTS

For

Supply & installation of Access Layer Switches

For

Campus Networking

e-Tender Notice No.

File No. SGGSI&T/Stores-2886/Access Layer Switches/Camp. Net./2018-19 Date 25/10/2018

e-Tenders available on

Web sites <https://mahatenders.gov.in>

Institute Web site <http://www.sggs.ac.in>

Price of e-Tender Document Rs. 1,000/-

**SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, N.A.N.D.E.D. 431 606**

File No. SGGSI&T/Stores-2886/Access Layer Switches/Camp. Net. /2018-19
Date: 25/10/2018

NOTICE FOR INVITATION OF e-TENDER

1. The Institute invites online tenders/quotations for the Supply & Installation of Access Layer Switches for Campus Networking at our Institute from Manufacturers / Authorised Dealers who have registered under the Shop Act, CGST/SGST Registration Certificate as manufacturer / Authorised Dealers, manufacturer / Authorised Dealers of the same material/equipment; details as per the e-tender notice published in newspaper. (Press note enclosed herewith).
2. The terms and conditions governing the contract made on behalf of the Institute are also enclosed.
3. The Tenderers are requested to read the instructions in the e-Tender, Terms, and Conditions carefully before quoting the rates in quotations / Tender Schedule and complying with them.
4. The Tenderer should satisfy & comply with all the Terms & conditions and instructions mentioned in the e-Tender Notice and this e-Tender document, and after that, amendments made, if any.
5. The Institute reserves the right to delete any item or item or increase or decrease the quantity of any item or item from the e-Tender Schedule.
6. All the rights to increase or decrease the quantity of the required item is reserved, and the right to cancel any item or items is reserved with the Institute.
- 7. The right to accept or reject any / or all the tenders/quotations from any or all parties without assigning any reason is reserved.**

Singhji
Tech.
Nanded.

DIRECTOR
Shri Guru Gobind
Institute of Engg. &
Vishnupuri,



Press note
SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING AND TECHNOLOGY,
VISHNUPURI, NANDED 431 606

File No. SGGsIE&T/Stores-___/Access Layer Switches/Camp. Switches/2018-19

Date: 25/10/2018

e-TENDER NOTICE

Online Tenders/quotations are invited for the **Supply & installation of Access Layer Switches for Campus Networking** of this Institute from manufacturers / authorized dealers, those who have registered under the Shop Act, CGST/SGST registration certificate for required goods. The e-Tender documents containing all detailed **specifications of the Equipments & Tender's Terms and conditions** will be available on the websites <https://mahatenders.gov.in> & <http://www.sggs.ac.in>. Vendors can download and submit their tenders online from <https://mahatenders.gov.in>, and the e-tender fees are **Rs. 1,000/-**.

E.M.D. is Rs. **12,000=00**

The tender E.M.D. and Tender Fees should be paid online using the given payment options on mahatenders.gov.in

All tenders should be submitted on or before the **online key schedule** & technical bids will be opened **as per the key schedule**.

The right to accept or reject any or all quotations/tenders from any or all parties without assigning any reason is reserved.

Director

File No. SGGIE&T/Stores-2886/Access Layer Switches/Camp. Net./2023-24

Date: 25/10/2023

Tender Schedule : (Key Dates)

Seq No.		
1	Tender Publishing	
2	Bid Submission Start	
3	Bid Submission End	
4	Technical Bid Opening	
5	Financial Bid Opening	After the preparation of the Technical summary, c

e-TENDERING PROCEDURE

Tender Information:

Tender Forms can be available on the e-Tendering Portal Maharashtra Government, i.e. <https://mahatenders.gov.in>.

All vendors/bidders are cautioned that tenders containing any deviation from the contractual terms and conditions, specifications or other requirements and conditional tenders will be treated as nonresponsive. The Tenderer should clearly mention in the forwarding letter that his Offer (in envelope No. 1& 2) does not contain any conditions deviations from the terms and conditions stipulated in the Tender.

The vendor/bidder should have a valid Class II / III Digital Signature Certificate (D.S.C.) from any Certifying Authorities. In case of requirement of D.S.C., interested Bidders should go to <http://maharashtra.etenders.in/mah/DigitalCerti.asp> and follow the procedure mentioned in the document 'Procedure for application of Digital Certificate'.

