

SHORT TENDER NOTICE

Supply, Install, Testing and Commissioning of Napkin incinerator machine

The National Institute of Technology, Tiruchirappalli (herein after referred to as NITT) is an Educational Institution of National Importance, functioning under the control of Ministry of Human Resource Development, Government of India. At present, over 5000 students are pursuing their Engineering education in NITT and they are accommodated in 25 hostels situated within NITT campus. The Management and Administration of the NITT Hostels is vested with **Hostel Administration Committee (herein after referred to as HAC)** headed by the Chief Warden. The Chief Warden, HAC/ NITT invites sealed tenders from Manufacturers/ Authorized dealers to supply, install, testing and commissioning of Napkin incinerator required for NITT Hostels.

Last date for receipt of bids 10.02.2015 at 3:00 PM

Date of opening of bids 10.02.2015 at 3.30 PM

The Tender document, terms & conditions and specifications may be downloaded from institute website [www.nitt.edu](http://www.nitt.edu)

Chief Warden  
NITT HOSTELS  
[hac@nitt.edu](mailto:hac@nitt.edu)

**Short Tender Notice**

**Sub: Supply, installation, testing & commissioning of Napkin incinerator machine in NIT, Tiruchirappalli**

Sealed tenders are invited from Manufacturers/Authorized dealers for **Supply, installation, testing & commissioning of Napkin incinerator machine** required for Opal Hostel of the institute along with earnest money in the form of Demand Draft favouring **The Chief Warden, NIT Trichy** payable at **Tiruchirappalli**. The detail technical specification & Quantity are given in Tender.

The tender form along with technical bid, price bid, specifications, terms and conditions of the **Napkin incinerator machine** shall be downloaded directly from institute website [www.nitt.edu](http://www.nitt.edu) and be submitted with the **tender document fee of Rs.525/-** (Non-refundable) along with EMD amounting to **Rs.12000/-** both in form of DD favouring **The Chief Warden, NIT Trichy** and shall reach by **10.02.2015 till 3.00 PM**. These will be opened on the same day i.e. **10.02.2015 at 3.30 PM** in the presence of bidders, if they wish to remain present. **The bid without tender documents, tender fee, and earnest money deposit and received late will not be considered.** The Chief Warden, NIT Trichy reserves the right to accept/reject all/any of the bid without assigning any reason.

**Chief Warden**

**NITT Hostels**

### Important Note

- Tender, all corrigenda, addenda, amendments and clarifications to Tender Specifications will be hosted in the website [www.nitt.edu](http://www.nitt.edu) and not in the newspaper, Bidders shall keep themselves updated with all such developments.
- In case the last date of receipt/opening of bids falls on holiday, the bids shall be receipt/opened on the following working day at same time and venue.
- Bidder who have downloaded the tender document form from the institute's website shall submit a declaration along with tender document that I/We have downloaded the Tender Form from the institute website [www.nitt.edu](http://www.nitt.edu) and I/we have not tempered /modified the tender form in any manner. In case, if the same is found to be tempered/modified in any manner, I/we understand that my/our tender will be summarily rejected and I/we are liable to be banned from doing business with institute.
- While submitting the tender, bidders must submit Tender Fee, EMD, eligibility criteria documents & Technical Bid and Financial bid in four different envelopes clearly marking the contents as detail below on the body cover of each envelop in bold letters :
  1. Envelop: "A" Tender Fee
  2. Envelop: "B" Earnest Money
  3. Envelop: "C" Technical Bid (which includes documents related to eligibility criteria and Terms and conditions, Performance statement & other declaration related documents.)
  4. Envelop: "D" Financial Bid
- All above four envelopes then be placed in a one larger envelope, sealed and superscripted with tender number, Name/subject & due date of submission and should be addressed to:

**The Chief Warden  
Hostel Office  
National Institute of Technology  
Tiruchirappalli - 620 015  
Tamilnadu**
- Supplier must mention Full address with Phone No. & Fax No. and email-ID on their envelopes also.
- Tender document fee of **Rs.525/-** (Non-refundable) along with EMD amounting to **Rs.12000/-** both in form of DD favouring **The Chief Warden, NIT Trichy** are to be submitted with tender document failing which the offer will not be considered.
- The tender not submitted in accordance with the above mentioned criteria is liable to be rejected. Further, envelope D i.e. financial bid will be opened only of those bidders whose bids are found according to eligibility criteria.

