

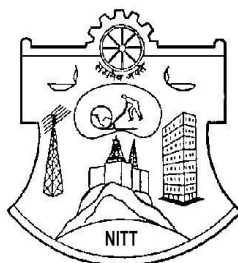
# NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI – 15

## HOSTEL OFFICE

Web: [www.nitt.edu](http://www.nitt.edu)

Phone: 0431 - 2504136



## NOTICE INVITING TENDER

Tender Number NITT/Hostel/4 dated 10.9.2012

The National Institute of Technology, Tiruchirappalli (**herein after referred to as NITT**) is an Educational Institution of National Importance under Ministry of Human Resource Development, Government of India.


The Hostel Office, **NITT** invites sealed tenders, on or before 25<sup>th</sup> September 2012, under two bid (Technical bid and financial bid) format, from the reputed manufacturers or their authorized distributors/ dealers for supply of Furniture to our Hostel, as per the terms and conditions stipulated in the succeeding pages.

## Terms and Conditions

1. Name of the furniture items	A. Steel chair B. Steel cot and C. Steel Plain Table
2. Specifications of furniture and quantity required	Specifications of the Furniture items and Quantity required as stipulated in <b>Annexure I</b>
3. Earnest Money Deposit	The Tenderer shall be required to deposit earnest money (EMD) for an amount of Rs.10,000/ by way of demand draft drawn in favour of Chief Warden, National Institute of Technology, Tiruchirappalli. The Demand Draft for EMD must be enclosed in the envelope containing the technical bid. <b>Any bid not accompanying with EMD is liable to be treated as non-responsive and rejected.</b> EMD is refundable but without any interest. Unsuccessful Bidder's EMD will be returned as early as possible.
4. Price quotation	Should be submitted by the bidders in the format prescribed in <b>Annexure II</b>
5. Delivery schedule	Within 42 days from the date of issue of Purchase order.  <b>Time is the essence of the contract.</b> If the successful bidder failed to supply the furniture within the delivery schedule stipulated, penalty at the rate of Rs.500/ per day of default will be levied.
6. Last date of submission of tender	<b>25<sup>th</sup> September 2012 upto 3 P.M</b>
7. Date of opening of technical bid	<b>25<sup>th</sup> September 2012 4 P.M</b> Venue: Admin Block
8. Date and time opening of Financial bid	After technical bids will be evaluated by the tender committee, Financial bids of only those renderers will be opened who qualify the technical evaluation. The date, time and place of opening of the financial bids will be <b>28<sup>th</sup> September 2012, Admin Block, NITT at 3 P.M</b>
9. Display of furniture	The technical bid will be opened on 25 <sup>th</sup> September 2012. At that time, the bidders shall produce/ display sample items of furniture and the furniture shall remain at the Hostel premises, till finalization of tender. The sample of the successful bidder shall remain at the Institute till successful completion of the requirements of the purchase order.
10. Warranty and Guarantee	The rates for the furniture shall be quoted with a minimum 12 months onsite warranty / guarantee against any manufacturing defect, poor quality of material and workmanship, in normal use, and it will be started from the date of supply. The supplier shall remain responsible for any defect arising out of defective or improper materials or workmanship in the work for a period of one year from the date of supply.

	Defective furniture shall be replaced or repaired within 5 days from the date of written complaint at the cost of the supplier. Rejected items, if any, have to be removed and replaced within 5 days from the date of complaint.
11. Validity	Quoted rates must be valid for 3 months.
12. Payment terms	<b>90% of the order value</b> shall be released after satisfactory supply and acceptance of said furniture, by the Hostel Office.  Unaccepted furniture shall be replaced within 5 days.  <b>Balance 10% payment</b> shall be kept as performance security and to be released after guarantee / warranty period or submission of Performance Bank Guarantee, equivalent to 10% of the order value.
13. Submission of Bids	Envelops of technical bid and financial bid should be individually sealed and then placed in a third envelop <b>to be sealed and super scribed with tender for supply of furniture to Hostel, tender number, and addressed to: The Chief Warden, Hostel Office, National Institute of Technology, Tiruchirappalli-15.</b>
14. List of clientele	The bidder should furnish their technical soundness and provide list of customers of previous supply of similar items to Universities, Institutes or Government Departments/Undertakings/public sectors with contact details. <b>Copies of Purchase orders/ Indents should be attached for proof.</b>
15. Right of the Institution	The NITT, Hostel Office reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.
15. Postal delay	The Institute shall not be responsible for any postal delay about non-receipt / non delivery of the bids or due to wrong addressee.