The vendor/bidder should install the Mandatory Components available on the Home Page of <https://mahatenders.gov.in> under the section 'Mandatory Components' and make the necessary Browser Settings provided under the section 'Internet Explorer Settings'

Guidelines to Bidders on the operations of Electronic Tendering System on <https://mahatenders.gov.in>

SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, N.A.N.D.E.D. 431 606

File No. SGGIE&T/Stores-2886/Access Layer Switches/Camp. Net./2018-19

Date: 25/10/2018

INSTRUCTIONS TO TENDERERS

1. The Tenderer should submit quotations / Tenders in an online sealed envelope. Please note that no E.M.D. exemption will be considered, and all interested bidders have to pay **E.M.D. Rs. 12,000=00** by online payment gateway
2. The Tender Schedule with **specifications is given for the Supply & installation of Access Layer Switches for Campus Networking of the Institute. The quoted goods/material & accessories/allied components should be strict as per the specifications** and given with detailed specifications in writing on your letterhead **along with the catalog.**
3. It should be the Technical Bids will be opened and scrutinized online as per key dates. Technically qualified vendors' price bids will be opened as per the online schedule.
4. The tenders/quotations for two bid systems should be strict as per the G.R. of Maharashtra Govt.. Bidder should quote rate as per the specification provided by the Tender calling authority.
5. Procedure for submission of quotations: -Tenderers should note that they must submit as per online envelopes.
- 6.A) **ENVELOPE No.1 / TECHNICAL BID:** Should contain attested copies of the following documents.

* a. Shop Act Registration.

* b. CGST/SGST Registration Certificate

* c. Manufacturer / authorized dealership certificate.

* d. Income tax return for last three financial years [The Bidder should have the turnover at least equal to the estimated cost during each of the last three years]

B) ENVELOPE No. 2 [Commercial Bid/envelope for Rates]: -

It's available with a tender document in Excel format i.e. BOQ.

Tenderer should fill and upload online the given BOQ

7. **The Tenderer should note that in case Envelope No. 1 does not fulfill any requirement like tender fees, E.M.D., attested copies of registration of Shop under Shop Act and CGST/SGST Registration No., O.E.M./Authorisation from Manufacturer or any documents required as per technical bid the Envelope No. 2 will not be opened and the offered quotation will be liable for rejection.**
8. The Tenderer should **quote the rates on the quotation/our enclosed Tender schedule duly signed online with a valid digital certificate.** Vendors should not quote the rates anywhere directly or indirectly in Envelope No. 1.
9. The Tenderer must follow all instructions, terms, and conditions. If the Tenderer fails to follow any of the conditions and instructions, his / her Tender / Quotation are to be liable for rejection.
10. Tenderer, whose Offer is found to be the best as per clause No. 1 & as per our specifications will be informed about the same. He will have to deposit 5% of the total amount as a Security Deposit (S.D.). After the receipt of the S.D. orders, they will be released.
11. If the Tenderer is the manufacturer or authorized dealer and the item is the PROPRIETARY item, they should furnish the "PROPRIETARY ITEM CERTIFICATE" along with the quotation /Tender.

DIRECTOR

SGGSIE&T NANDED

TERMS AND CONDITIONS

1. The rates should be quoted online as F.O.R. Destination at our **Vishnupuri, Nanded.**
2. CGST/SGST, if any tax, Levis, Freight, Packing, Forwarding Insurance Charges, etc., must be incorporated into the quoted amount.
3. No additional amount will be considered or paid, excluding the rates quoted by Bidder.
4. The validity period for the rates offered should be clearly mentioned, and it should be a minimum of 180 days from the date of the opening of the Tender. Items quoted should conform to our specifications. In addition, please furnish the detailed specifications against each item; the relevant catalog/pamphlet should be necessary to accompany the quotations; in case of any deviations in the specifications, then please submit the statement duly signed as mentioned in "Instructions to Tenderer"
5. The delivery period should be clearly stated.
 - a) Liquidated Damages: The firm should quote the delivery period clearly from the date of receipt or confirmed order.
 - b) Suppose the supplier fails to supply the ordered material within the scheduled delivery period, for late delivery of goods. In that case, we will be entitled to recover the liquidated damages as a sum equal to ½ percent of the price of the item delivered late per week.
- 6. Extension of Delivery period:**
 - i) If the completion of Supply of goods/components/equipment/etc. is Delayed due to acts of God, acts of Public enemy, Wars, Act of Government, Fires, Floods, Epidemics, Quarantine, Restrictions, Strikes, and Freight embargoes the delivery period may be extended.
 - ii) The Supplier will have to give notice within 10 days to this Institute in writing of his claim for an extension of the delivery period. After receipt of such notice and verification, if necessary, the delivery period will be extended but without prejudice to other terms and conditions of the purchase order and the Tender Notice/Tender document's conditions.
 - iii) If the supplier has delivered material after the expiry of the extended delivery period, then the Institute will be entitled to recover the liquidated damages.
7. The instructions manual for each equipment/component/machinery/material should be supplied separately with the item/s supplied.
8. Supplier's Technician/Engineer must carry out the demonstration and installation at our site, free of cost.
- 9. The Institute reserves the right to accept any/all quotations, reject any/all quotations, and to order any of the item/s in any quantity without assigning any reason.**
 - a) **The Institute reserves the right to delete any item/s from the Tender Enquiry.**
- 10. The items will be checked at the Institute, and acceptance is subject to the Institute's approval.**
- 11. Suppose the Institute rejects the Supply of goods/equipments/material or any part thereof. In that case, the supplier will have to bear all expenses incurred, including all charges for the return and replacement of the items. Supplier should receive the rejected material/equipment/parts of equipment at their own cost.**
- 12. PAYMENT CONDITION:-**
[Send Your Bank Details i. e. name of Bank, I.F.S.C. code, mobile number etc.]
*** For equipment and instrument/components etc, those items are required to be installed and demonstrated at this Institute:**
 - I.** 90% payment on demonstration of satisfactory working and installation of instruments/equipment/goods/components and balance 10% after 30 days.
 - * For the items that need not be installed and demonstrated at this Institute:**
 - II.** 100% payment will be released after receipt of material in good condition and approved by this Institute.
13. Inspection of Goods: - The equipment/goods/instruments ordered will be inspected if required by our representative at your workshop/showroom before the despatch of goods.
 - a) The supplier should inform the inspection date in advance by at least eight days.

