

# NATIONAL INSTITUTE OF TECHNOLOGY

## TIRUCHIRAPPALLI – 15

CENTRAL STORES

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

Phone : 0431 - 2501801



# TENDER DOCUMENT

**Tender Notification No : NITT/F.NO: UG-MOD:002/PLAN 2013-14/DAC**

**Name of the component : Monthly Sheet Calendar for the year - 2014**

**Quantity requird : No. of Calendar - 8,000**

**EMD Amount : Rs.15,000/-**

**Cost of the Tender Document : Rs. 150 /-**

**Delivery :Within Twenty Days from the date of placing Purchase order**

**Last Date of submission of Tender : 29.11.2013 up to 3.30 p.m.**

**Address for submission of Tender : The Director,  
National Institute of Technology,  
Tiruchirappalli – 620015, Tamilnadu, India.  
Kind ATTN to: Dr. M. Duraisealvam,  
Associate Dean – 1 ( P & D ),  
Department of Production Engineering,  
National Institute of Technology,  
Tiruchirappalli – 620 015.  
Mobile: + 91-9994373486**

**Date of opening of bid : 29.11.2013 at 4.00 p.m.**



**NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI – 15**

**CENTRAL STORES**

**Tender Notification No.: NITT/F.NO-UG-MOD:002/PLAN 2013-14/DAC**

**Dated: 12.11.2013**

**NOTICE INVITING TENDER**

The National Institute of Technology, Tiruchirappalli (NITT) is an autonomous body under MHRD, GOI, imparting Technical Education and engaged in Research Activities. It is proposed to procure the following component for the departmental academic/research activities.

Sealed Quotations under Two bid are invited for the following component subject to the following terms and conditions, from the reputed manufacturers or their authorized dealers so as to reach this office on or before scheduled date and time. The technical cover will be opened on the same day in the presence of bidders or their authorized agents who may choose to be present.

<b>Name of the component</b>	<b>:Monthly Sheet Calendar for the Year – 2014</b>
<b>Quantity Required</b>	<b>:No. of Calendars 8000</b>
<b>EMD</b>	<b>: Rs. 15,000/-</b>
<b>Cost of the Tender Document</b>	<b>: Rs. 150 /-</b>
<b>Time for completion of supply after placing purchase order</b>	<b>: Within Two week from the Date of purchase order</b>
<b>Last Date of submission of Tender</b>	<b>: 29.11.13 up to 3.30 P.M.</b>
<b>Tender to be submitted at the following address</b>	<b>: The Director, National Institute of Technology- Tiruchirappalli – 620015, Tamilnadu, India. Kind ATTN to: Dr. M. Duraisealvam, Associate Dean – 1 ( P &amp; D ), Department of Production Engineering, National Institute of Technology, Tiruchirappalli – 620 015. Mobile: + 91-9994373486</b>

***Place, Date and time of opening of bid:***

**Date: 29.11.2013.**

**Time: 4.00 P.M.**

**Venue: Central Stores, Main Office**

**Note : The Institute shall not be responsible for any postal delay about non-receipt / non delivery of the bids or due to wrong addressee.**

## INSTRUCTIONS TO BIDDERS

**BIDDER'S COPY**

1. This document set contains the following:
  - a) Terms and conditions of the Tender
  - b) Details of the Firm offering this Quote
  - c) Technical Compliance Form
  - c) Quotation form (Price Bid)
  - d) Currency Form (quoted on behalf of the foreign suppliers)
  - d) NIT-T's check list copy
2. The bidder's copy is for your future records. Please fill in and return only NIT-T's copy.
3. The bidder should give details of 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. The details of the agency/profile should be furnished along with the copy of all related documents.
4. 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.
5. Fill in the questionnaire regarding the Firm.
6. The downloaded documents '**Technical Compliance Form**' and '**Tender Form (Price Bid)**' should be **TYPE WRITTEN USING CAPITAL LETTERS ONLY**. At the time of filling the "**Tender Form (Price Bid)**" make sure that you have not missed anything. Specify the model number & specification for each item. The form should be filled item-wise. Do not leave blank fields. If you are not quoting for a specific item, you should specify "**NOT QUOTING**".
7. **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.
8. Please send the tenders in a sealed envelope super scribed as "**TENDER AGAINST TENDER NOTIFICATION NO: NITT/F.NO.UG-MOD:002/PLAN 2013 -14/DAC**" so as to reach "**The Director,National Institute of Technology, Tiruchirappalli-620 015 with kind Attention to Dr.M.Duraiselvam, Mobile No.9994373468**"
9. For any further clarifications, contact by E-Mail: [durai@nitt.edu](mailto:durai@nitt.edu) or by written request to "**The Registrar, National Institute of Technology, Tiruchirappalli - 620 015, India**"
10. **Covers: Cover-1. EMD and TENDER cost**  
**Cover-2. TECHNICAL BID:** which should be accompanied by samples otherwise the bid Will be rejected.  
**Cover-3. PRICE BID:** If the price are revealed in Cover-1 or Cover-2 the bid will be rejected.
11. **The Technical Bid Cover-1 & Cover-2 will be opened on 29.11.2013**
12. The Price bid of Technically qualified Bids will be opened on Dates which will be intimated through Telephone.

