

**File Ref.No: NITT/F.No: 0010/PLAN/2016-17/ECE/**

**Dated: 20.04.17**

**NOTICE INVITING TENDER FOR SUPPLY AND INSTALLATION OF  
WORKSTATION CUSHION CHAIRS AND LABORATORY STEEL CHAIRS**

<b>S.No</b>	<b>Brief Description</b>	<b>Estimated Cost (Rs)</b>	<b>Cost of tender Document (Rs)</b>	<b>Earnest Money Deposit (EMD) (Rs)</b>
1	Supply and installation of workstation cushion chairs and laboratory steel chairs		Nil	Rs. 4,320

Submitted By: Ms. R.Kavitha  
Assistant Professor  
Dept. of ECE  
NIT Trichy -15

Last date and Time of Submission  
of Tender  
**5<sup>th</sup> May, 2017 at 3:00 p.m**

Date and Time of Opening  
of Tender  
**05<sup>th</sup> May, 2017 at 3:30 p.m**

## Check List

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1	Supply and installation of workstation cushion chairs and laboratory steel chairs		Nil	Rs. 4,320

The tender document shall be downloaded from NIT Tiruchirappalli website [www.nitt.edu](http://www.nitt.edu)

The envelope with the Tender No. mentioned on the top and super scribed as “Tender for the supply and Installation of Computer Chairs” should be addressed and submitted to:

**The Director**  
**National Institute of Technology- Tiruchirappalli – 620015,**  
**Tamilnadu, India**

Kind Atten: Ms. R.Kavitha  
 Assistant Professor  
 Dept. of ECE  
 National Institute of Technology  
 Tiruchirappalli- 620 015.  
 E Mail : [rkkavitha@nitt.edu](mailto:rkkavitha@nitt.edu)

Pre-Bid Meeting	
Date & Time for receipt of Bid	<b>5<sup>th</sup> May, 2017 at 3:00 p.m</b>
Date & Time opening of a) Technical Bid b) Financial Bid	<b>5<sup>th</sup> May, 2017 at 3:30 p.m</b> To be intimated later

## **GENERAL TERMS AND CONDITIONS**

1. **Procedure for Submission:**

Sealed envelopes to be placed in a **single cover** (sealed) and super scribed as “**Tender for supply and Installation of Computer Chairs**”. The sealed envelope should be dropped in the tender box placed in the office before the due date and time. Those who send the tender document by post, have to ensure that the documents reach before the prescribed date & time. The institute will not take any responsibility under any circumstances for courier / postal delays.

**ENVELOPE ‘A’:**

This envelope should contain following two crossed demand drafts both in favor of **The Director, National Institute of Technology Tiruchirappalli – 620015.**

- a) Towards cost of tender documents -Nil
- b) Towards Earnest Money Deposit (Refundable Rs 4,320/-)
- c) Duly completed covering letter as per Annexure-I on your official letterhead.

**ENVELOPE ‘B’:**

This envelope should contain the following

- a) Technical Bid as per Annexure-II to IV and the terms and conditions.
- b) All relevant supporting documents of technical bid.

**ENVELOPE ‘C’:**

This envelope should contain the financial bid as per Annexure-V

2. **Financial bids** of technically qualified parties shall be opened on a later date.
3. The rate / commercial offer of the firm will remain unchanged at least for **one year**.
4. **The tenderer should sign on each page of the tender documents.**
5. Bids which are late/vague/conditional/incomplete/not confirming to the laid down procedure in any respect will be rejected.
6. Tenders sent by telex/fax/e-mail will not be accepted.
7. The tender documents are neither transferable nor the cost of tender document is refundable under any circumstances.
8. The downloading of tender document from the website and/or submission of the same does not automatically qualify for the tender.
9. Even after approval, if information/facts submitted by a tendered are found misleading/incorrect/false etc., NIT Tiruchirappalli reserves all rights to reject an item/items for the current/future contract or may impose penalties as deemed fit. Non-compliance of any of the terms of tender and future instructions NIT Tiruchirappalli will also warrant above penalties.
10. In case of doubt in materials, the expenditure on testing of equipment will be borne by the tenderer.
11. The rate quoted should be inclusive of all statutory Levis, taxes, packing, forwarding, installation and commissioning charges and for delivery at the premises of NIT Tiruchirappalli.

