

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Web: www.nitt.edu

Phone: 0431 –250 3830



TENDER DOCUMENT

Name of work : Procurement of tree saplings and planting for various locations within the NITT campus

Value of work : Rs.4,17,650/-

Tender : NITT/EMD/EE/Horti. /Enq.No.90(269)

Enquiry No. Dt: 10.09.2018

Period of Contract : 5 days

Signature of the Bidder



NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPALLI -620 015.

Estate Maintenance Department

NOTICE INVITING TENDER

01. Name of work : **Procurement of tree saplings and planting for various locations within the NITT campus**
02. Estimated Cost : **Rs. 4,17,650 /-**
03. Earnest Money Deposit : **Rs. 8,500 /-**
04. Work period : **Within Five Days from the release of Order**
05. Cost of Tender Document : **NIL**
06. Last Date & Time for receipt of Tenders : **15.00 Hrs. on 24.09.2018** (The Institute shall not be responsible for non- receipt or delayed receipt or postal delay or non- delivery of the tender)
07. a) Date & Time of Tender Opening : **15.30 Hrs. on 24.09.2018**
b) Opening of Price bid : After evaluation of technical bids, the date, time and place of opening of the Price bid will be intimated to technically qualified bidders.
08. Address for submission of Tender : **The Director,
National Institute of Technology,
Tiruchirappalli - 620 015**

Tender document contains 09 pages including Price Bid

Name of the Agency
Submitting the tender :

Signature of the Bidder

BIDDER'S COPY

INSTRUCTIONS TO BIDDERS

1. This document set contains the following:
 - a) Terms and conditions of the Tender
 - b) Details of the Firm offering this Quote
 - C) Quotation form (Price Bid)
2. Read through the terms and conditions given and affix your signature and seal if you find them acceptable. Any deviations may be recorded. Read carefully list of specifications that we have enclosed.
3. **Do not use** ambiguous terms like **“yes”, “complied” or “available”**. Specifically mention the matching specification of the product offered by you. Make sure that you have affixed your signature with date and seal on all the documents.
Please send the tenders in a sealed envelope super scribed as **“QUOTATIONS AGAINST TENDER**
NOTIFICATION NO: NITT/EMD/EE/Horti/ENQ.NO:90 (269) Dt.10.09.18 so as to reach “The Director, National Institute of Technology, Tiruchirappalli - 620 015, India” on or before **24th September 2018 at 15.00 Hrs.**
4. For any further clarifications, contact by E-Mail: rnarayanan@nitt.edu or by written request to “The Executive Engineer, (Kind ATTN to: **The Executive Engineer**, Estate Maintenance Department,) National Institute of Technology, Tiruchirappalli - 620 015, India”

Last Date for receipt of tender at NIT-T : 24th September 2018 at 15.00 Hrs.
Opening of the bid : 24th September 2018 at 15.30 Hrs.

CHECKLIST TO BE FILLED IN BY BIDDER

List of documents to be enclosed

Completed & Signed

SECTION-1

COVER 1: Technical Bid

- | | |
|--|----------|
| 1. DD towards EMD | YES / NO |
| 2. Terms and Conditions form | YES / NO |
| 3. Details of the Firm offering this Quote & Declaration | YES / NO |

COVER 2: Price Bid

- | | |
|------------------|----------|
| 4. Price Bid | YES / NO |
| 5. Contract Form | YES / NO |

*** Please retain this page with you for your future reference**

Signature of the Bidder

SECTION: 1 – TWO BID TENDER

Cover 1: Technical Bid - EMD

(Should be super scribed as 'EMD cover' duly indicating the Tender reference No. and the due date of opening)

Earnest Money Deposit (EMD) is to be submitted by way of Demand Draft drawn on any Nationalized bank in India in favor of "The Director, NIT, Trichy" payable at Trichy. The bids submitted without EMD will be treated as non-responsive and will be rejected. Respective Price bid will not be opened for further processing. EMD shall bear no interest.

Cover 2: Price Bid

(Should be super scribed as 'Price Bid' duly indicating the Tender reference No. and the due date of opening)

Should contain:

- a. Price bid as per the format in Section-3 of the tender document
- b. Contract Form – Section 4

Note:

- a. If the prices are revealed in cover 1, the offer will be summarily rejected.
- b. Each Cover shall be sent in a double sealed cover. The inner covers (Cover 1 and Cover 2) should be sealed individually with the Sellers's distinctive seal and super scribed with the tender reference No. and due date of opening. All inner covers shall be placed in a common outer cover which shall also be sealed with seller's distinctive seal and super scribed with the tender reference No. and due date of opening.
- c. Mention "Kind Attention **Executive Engineer**, Estate Maintenance Department, National Institute of Technology, Tiruchirappalli-15, Tamilnadu, and submit at the address given in the Notice Inviting Tender.
- d. Cover 1 followed by 2 will be opened on the scheduled date and time mentioned in the tender enquiry. If DD for EMD / tender cost is not attached in Cover 1, respective Cover2 will not be opened.

