

File Ref.No: NITT/F.No: 024/PLAN/2016-17/ECE/MP LAB/TABLE & CUPBOARD/TD

Dated: 12.09.2016

**NOTICE INVITING TENDER FOR SUPPLY AND INSTALLATION OF
TABLES & CUPBOARDS**

S.No	Brief Description	Estimated Cost (Rs)	Cost of tender Document (Rs)	Earnest Money Deposit (EMD) (Rs)
1	Supply & Installation of Tables & Cupboards		Nil	Rs. 3,000 /-

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

Last date and Time of Submission
of Tender
5th October, 2016 at 3:00 p.m

Date and Time of Opening
of Tender
5th October, 2016 at 3:30 p.m

Check List

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The tender document shall be downloaded from NIT Tiruchirappalli website www.nitt.edu

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

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

Kind Atten: Ms.R. Thilagavathy
 Assistant Professor
 Dept. of ECE
 National Institute of Technology
 Tiruchirappalli- 620 015.
 E Mail : thilagavathy@nitt.edu

Pre-Bid Meeting	
Date & Time for receipt of Bid	5th October, 2016 at 3:00 p.m
Date & Time opening of a) Technical Bid b) Financial Bid	5th October, 2016 at 3:30 p.m 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 Tables & Cupboards**”. 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 3,000/-**)
- 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 each 5 No.s of Tables & Cupboards 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.Thilagavathy

Assistant Professor/ECE

NIT, Tiruchirappalli - 620015

Dear Sir,

Sub: - Enquiry for the Supply and Installation of Tables & Cupboards.

Ref.: - 1) Notice inviting File Ref.No: NITT/F.No: 024/PLAN/2016-17/ECE/MP LAB/TABLE & CUPBOARD/TD

Dated: 12.09.2016

With reference to the above, I am/we are offering our competitive prices for Supply and Installation of Tables & Cupboards.

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.

Detail of DD	Amount	DD No. & Date	Bank Name
EMD	Rs. 3,000 /-		
Cost of Tender Documents	Nil		

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

S. No.	Particulars	
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

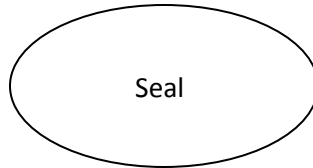
CERTIFICATE

(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

1) Table specifications:

	ELEMENT	SPECIFICATIONS
Tops	Worksurface	Panels should be made from 18 ±0.5mm thk pre-laminated boards as per with 2mm thick PVC edge bonding on all sides. *T-104 = 25±0.5mm thick pre-laminated board
Understructure	C-Frame Tubular Frame Modesty Panel	Made from 0.9±0.09 mm thick powder coated 50microns CRCA MS. T8 and T9 should have dia of 25.4±0.3mm x 1.2±0.096mm thk MS ERW tube. Others should have square 25.4±0.3mm x 1.2±0.096mm thk MS ERW tube. Should be made from 1±0.09mm thk powder coated 50microns CRCA MS
Storage		Shell must be 0.5±0.07mm thk CRCA MS Drawer tray must be 0.5±0.07mm thk CRCA MS Drawer Front must be 0.8±0.1mm thk CRCA MS Lock must be 10 lever cam lock Handles must be built in plastic

COLOUR CHOICE:

1. Top & Lipping : Grey
2. Storage Unit & Handles:
 - Shell: TA Grey
 - Handle: Brown
 - Drawers: TA Grey
3. Top Frame & Legs : Char Brown.

2) Cupboard Specification (i):

Glass Storewel (Vertical sliding door)

1. **Size:** 900mm(W) x 450mm (D) x 1830mm (H)
2. **Construction & Material:** Rigid knock down construction, back, sides and door must be made from 0.7mm high yield strength CRCA, rest in 0.8mm CRCA.
3. **Sliding Door Arrangement:** Sliding door must have top hanging arrangement to prevent derailment. Each door must have 2 plastic roller steel ball bearing for smooth movement of door and less noise. Glass door for content visibility.
4. **Locking and Handle:** Snap on type aesthetically appealing die cast 5 lever cam lock for safe locking. Plastic flush and recessed handle.