**Eligible Criteria - Technical Bid**

1.	Bidder should be either Original Equipment manufacturer or should be Authorized System Integrator partner having direct purchase and support agreement with the OEM for Napkin incinerator machines quoted for this tender. In case the bidder is a system Integration Partner of the Principal Manufacturer, a valid certificate from the Principal Manufacturer clearly stating the relationship with the Partner and authorization to the Partner to quote for this specific tender is to be furnished. The Certificate / Authorization Letter specific to this tender must be enclosed by Authorized Representative of the OEM with the Technical Bid. (Annexure -A)
2.	The Bidder shall have back-to-back agreement with the OEM to provide service and spare support for at least 3 years for the offered solution. Bidder shall give an undertaking to provide an agreement on award of contract.
3.	Bidder should have experience of successful execution of project involving BSCARS during preceding 3 years from tender due date, Bidder should have supplied minimum 20 Napkin incinerator machines to at least one reputed industrial firm / Institution. The complete project mentioned should be of total solution and infrastructure setup, training and support. The work order should be on the name of the bidder. The order copy of above mentioned projects and successful completion/ performance certificate from the customer along with the offer is to be submitted.
4.	The OEM/ manufacturer or its National distributor should have all India presence and its Network should be in South India States.
5.	Availability of authorized dealer/ distributor/ service centre of the manufacturer/ OEM at least for the last Five year in Tamilnadu preferably in and around Tiruchirappalli. The dealer's capability of after sale service i.e available manpower at Dealer/ Distributor/ Service Centre.( Proof to be attached).
6.	Financial background of the manufacturer /OEM/ authorized distributor/ dealer, based on the financial statements/ balance sheets for last three years. (proof to be attached)
7.	Manufacturer/OEM/ Distributor /Dealer/ should have average annual gross turnover of Rs. 15 lakhs per annum in past three completed financial years. (Audited Balance Sheet to be enclosed)
8.	Supply/ Purchase Order regarding supply of similar equipment to educational Institutes/ Govt. Agencies/ Semi Govt./ Autonomous Organizations/ PSUs/Reputed Limited Companies comparable to NIT Trichy.( At least two Copies Proof to be attached)

9.	Preference will be given to the Manufacturer/OEM/ Distributor /Dealer having complete range of Napkin incinerator machines. Bidder should attach one (01) copy of Catalogue.
10.	The Bidder should provide detail of similar works undertaken by them in the last 3 years. They should provide the Job Completion Certificate(s) of similar work(s) from the Client(s).
11.	Copy of the PAN No.
12.	Copy of the Sales Tax/ VAT Registration no.
13.	Copy of acceptance of terms and Conditions as per Tender.

**TERMS AND CONDITIONS**

**FOLLOWING TERMS AND CONDITIONS MAY BE CAREFULLY STUDIED BEFORE SUBMITTING BIDS/BIDS**

1. Name, complete address of the bidder/ Quoter with telephone NO., Fax No. & Email id.  
  
\_\_\_\_\_  
  
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\_\_\_\_\_
  
2. Location of Head office with complete address, with telephone No. Fax No. and Email id.  
  
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3. The bid must be quoted duly typed on the letter heads of the supplier / manufacturer with full address, VAT No. / PAN No. / TDS NO. / TIN No. and must be contained in a sealed envelope which should be superscribed as “Bid for Supply, installation, testing and commissioning of Napkin incinerator machine - Short Tender Notice No. NITT/HAC/Purchase /Napkin/2015/VI/002 dated 00.02.2015” with due date and time on the cover of envelope.
  
4. The last date of submission of tender is 10.02.2015 by 3:00 pm. These bids will be opened on the same day at 03.30 pm in the Hostel Office/ NITT in the presence of the bidder(s) or their authorized representative(s) who wish to remain present at the scheduled time. Telefax /E-mail and other incomplete offer will not be considered.
  
5. All Bids will be deemed to be FOR NIT, Tiruchirappalli unless otherwise specified and should include packing and forwarding charges.
  