**Last Date for receipt of tender at NIT-T** : 29.11.2013 up to 3.30 p.m.  
**Opening Date for Tender** : 29.11.2013 at 4.00 p.m.

### **CHECKLIST TO BE FILLED IN BY BIDDER**

List of documents to be enclosed	Completed & Signed
1. Terms and Conditions form	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's Quotation form (Technical & Price Bid)	YES / NO
4. Currency Form(quoted on behalf of the foreign suppliers)	YES / NO
5. Other technical specifications & pamphlets	YES / NO

- Note:** 1. "Cover" should contain the following:
- a. Form of "**Acceptance of Terms and Conditions**".
  - b. Form of "**Firms details**"
  - c. Pamphlets, if any (in a separate sealed cover)  
Quotation Form (Technical, Price Bid and Currency Form)

## **Section 1. IN THE CASE OF TWO BID TENDERS**

**BIDDER'S COPY**

**1.1 Bids are to be submitted under two cover system.**

**1.2 Cover 1:**

**Cover 1 should contain the following:**

EMD and Tender cost Earnest Money Deposit (EMD) and Tender cost is to be remitted by way of Demand Draft drawn on any Nationalised bank in India by Demand Draft drawn on any scheduled bank in favour of "The Director, NIT, Trichy" payable at Trichy should be submitted. EMD shall bear no interest. Any bid not accompanying with EMD and Tender cost is liable to be treated as non-responsive and rejected.

**Cover2 should contain the following**

- a. Technical pamphlets
- b. Detailed technical specification
- c. The agency should furnish copy of license certificate for manufacture/supply of the item\*
- d. The agency should furnish Income Tax PAN number & TIN number.\*
- e. The agency should furnish the last three years balance sheet approved by the CA and the IT clearance certificate.\*
- f. Warranty period offered for the tendered item to be specified. If the warranty period is not conforming with the schedule of requirements given in section 3 of the document, the bid is liable to be treated as non-responsive and rejected.
- g. Duly filled up technical questionnaire,if any
- h. Duly filled up deviation schedules to technical specification
- i. Copy of supply orders completed during the last three years
- j. If the prices are revealed in the cover 1 and 2 the offer will be summarily rejected.

**1.3 The cover 2 shall be super scribed as 'Technical cover' duly indicating the Tender reference No. and the due date of opening.**

**\* Appropriately pertaining to the country of origin.**

**1.3 Cover 3:**

**Cover 3 should contain the following**

**Cover 3 shall contain Price only and shall be super scribed as 'Price Cover' duly indicating the Tender Reference No. and the due date of opening.**

Each Cover shall be sent in a double sealed cover. The inner covers (Cover 1 and Cover 2 and 3) should be sealed individually with the Sellers's distinctive seal and super scribed with the tender reference no. and due date of opening. Both the 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.

Mention "Kind Attention:Dr.M.Duraiselvam,Associate Dean-1(P&D),Mobile:+91-9994373486 and submit at the address given in the Notice InvitingTender.

Notice Inviting Tender

Cover 1 & 2 will be opened on the scheduled date and time mentioned in the tender enquiry.

Cover 3 of the technically and commercially suitable offers alone will be opened on a date which will be intimated to the qualified bidders.