SECTION: 2 - TERMS AND CONDITIONS FORM

IMPORTANT: READ THE FOLLOWING TERMS AND CONDITIONS AND SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT

1. The offers should be addressed to “The Director, National Institute of Technology, Tiruchirappalli 620015, India” and should be sent in a sealed envelope super scribed BID **AGAINST TENDER NOTIFICATION No.: NITT/EMD/EE/HORTI/Enq.No.90(269) Dt:10.09.2018** so as to reach us **on or before 24th September 2018 at 15.00 Hrs.**
2. Each offer should be sent in a sealed cover with the tender documents. Tenders received through email or FAX will not be considered.
3. The tenders will be opened on **24th September 2018 at 15.30 Hrs.** in the presence of the vendors present with authorization letter from the respective companies / firms.
4. The rate quoted should be on unit basis excluding Taxes. Taxes and other charges should be quoted separately.
5. All offers should indicate unit price (excluding taxes and duties applicable), Taxes and other charges should be mentioned separately, if any.
6. 100% payment will be made only after supply and acceptance of material at NITT and **No advance payment will be made.**
7. No revision of the price bid will be allowed once the price bids are opened
8. No increase in price will be allowed after our firm orders are placed.
9. Rate quoted shall exclude GST. The applicable GST can be reimbursed by NITT along with the running / final bill on production of documentary evidence by the agency for having paid the GST to the authorities concerned. **The Tenderer should be a GST Registered Contractor**
10. The delivery period and other terms should be clearly mentioned.
11. The vendors are informed that they should not call us over phone or contact us in person. All clarifications can be obtained through E-Mail/FAX/Post. Vendors shall not make attempts to establish unsolicited and un-authorized contact with us after the opening of the offers and prior to the notification of the award. Any attempt by any vendor to bring to bear extraneous pressures on us shall be sufficient reason to disqualify the vendor.
12. Delay / loss in postal transit or due to other reasons will not be NIT-T’s responsibility.
13. We are not responsible for accidental opening of the covers that are not properly super scribed and sealed before the time scheduled for opening.
14. Authorized signatory should sign on all the pages. Bids without authorized signatures or seal of the firm will be rejected.
15. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
16. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
17. NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
18. The agencies should submit their rate as per the format given in Section 3 of the Notice Inviting Tender in this cover. All the pages of the bid should be signed affixing the seal. All corrections and overwriting should be initialed.

19. The bid shall be in the format of price schedule given in Section 3. The contract form as per format given in section 4 shall be submitted. Incomplete or conditional tender will be rejected.
20. Details of quantity and the specifications are mentioned in Section 3 appended to this Notice Inviting Tender.
21. **The bidder should have completed at least two Tree saplings supply works out of which at least one from Central government /State government/ Government institutions/Departments of supply value more than Rs.2 lakhs.**
22. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.
23. In case of dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.
24. Order shall be placed item wise on the respective bidder whose net price including applicable tax, duties, octroy etc., is the lowest among the competitors for that particular acceptable item.

Release of EMD: The EMD will be released after Work completed within the stipulated period. The EMD of the unsuccessful bidder will be refunded once the order is placed on finalization.

Validity of bids: The rate quote should be valid for a minimum of **90** days. No claim for escalation of rate will be considered after opening the Tender.

Clarification of Tender Document: A prospective bidder requiring any clarification of the Tender document may communicate to the contact person given in this notice inviting tender.

Amendment of tender document: At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.

The Institute may at its own discretion extend the last date for the receipt of bids.

The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.

The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefor. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.

The bidder should give the following declaration while submitting the Tender.

ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly.

NAME OF THE VENDOR: ADDRESS:

SECTION: 3 – PRICE BID

Sl.No	Description	Qty.	Unit	Rate	Amount (Rs)
01	Peltophorum pterocarpum of 10-12 feet height and the trunk girth should be 4-5inch & the cover size is 18 X 18 inch with 20 kg weight including transport charges etc.	250	Each		
02	Magizham tree (Mimusops elangi) of 10-12 feet height and the trunk girth should be 4-5inch & the cover size is 18 X 18 inch with 20 kg weight including transport charges etc.	250	Each		
03	Tabebuia rosiya of 10-12inch height and the trunk girth should be 4-5inch & the cover size is 18 X 18inch with 20 kg weight including transport charges etc.	250	Each		
04	Badam (Prunus dulcis) of 10-12 Inch height and the trunk girth should be 4-5 inch & the cover size is 18 X 18 inch with 20 kg weight including transport charges etc.	250	Each		
05	Peltophorum pterocarpum of 4-6inch height and the trunk girth should be 1inch & the cover size is 8 X 10inch with 3-5 kg weight including transport charges etc.	500	Each		
06	Magizham tree (Mimusops elangi) of 4-6 inch height and the trunk girth should be 1inch & the cover size is 8 X 10 inch with 3-5 kg weight including transport charges etc.	500	Each		

07	Tabebuia rosiya of 4-6 inch height and the trunk girth should be 1inch & the cover size is 8 X 10 inch with 3-5 kg weight including transport charges etc.	500	Each		
08	Badam (Prunus dulcis) of 4-6 inch height and the trunk girth should be 1 inch & the cover size is 8 X 10 inch with 3-5 kg weight including transport charges etc.	500	Each		
09	Date palm of 3-4inch height including transport charges etc.	10	Each		
	Total amount(in words)				

Signature of the Bidder: **Name and Designation:**

..... **Business Address:**

.....

Place:

Seal of the Bidder's Firm

Date:

The price bid should be submitted only as per the above format. No row shall be left blank. Please indicate NA, in case the item is "Not Applicable". If this format is not used or any column is left blank, then the bid will be rejected.

SECTION: 4 - CONTRACT FORM

To be provided by the bidder in their business letter head

[Name of the Supplier's Firm] hereby abide to deliver theby the delivery schedule mentioned in the Section 3 of the Tender document for supply of the items if the purchase order is awarded.

The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.

Signature of the Bidder:

Name and Designation:

Business Address :

Place:

Date:

Seal of the Bidder's Firm