6. If quoted otherwise than FOR NIT, Tiruchirappalli, insurance, charges from place of loading to destination shall be borne by the supplier.
  
7. All Bids will be valid for at least 60 days excluding the date of opening, illustrated literature and catalogue must be furnished along with Bid.
  
8. The supplier must intimate whether he /she is manufacturer, dealer or supplier. In case of supplier or dealer, the authorization from the manufacturer is required and copy of the same must be enclosed with the bid.

Read and accepted

(Signature of the Bidder)

9. Rates should be quoted in Indian rupee only.
10. The Institute is not liable to pay any interest on EMD. Earnest money deposit shall be forfeited, if the bidder, withdraws his/her bid before the period of tender validity. The Earnest money deposit of the bidder, whose tender has been accepted, will be returned on the submission of performance security @5% of the total value of the offer. The performance security will be kept till the warranty period of the Biometric Attendance System. The warranty period will start from the date of satisfactory installation, testing and commissioning of the Biometric Attendance System duly certified by the concerned authority. Earnest money deposit of the successful bidder shall be forfeited, if it refuses or neglects to execute the contract or fails to furnish the required performance security within the stipulated time frame as specified by the institute. The EMD(s) of other Bidder(s) whose offer will not found according to required specification/ lowest will be released after finalization of the Purchase.
11. The Bid may be rejected by the Chief Warden without assigning any reason.
12. The Bid received after the due date will not be considered unless the date is extended.
13. In case the last date of receipt of Bid falls on holiday, the Bid shall be opened on the following working day.
14. The make/model of Napkin incinerator machines and country of origin must be clearly specified. Warranty of the Napkin incinerator machines should be indicated.
15. The after sales service policy also be clarified and address of the Sales Service Centre be intimated.
16. Three years of working spares wherever required should be quoted on FOR destination basis. The Chief Warden reserves the right to order any or all the spares as quoted by the bidders and on the terms and conditions quoted for the **Napkin incinerator machines**. The responsibility of the bidder under the warranty clause will not be diluted in any way on this account.
17. Specifications can be changed depending upon suitability only after deliberation/ discussion. Nearest specifications/better specifications can be considered. In case of deviation complete justification should be furnished with proper documents.
18. It may be stated clearly, whether the items quoted are available in stock. If not the minimum period of supply of goods be indicated.
19. Rate quoted should be excluding taxes .Percentage of taxes to be charged must be clearly stated.

Read and accepted

(Signature of the Bidder)

20. Inspection of **Napkin incinerator machines** /or parts of **Napkin incinerator machines** will be carried out by the consignee or the Inspection Committee at the destination and if rejected **Napkin incinerator machines** or parts of **Napkin incinerator machines** will have to be removed within 10 days from the date of dispatch of advice from the indenting officer, failing which the quoter shall be responsible for the loss.
21. The rejected **Napkin incinerator machines** or parts of **Napkin incinerator machines** must be replaced within 15 days of the dispatch of advice by the indenting officer or a registered notice, failing which indenting officer will be entitled to make arrangements of its disposal without any further reference.
22. Certificate to the effect that the Price quoted by the bidder will be lowest and is not more than the Price charged from other Educational Institutions/ R & D departments in India.
23. Copies of supply orders at least of three users where bidder have already supplied above said **Napkin incinerator machines** be supplied.
24. The supplier who quote the **Napkin incinerator machines**, must provide terms & conditions and installation etc. and maximum discount can be allowed for being an Educational Institute.
25. 90% payment will be released against physical delivery and inspection of the equipment and balance 10% payment shall be released within 15 days after having the inspection and installation report of the equipment/material, execution of the complete order of goods as per specification of the supply order.
26. The quantity of **Napkin incinerator machines** may vary as per requirement.
27. The bidder should not have been debarred and/ or blacklisted by any Central Government/ or any State Government Department(s) attached with the tender as per **Annexure-B**.

Read and accepted

(Signature of the Bidder)



28. **Penalty:** The Chief Warden of the institute shall have the power to impose penalty upto 5% of the value of the order if the supply is not executed within the stipulated/extended period.
29. A copy of blank tender document duly signed and stamped on each pages shall be returned in original with the Technical bid as a proof, to confirm the acceptance of the entire terms and conditions of tender.