## Annexure I: Specifications of furniture and quantity required

S.no	Specification	Qty	Sketch
1.	<b>Steel chair</b> of size 15" x 15" x 18" / 32" (front ht.18" rear ht.32' made out of 18G C.R. Sheet and 1" dia 18G ERW pipe (Electro resisting welded quality) pipe with one coat of zinc chromate red oxide primer and finished with two or more coats synthetic olive green paint.	236	
2.	<b>Steel cot</b> of overall size 75"x31"x18" made out of 16G C.R. Sheet with three bottom stiffeners made of 1" dia and cross pipes two nos 18G ERW pipes with one coat of zinc chromate red oxide primer and finished with two or more coats of synthetic olive green paint.	25	
3.	<b>Steel plain table</b> of size 36"x24"x30" ht. made out of 18G C.R. Sheet with two stiffeners made out of 1" dia 18G ERW pipes and cross pipes two nos 18G ERW pipes (Electro resisting welded quality) pipe with one coat of zinc chromate red oxide primer and finished with two or more coats synthetic olive green paint.	236	

**Annexure II Price Schedule**  
**(To be used by the bidder for submission of bid)**

**Price bid format**

<b>Serial Number</b>	<b>Name of the furniture item</b>	<b>Quantity</b>	<b>Unit rate including all charges</b>	<b>Discount (if any)</b>	<b>Total Unit Cost</b>	<b>Taxes</b>	<b>Total cost including taxes</b>

### **Annexure III: Declaration/ Undertaking by the bidder**

1. I / we gone through the terms and conditions stipulated in the tender document and confirm to abide by the same.
2. I/ We abide by the delivery schedule stipulated in the tender. The furniture will be supplied conforming to the specifications stated in the tender document without any defect and deviations.
3. No other charges would be payable by the purchaser. Warranty will be given for the period mentioned in the tender document and service will be rendered to the satisfaction of NIT, Trichy during this period.

**Signature of the Bidder** : .....

**Name and Designation** : .....

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

.....

.....

**Place :**

**Date :**

**Seal of the Bidder's Firm**

## ANNEXURE IV: INSTRUCTIONS TO BIDDER

1. Bids are to be submitted under two cover system.

Cover 1 should contain the following:

- ✓ Technical pamphlets
- ✓ Detailed technical specification
- ✓ The agency should furnish copy of license certificate for manufacture/supply of the item.
- ✓ The agency should furnish Income Tax PAN number
- ✓ Warranty period offered for the tendered item to be specified. If the warranty period is not conforming with the schedule of requirements given in the tender document, the bid is liable to be treated as non-responsive and rejected.
- ✓ Duly filled up technical questionnaire, if any
- ✓ Duly filled up deviation schedules to technical specification
- ✓ Copy of supply orders completed during the last three years ending 31-03-2012.
- ✓ If the prices are revealed in the cover 1, the offer will be summarily rejected.
- ✓ The cover 1 shall be super scribed as 'Technical cover' duly indicating the Tender reference No. and the due date of opening.

Cover 2 shall contain Price only and shall be super scribed as 'Price Cover' duly indicating the Tender Reference No. and the due date of opening.

Cover 1 – will be opened on the scheduled date and time mentioned in the tender enquiry.

Cover 2 – technically suitable offers alone will be opened on a date which will be intimated to the qualified bidders.

2. The details of the agency/ distributor profile should be furnished along with the offer.
3. The tender will be acceptable only from the bonafide manufacturers or their authorized dealers/ distributors.
4. All the pages of the bid should be signed affixing the seal. All corrections and overwriting should be initialed. Incomplete or conditional tender will be rejected.
6. The item to be used is strictly according to the specification and subject to test by the Institute/concerned authorities. It must be delivered and installed in good working condition.
7. The Institute reserves the right to cancel or reduce the quantity included in the schedule of requirements at any time after acceptance of the tender with a notice. 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.
8. 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.
9. Imports: In case, goods are to be imported, the Indian agent should furnish authorization certificate by the principles abroad for submission of the bid in response to this Notice Inviting Tender.
10. 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.
11. 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.

12. The Institute may at its own discretion extend the last date for the receipt of bids.
13. 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.
14. **The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.**
15. The bidder should give the following declaration while submitting the Tender.
16. The rates should be quoted in Indian Rupee F.O.R. NIT, Trichy for supply within India.
18. In case of import both CIF and / or FOB rate should be quoted. All components of expenditure to arrive at Chennai need to be explicitly specified.
19. The bidder shall indicate the excise duty exemption for the goods if applicable
20. The Institute is eligible for customs duty and excise duty exemption.
21. The rate quoted should be on unit basis. Taxes and other charges should be quoted Separately, considering exemptions if any.
22. Rate quoted should be inclusive of delivery charges.
23. Payment: No advance payment will be made.
24. Guarantee and Warrantee period should be specified for the complete period conforming to the this tender document.
25. In case of dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.

**Chief Warden/ Hostel/ National Institute of Technology**