5. **Shelving:** Height wise adjustable, load capacity uniformly distributed to maximum 40kg, 4 nos. of adjustable full shelves. Must have space for storing A4 size box file (85Wx345Hx285D) vertically on four shelves with clear space above fifth shelf of 220mm.

Cupboard Specification (ii) :

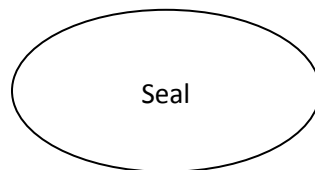
Welded storewel plain

1. **Product Size:** 916mm(W) x 486mm(D) x 1980mm (H)
2. **Construction & Material :** Welded construction, 0.7mm thickness for shelf, 0.8mm thickness high yield strength CRCA for doors and back, 0.9mm thick for all components, CRCA 'D' grade as per IS:513
3. **Locking and Handle:** Mazak Handle, 3-way locking with shooting bolt.
4. **Shelving:** Height wise adjustable shelf mounting, uniformly distributed load capacity per each full shelf must be only 40kg maximum, 4 nos. of adjustable full shelf, box file A4 size (85Wx345hx285D) must be stored vertically on 3 shelves and the clear space above fourth must be 240mm.
5. **Leveler:** M10 screw type leveler with hex plastic base.
6. **Finish:** Epoxy powder coated to 50micron thickness.

Detailed drawing is attached at Appendix - 1

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

ANNEXURE – V

FINANCIAL BID

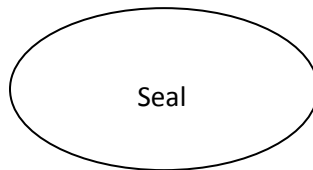
S.No.	Particulars	Quantity	Unit	Rate	Amount
1	Table	5	Each		
2	Cupboard (i) – Glass Storewel	2	Each		
3	Cupboard (ii) – Welded Storewel Plain	3	Each		
TOTAL					
TAXES, IF ANY					
TRANSPORTATION					
TOTAL PAYABLE AMOUNT					

Amount in words

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

Date:

Place:



Authorized Signatory

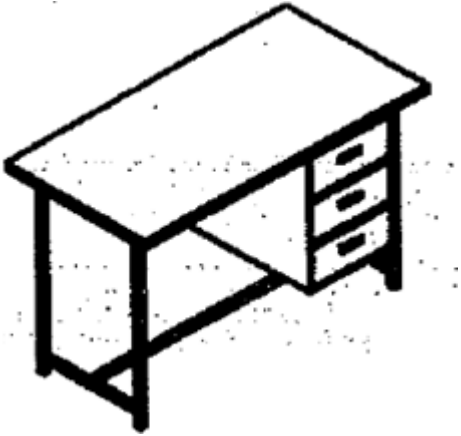
Name:

Designation:

Contact No.:

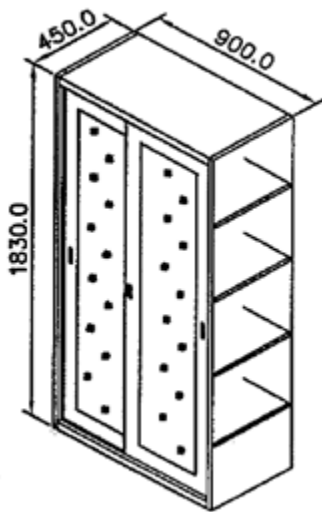
Appendix -1

1) TABLE:



W	D	H
1199	590	750

2)CUPBOARD (i) GLASS STOREWEL



CUPBOARD (ii) – WELDED STOREWEL PLAIN