**ARBITRATION:**

In case of any dispute or difference arising out of or in connection with the tender conditions / job order and Contract, the Institute and the bidder/Contractor will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute.

The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Tiruchirappalli only. The decision of the Arbitrator shall be final and binding on both the parties.

**JURISDICTION:**

The courts at Tiruchirappalli alone will have the jurisdiction to trial any matter, dispute or difference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Tiruchirappalli Court shall have jurisdiction in this matter.

Read and accepted

(Signature of the Bidder)

## Technical Specification

Technical Specifications of Napkin incinerator machines:

- Burns up to 50 napkins/day
- Electrically operated
- Wall mountable
- Ceramic Insulation for excellent thermal protection
- Auto thermal cut off for safety of user
- Very compact in size, can be mounted inside toilet.
- Electrically operated, less than 1.3kw/hr
- Electronic LCD Display for real time status.
- Virtually smoke & smell free
- No external Heat and Noise
- Auto Power and thermal cut off when exceed desired conditions
- Less than 1gm ash per total burning of sanitary napkin
- Manufacturing defects warranty: 3 years
- Spares & control box warranty: 1 Year
- Construction MS powder coated
- Mode of operation: Automatic
- Per time storage: 10 to 15 napkins
- Sensor options
- All Installation works (except electrical) with fume hood (all plumbing for chimney)

(Signature of the Bidder)

Read and accepted

**PRICE BID**  
**(BID MUST BE ON THE LETTER HEAD OF SUPPLIER)**

S. No	Description	Quantity	Rate Per Piece (in Rs.) (inclusive of Taxes)	Total Amount (in Rs.)
1	Napkin incinerator machines	12		

F.O.R. NIT Tiruchirappalli.

VAT/Sale Tax / Service Tax quoted separately

Delivery Period:

Warranty: 3 years

We have gone through and understood the instructions to the bidders and also terms & conditions stipulated in the Tender Document and confirm to abide by the same.

Signature of the Bidder

Date

With Stamp

Place:

ANNEXURE - A

FORMAT FOR MANUFACTURER'S AUTHORISATION FORM

To,

The Chief Warden  
National Institute of Technology  
Tiruchirappalli - 620 015  
Tamilnadu

Sub. : Tender for “ \_\_\_\_\_ ”.

Dear Sir,

We, \_\_\_\_\_, who are established and reputed manufacturers of \_\_\_\_\_, having factory/office at \_\_\_\_\_, hereby authorize M/s \_\_\_\_\_  
[name & address of agents/distributors/ dealer to bid, negotiate and conclude the Order with you for the above goods manufactured by us.

We shall remain responsible for the tender / Agreement negotiated by M/s \_\_\_\_\_, jointly and severally. No company or firm or individual other than \_\_\_\_\_ M/s \_\_\_\_\_ are authorized to bid, negotiate and conclude the order in regard to this business against this specific tender as for all business in the Tamilnadu.

We hereby extend our full guarantee and warranty as per the terms and conditions of equipment i.e. **Napkin incinerator machines** offered for supply against this invitation for bid by the above supplier.

Yours faithfully,

[Name & Signature] For and on behalf of M/s. \_\_\_\_\_ [Name of manufacturer] with Stamp

Note:

This letter of authorization should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.

**ANNEXURE - B**

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the Bidder)

I / We \_\_\_\_\_ (Bidder) hereby declare that the firm / agency namely M/s. \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or organization and the labour court(s) from taking part in Government tenders in India.

(OR)

I / We \_\_\_\_\_ (Bidder) hereby declare that the Firm / agency namely M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization/ labour court(s) from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government Tenders.

In case the above information found false I / we are fully aware that the tender/ contract will be rejected/ cancelled by The Chief Warden, NIT Tiruchirappalli, and EMD / SD shall be forfeited. In addition to the above Chief Warden, NIT Tiruchirappalli, will not be responsible to pay the bills for any completed/partially completed work.

DEPONENT

**Attested:**

(Public Notary / Executive Magistrate)

Name \_\_\_\_\_

Address \_\_\_\_\_