b) The supplier will have to provide free lodging and boarding facilities to our representative, who will inspect.

14. The equipment should be guaranteed for a minimum period of one year from the installation date of the goods.

15. The repairs within the guarantee period must be carried out at the cost of the supplier.

16. If there are any damages in transit, they should be repaired / or the supplier should replace the equipment at their own cost.

17. The gate pass of excise duty must be supplied in duplicate.

18. Demurrage: - If any demurrage will be charged due to any delay or other reasons from supplier; then the same should be borne by the supplier or deducted from their final Payment.

19. Mode of Despatches: - Equipment/Stores/Components/Machinery should be despatched by Railway or Road Transport as per the availability of facilities. The road transporters' office / Godown must be available in Nanded City. A copy of the invoice/bill and packing list should invariably be kept inside each of the packages.

20. The package should be marked as follows.

I) Consignee: - Director, S.G.G.S. Institute of Engg. and Tech., VISHNUPURI, N.A.N.D.E.D. – 431 606 (MAHARASHTRA)

II) Purchase Order No. _____ Date _____ Department. _____ R.R. /L.R. No. _____ Number of cases/packages _____ S.G.G.S. Institute of Engineering and Technology, VISHNUPURI, N.A.N.D.E.D. (M.S.) Destination: Nanded.

21. Cancellation of purchase orders: - The Institute reserves the right to cancel the purchase orders on the following grounds.

a) If supplier fails to supply the goods/equipment/machinery/components within the delivery period without confirmation of extension of the period from the Institute or without obtaining the permission for extension of delivery period.

b) If the supplier fails to supply the goods within extended delivery period.

c) If supplier fails to follow the terms & conditions and instructions as mentioned in the tender documents or conditions mentioned in purchase orders.

d) If supplier is found defaulter.

22. The Institute reserves the right to place an order for any party ready to supply at the lowest rate for the items whose order is canceled as per clause 21. Institute reserves the right to place an order on the 2nd lowest rate if any supplier is not found ready to supply on 1st lowest rate for items for which the order is canceled (which was placed on the 1st lowest, but party fails to supply).

23. Security Deposit: - Successful Tenderer will be informed that their quotation/Tender rates are acceptable to us; such Tenderer should deposit the **5% value** of the equipment/order value in form of Demand Draft/Bank Guarantee in favor of Director, S.G.G.S.I.E.& T., Nanded, payable at State Bank of India, main branch, Vazirabad, Nanded or any Nationalised Bank at Nanded. The Security Deposit will be refundable after completion of one year from the Date of complete Payment of ordered items.

24. Exemption from Security Deposit: - The following tenderers are exempted from the Payment of Security Deposit

If the Tenderer has produced a certificate from the Director of Supplies & Disposal, Bombay to affect that they are exempted from Payment of Security Deposit.

1. The Security Deposit is liable to be forfeited in the event of non-fulfillment of terms and conditions by the Tenderer.

a) If any stores, equipment/all equipment or any parts of equipment Is/are damaged in transit and not replaced by supplier within the stipulated period as notified by the Institute. We will recover the damages and applicable expenditure will be deducted from the supplier's balance payment or Security Deposit, or Security Deposit will be forfeited.

25. All the replacement of stores/equipment shall also be guaranteed for a period of 12 months from the date of installation and demonstration.

26. If any short supply is found at the time of verification/inspection of material/checking of material on its receipt, the supplier will have to supply the material within 15 days. Non-compliance of the order will compel the Institute to recover the cost from the balance payment.