## Section 2. “TERMS AND CONDITIONS FORM”

### IMPORTANT: READ ALL 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**” kind Attention to and should be sent in a sealed envelope super scribed “**TENDER AGAINST TENDER NOTIFICATION No: NITT/F.NO.UG-MOD:002/PLAN 2013-14/DAC**” so as to reach us **on or before 29.11.2013 up to 3.30p.m.**
2. The tenders will be opened on **29.11.2013 at 4.00 p.m.** in the presence of the vendors present with authorization letter from the respective companies / firms. Suppliers intending to attend the tender opening should intimate us in advance.
3. Full technical specifications and pamphlets should be sent along with the tenders. **Offers without proper technical specifications will be rejected.**
4. The rate quoted should be on unit basis excluding Taxes. Taxes and other charges should be quoted separately, considering exemptions if any.
5. All offers should indicate the taxes and duties applicable, if any. Additional charges for packing, forwarding, freight, insurance etc., if any, should be clearly mentioned. Clearance at Customs will be arranged by us.
6. NIT-T is paying concessional Customs & Excise duty under Government of India Notification No.51/96 for Central Customs and 10/97 for Central Excise Duty vide Certificate No.TU/V/RG-CDE(183)/2011 dt.10.10.11. Currently the purchaser is paying 5% Basic Customs Duty, 2% Educational Cess on Basic Customs Duty, 1% Higher Education Cess on Educational Cess, and 4% Import Additional Duty.
7. The Institute is not authorized to issue C and D forms of Sales tax certificate.
8. **No advance payment will be made.**
9. No revision of the price bid will be allowed once the price bids are opened.
10. No increase in price will be allowed after our firm orders are placed.
11. **Payment of excise duty and sales tax / VAT (on ultimate products)** as applicable on the closing date of tender will be to the supplier's / contractor's account. Any statutory variation (both plus and minus) in the rate of excise duty/sales tax/VAT after closing date of tender/revised price bid but before the expiry of the contractual delivery / completion period will be to the account of the office.  
The bidder(s) will indicate, in their bid, the amount with exact rate of the Excise and Sales tax/VAT on ultimate finished product, as applicable at tendering stage, separately in the bid. In case the above information subsequently proves wrong, incorrect or misleading (a) this Institute will have no liability to reimburse the excess in the difference in rates of the item under which the duty/tax assessed finally (b) this Institute will have the right to recover the difference in case the rate of duty / tax finally assessed is on the lower side.  
Any increase in excise duty, sales tax / VAT during extended period of the contract / supply order will be to supplier's / contractor's account where such extension in delivery of the materials/completion of the project was on the request of supplier / contractor. However, any decrease in excise duty/sales tax/ VAT during extended period of the contract / supply order, will be to the account of this Institute.
12. The suppliers should submit samples of items they are quoting. Those samples will be returned once the Tendering process is over. The bids without samples will be Technically disqualified.
13. Quote should come from authorized dealer or distributor or reseller for each of the product quoted. An authorization letter should accompany your quote for each product quoted; otherwise it may lead to rejection.
14. The delivery period and other terms should be clearly mentioned.
15. Eligibility: Quotation from registered firms/company's / manufacturer under TNGST/CST / other statutory bodies alone be considered. Any Manufacturer / Supplier / Dealer who has been declared ineligible by World Bank/government of India shall not be eligible to participate in this bid. Any fraudulent practices including concealing of facts at the time of submission of bid and there after shall lead to disqualification. List of beneficiaries especially from Educational Institutions / R & D Institutions should also be enclosed with the quotations.
16. For those instruments Cost exceeding 5,00,000/- the company should have (i) Three similar works, each of value not less than 40% of the estimated cost put to tender, or (ii) Two similar works, each of value not less than 50% of the estimated cost, or (iii) One similar work of value not less than 80% of the estimated cost, all amounts rounded off to a convenient full figure, in the last 7 years ending on the last day of the month previous to the one in which the tenders are invited.

17. Complete user, technical and service documentation, and spare parts catalogue are to be provided along with the supply of the item.
18. 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.
19. Delay / loss in postal transit or due to other reasons will not be NIT-T's responsibility.
20. We are not responsible for accidental opening of the covers that are not properly super scribed and sealed before the time scheduled for opening.
21. The tender should be made only on the "Technical compliance form" & "Tender form" which is available in our website, otherwise it shall lead to rejection. The technical compliance form & PRICE BID FORM should be duly filled up (preferably **TYPE WRITTEN IN CAPITAL LETTERS**) and should clearly mention the features offered by the bidder against each specification.
22. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.
23. The manufacturers of the quoted make of the product must be of national / international repute and having ISO /BIS certificate.
24. **Liquidated damages:** If the bidder/supplier, after accepting the Purchase Order, fails to deliver any or all of the Goods within the period specified in the Order, NIT-T shall, without prejudice to its other remedies under the Rules of Purchase, proceed to cancel the order or agree to accept a delayed delivery on the condition of payment of liquidated damages by the bidder / supplier a sum equivalent to 0.50% of the total cost as indicated in the Purchase Order (which will be deemed as agreed price) for each week or part thereof of delay until actual delivery or performance is completed and such penal charges shall be limited to a maximum of 5% of the total cost. Once the maximum is reached NIT-T may proceed on its own to consider the termination / cancellation of the order.
25. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
26. Vendors are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet NIT-T's Technical specification / requirements would be compared.
27. The order will be based on the actual requirement at the time of ordering, optional items may also be ordered based on the actual requirements at the time of ordering. Not quoting for this may result in disqualification.
28. NIT-T reserves the right to modify or alter the specifications after short listing of tenderers.
29. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
30. NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
31. NIT-T reserves the right to purchase decreased number of quantity of the item to be purchased
32. The agencies should submit their rate as per the format given in Section 4 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.
33. The tender will be acceptable only from the manufacturers or its authorized supplier.
34. The bid shall be in the format of price schedule given in Section 4. The contract form as per format given in section 5 shall be submitted. Incomplete or conditional tender will be rejected.
35. Details of quantity and the specifications are mentioned in Section 3 appended to this Notice Inviting Tender
36. 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.
37. 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.
38. In case of dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.