12. **The successful tenderer will have to deposit the performance guarantee in the form of bank guarantee/D.D. at the rate of 10% of the total value of order immediately on receipt of order and same will remain with NIT Tiruchirappalli until expiry of warranty period. No interest will be paid by NIT Tiruchirappalli on the deposit.**
13. The successful bidder should supply the items strictly as per the quantity, quality and the specifications mentioned in the quotations and in the order.
14. **The successful bidder should supply, install 17 No.s of Workstation cushion chairs and 40 No.s of Laboratory steel chairs within 30 days from the date of issue of Purchase order.**
15. If the order is placed on the successful bidder and the bidder is not in a position to execute the said order, the EMD will be forfeited.
16. In case of delay in supply by the stipulated date, NIT Tiruchirappalli reserves the right of imposing liquidated damages (LD) @ 0.5% per week, subject to maximum 10% of the total cost of supply order.
17. No advance payment will be made at any cost.
18. Payment will be released by NIT Tiruchirappalli after the inspection and acceptance of the goods supplied against the supply order.
19. The manufacturer/supplier should be able to give minimum guarantee of ONE Year for all the items for material manufacturing defects, and undertake to replace defective products at no extra cost within 48 hours of intimation of defect.
20. The order can be cancelled summarily by NIT Tiruchirappalli in whole or in part at any time without assigning any reason, if the supply made by the manufacturer/ supplier is found not according to the order or in case supply is not received within stipulated time.
21. NIT Tiruchirappalli reserves the right to reject the tender in whole or in part thereof without assigning any reason.
22. NIT Tiruchirappalli reserves the right to either procure/ not procure any item(s) and /or to either increase/decrease the quantity of any item(s).
23. In case of differences arising in the terms and conditions of the tender documents with the firm(s) the decision of NIT Tiruchirappalli shall prevail.
24. The courts of Tiruchirappalli alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Tiruchirappalli court shall have jurisdiction in the matter.
25. NIT Tiruchirappalli reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
26. **Arbitration:-** In the event of any dispute or difference arising under this supply, The Director, NIT Tiruchirappalli or his nominee is the arbitrator and the decision of the arbitration will be binding both parties.
27. **The lowest bid will be considered based on total lot price.**

I have read and understood all the terms and conditions of the Tender and hereby undertake to abide by the same.

Authorized signatory  
Name & Address of the Firm with seal  
Contact No.....

**Annexure-1**

To

**The Director  
National Institute of Technology- Tiruchirappalli – 620015,  
Tamilnadu, India**

Kind Attention  
Ms. R.Kavitha  
Assistant Professor/ECE  
NIT, Tiruchirappalli - 620015

Dear Sir,

**Sub: - Enquiry for the Supply and installation of workstation cushion chairs and laboratory steel chairs.**

**Ref.: - 1) Notice inviting File Ref.No: NITT/F.No: 0010/PLAN/2016-17/ECE**

**Dated: 20.04.2017**

**With reference to the above, I am/we are offering our competitive prices for Supply and Installation of Computer Chairs.**

I / We hereby reconfirm and declare that I / We have carefully read and understood the above referred tender document including instructions, terms & conditions, specifications, schedule of quantities and all the contents stated therein and all subsequent corrigendum published on institute website.

I / we confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date and are FOR NIT Tiruchirappalli, and free delivery and installation at NIT Tiruchirappalli.

The following DD in favour of The Director, NIT Tiruchirappalli are enclosed herewith towards Earnest Money Deposit and Cost of Tender Documents.

<b>Detail of DD</b>	<b>Amount</b>	<b>DD No. &amp; Date</b>	<b>Bank Name</b>
<b>EMD</b>	<b>Rs. 4320 /-</b>		
<b>Cost of Tender Documents</b>	<b>Nil</b>		

Thanking you

Yours faithfully,

(Signature of the Tender)

Encl: 1) Quotation in sealed cover.  
2) EMD vide DD/Pay order.