27. Repeat order:- If necessary/any equipment/stores is required in additional numbers, the repeat order will be placed on the previous purchase order. The supplier will have to supply the equipment/s stores as per the previous rates.

28. Training: - If we require a training facility for our representative/staff, the supplier should have to provide a training facility free of cost.

29. The origin of stores offered, whether Indian or foreign, and in the case of the former state in which it is manufactured, should be clearly stated against each article/piece of equipment.

30. IMPORTED EQUIPMENTS: -

a) Suppose any tenderer is going to quote the imported equipment. In that case, he should quote the rates in Indian currency (Rupees), and he should note that if the item is finalised for purchase, they should supply it at our door delivery, and payment will be made in rupees only.

b) If such equipments are in foreign currency and agent/or manufacturer/dealer has quoted the equipments. The Tenderer should have to quote the rates, all charges, Freight, Insurance clearly. F.O.R. VISHNUPURI site; If finalised to purchase the imported equipments, he should do all the Import formalities and must follow all other conditions of Tender Notice/documents and purchase orders; and the Tenderer has to supply at our site.

31. **Rate Contract:** - If the item/s is/are covered under DGS&D Rate contract, the Tenderer should quote DGS&D Rate contract number and furnish a copy of the Rate contract and other relevant particulars.

32. **Disputes:** - If any disputes, differences, or questions arise, the same is subject to Nanded Jurisdiction.

DIRECTOR
S.G.G.S.I.E. & T., Nanded

Encl. Tender schedule

SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, N.A.N.D.E.D. 431 606

e-TENDER SCHEDULE

File No. SGGsIE&T/Stores-___/___/___/2023-24

Date: 25/10/2023

Dept.: Campus Networking.

Name of the Head of Stores: Equipments/**Non-Recurring** [Dead Stock]/ **Recurring**

Note: Please read carefully all instructions, required specifications, Terms & conditions before quoting the rates.

S r . N o .	Name of the Equipment & Technical Specification of the equipment	Req. Qty.	Rate	Estimate d Cost	Remark/ Make
1		Rate should be quote for 1 Nos but, approx. quantity is __Nos	Your rate quote in our BOQ file	Estimated total amount of Rs.----- =00	
2		Rate should be quote for 1 Nos but, approx. quantity is __ Nos	Your rate quote in our BOQ file		

Sr. No. 1 Detailed Specification

S. No.	Detailed Technical Specifications	Complied (Yes / No)

Sr. No. 2 Detailed Specification

S. No.	Detailed Technical Specifications	Complied (Yes / No)

I / we agree to all the above terms and conditions of Tender documents and the required specification of the items as per the above tender schedule of the **e-Tender notice No.SGGsIE&T/Stores-2886/Access Layer Switches/Camp. Net./2018-19** Date 25/10/2018

Name of the firm:-

Seal of the firm:

Signature of Tenderer: _____

Quotation no.: _____

Date: _____

Details of Certificate & documents attached [pl. mark as ✓]

1. Shop Act Registration
2. CGST/SGST Registration No.
3. Copy of Income Tax returns for last three financial year. [The Bidder should have the turnover of at least equal to estimated cost during each of the last three years]
4. Manufacturer's/ Authorized dealership certificate should certify that the items quoted are manufactured by them only.



SHRI GURU GOBIND SINGHJI INSTITUTE OF ENGINEERING&TECHNOLOGY, NANDED-06

E-TENDER NOTICE

Director, **Shri Guru Gobind Singhji Institute of Engineering & Technology, Vishnupuri, Nanded** invites online Tender for Supply of **equipments for establishment of robot training centre as turnkey Project for Production Engineering.**

Sr.No.	Name of Work	Online Tender No.
01		

The tender documents are available on portal <https://mahatenders.gov.in> from <<04/09/2023>>. Last date for the purchase of e-tender documents up to <<18/09/2023>> For details tender notice, the Bidder can also visit the Institute web site <https://www.sggs.ac.in>

**Sd/-
DIRECTOR**

Pro forma for "write-off" of the article to be filled by the concerned Department

Appendix "A"

Name of the Department:

Name of Staff:-

Date:-

Sr. No.	Description of goods	Date of purchase	D.S.R. page No.	Purchase value@ Rs.	Qty To be written off	Depreciated cost	Total year of Use	Total cost to be written off	Reason for writing off	Mode of disposal auction/ sale or otherwise	Remark
1	2	3	4	5	6	7	8	9	10	11	12

Submitted to the Director of this Institute for permission to process the above equipment/ dead stock material as per the reasons given in the above column No. 10.

Lab assistant

Concern Lab Incharge

Head of the Department

Permitted/ *not permitted* for process as per rule.

Director & Secretary