**Release of EMD:** The EMD shall be released after receipt of performance security (5 -10% of contract value) from successful bidder.

**Validity of bids:** The rate quote should be valid for a minimum of 120 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 :**

**“DETAILS OF THE FIRM OFFERING THIS QUOTE”**  
**(Write or print or type in block letters and please answer all the questions)**

1. Name of the firm?  2. Date of incorporation?

3. Nature of the company - Government / Public / Private Company / Partnership / Proprietorship:

4. Specify the number of years in this line of activity by the Company ::

5. Quantity of sales in the last three years for the “.....” (same model that you have quoted)?

2009-2010	2010-2011	2011-2012
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Turn over in the last three years (Figures should be in Indian Rupees in Lakhs):

2009-2010	2010-2011	2011-2012
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Provide the postal address, telephone & fax numbers, and email address of the nearest service center.

8. What would be the delivery period in days from the date we place an official purchase order.

9. Enclose the list of customers to whom you have supplied “.....” during the last 3 years ending 31/03/2012 with full postal address and name of the contact person with phone, FAX numbers, and E-Mail id. Certificate regarding satisfactory performance of the “.....” from the minimum three end users should be furnished.

10:

11. Have you supplied “.....” to National Institute of Technology, Tiruchirappalli in the last 3 years? If yes, specify the quantity supplied in the last 3 years and last PO reference

12. Was there any elapse or delay in supplying the goods ordered or any service related issue during the warranty period for the products ordered by NIT-T with your firm? If yes, provide details.

13. On Manufacturer’s Side to whom NITT have to contact in case of delayed supply and other issues committed by the authorized dealer / distributor / reseller :

Contact Person Name :	
Address :	
E-mail ID :	Telephone / Cell Phone :



**DECLARATION**

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our tender will be summarily rejected and full Earnest Money Deposit (EMD) will be forfeited and I/we am/are liable to be banned from doing business with NIT, Trichy and /or prosecuted.

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

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

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

**Place :**

**Date :**

**Seal of the Bidder's Firm**

## SECTION : 3 SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

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Name of the Component to be procured : Monthly sheets calendar for year 2014

### Specification

SIZE of the Calendar : 41" breadth X 56" length  
6 Sheeter + 1 Sheet (Information Sheet)  
Wire O Binding  
COLOUR of the Calendar : Multi colour printing.  
PAPER QUALITY : 220 GSM ART PAPER

### SPECIAL REQUIREMENTS

- This Institute's Name is to be printed in Bold CAPITAL letters one by one in the order of TAMIL, HINDI and ENGLISH on the top. The emblem (as cited in the top of this Tender document) is to be printed within a circle on the left top corner of the calendar.
- Monthly numbers are to be printed in suitable bigger size possible and using dark Blue colour for working days and red colour for holidays. Restricted Holidays are to be indicated as RH in red colour on right top corner.
- The Calendar is to be printed in SIX SHEETS for 12 months on back to back basis

Name of the Component to be procured : Monthly sheets calendar for year - 2014

Specifications : As mentioned above

Quantity : 8000 Nos.

Any other details/requirement : As mentioned above

Delivery schedule expected after release of purchase order (in weeks) : Within Twenty Days

EMD (in Rupees) : Rs.15,000/-

Performance Security to be given by Successful bidder after release of purchase order (in Rupees) : 5% of the order Cost

**SECTION : 4 PRICE SCHEDULE**

[ To be used by the bidder for submission of the bid ]

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1. Component Name :
  
2. Specifications (confirming to Section 3 of Tender document-enclose additional sheets if necessary) :
3. Currency and Unit Price(excluding Taxes) :
  
4. Quantity :
5. Item cost (Sl.No.3 & Sl.No.4) (in Indian Rupee) :
  
6. Taxes and other charges :
  - (i) Specify the type of taxes and duties in percentages and also in figures
  - (ii) Specify other charges in figures :
  
7. Tender cost (Including Taxes and Other charges) :
  
8. Delivery Schedule (confirming to the Section 3 of Tender document) :
  
9. Name and address of the firm for placing purchase order :

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

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

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

.....

.....

**Place :**

**Date :**

**Seal of the Bidder's Firm**

**NOTE: No column should be left Blank. If any column is left blank or not properly Filled, the bid will be summarily rejected.**

**SECTION : 5 CONTRACT FORM**

[ To be provided by the bidder in the business letter head ]

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1. {Name of the Supplier's Firm) hereby abide to deliver the .....by the delivery schedule mentioned in the Section 3 tender document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.
3. 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**