**ANNEXURE – II**

**PROFILE OF ORGANISATION**

<b>S. No.</b>	<b>Particulars</b>	
1.	Name of the party	
2.	a) Address for correspondence b) Telephone No. c) Fax No d) Email Id e) Name of the contact person f) Contact number of the contact person g) Website	
3.	Year of Establishment/incorporation ( Certificate to be attached)	
4.	Income Tax PAN/TAN (attach copy of PAN card)	
5.	ST/CST No (Copy of relevant documents to be attached)	
6.	Registration details (Copy to be attached)	
7.	Verification- The tender document should be signed by the authorized signatory verifying that all the details furnished in the tender are true and correct to the best his/her knowledge. In case of furnishing of any false information, the tender shall be liable for outright rejection.	
8.	Turnover in last three years 2013-2014 2014-2015 2015-2016 Attach audited Balance Sheet	Rs. Rs. Rs.
9.	List of Major clients where the similar type of supply executed by you during the last 7 years as detailed below: Three similar works of Rs. Two similar works of Rs. One similar work of Rs. Attach supporting copies	
10.	List of enclosures	

**ANNEXURE – III**

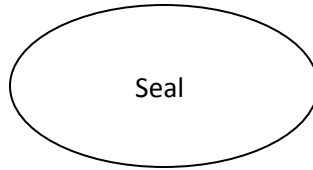
**CERTIFICATE**

(to be provided on letter head of the firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute of any account.

I also certify that the above information is true and correct in any every respect and in any case at a later date is found that any details provided above are Incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:



Authorized Signatory

Name:

Designation:

Contact No.:

Place:



ANNEXURE – IV

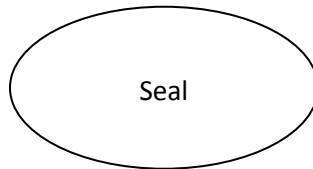
TECHNICAL BID

S. No.	Particulars
1.	Workstation cushion chair
	Workstation cushion chair with arm rest Polyurethane molded seat and back low back with frame support Half Pu arm rest Height/width/Depth/Seat height  (89.5cm/61.4cm/64.5cm/46.5cm)
2	Laboratory chair
	Powder Coated/Stainless Steel Height/width/Depth/Seat height (84.5cm/52.5cm/55.8cm/45.0cm) The seat and Back are made up of injection molded high impact strength polypropylene polymer compound with indoor grade UV resistance  Stainless steel under structure

Detailed drawing is attached at Appendix - 1

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

**ANNEXURE – V**

**FINANCIAL BID**

<b>S.No.</b>	<b>Particulars</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount</b>
<b>1</b>	Workstation cushion chair with arm rest Polyurethane molded seat and back low back with frame support Half Pu arm rest Height/width/Depth/Seat height  (89.5cm/61.4cm/64.5cm/46.5cm)	17	Each		
<b>2</b>	Laboratory steel chair Height/width/Depth/Seat height (84.5cm/52.5cm/55.8cm/45.0cm)  The seat and Back are made up of injection molded high impact strength polypropylene polymer compound with indoor grade UV resistance  Stainless steel under structure	40	Each		
<b>TOTAL</b>					
<b>TAXES, IF ANY</b>					
<b>TRANSPORTATION</b>					
<b>TOTAL PAYABLE AMOUNT</b>					

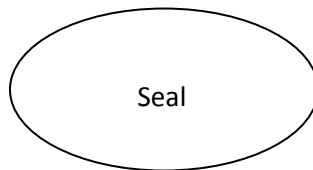
Amount in words

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Time required for supply of Item No.1 & 2 : \_\_\_\_\_ days (in any case not exceeding 30 days).

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

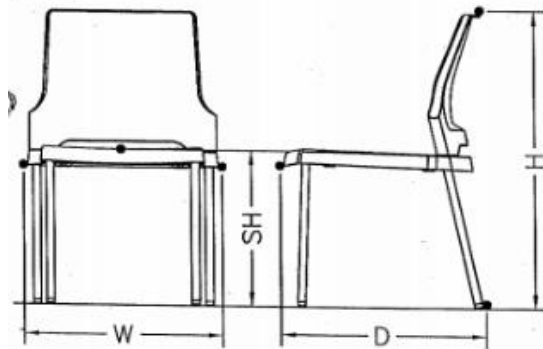
## Appendix -1

### Type 1: Workstation cushion chair



Height/width/Depth/Seat height  
(89.5cm/61.4cm/64.5cm/46.5cm)

### Type- 2: Laboratory chair



Height/width/Depth/Seat height  
(84.5cm/52.5cm/55.8cm/45.0cm)