



HOSTEL ADMINISTRATION, NITT HOSTELS

TIRUCHIRAPPALLI-620 015, TAMIL NADU

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TENDER DOCUMENT

Tender Notification Number: **HAC/NITTH/DTH-HD/ 2016-17/1**

dated: 30/06/2016

NOTICE INVITING TENDER

Subject: Notice Inviting Tender for Installation 50 Nos of DTH-HD connection.

Sealed Tender on Prescribed Performa in two bid format (technical & financial bid) are invited on behalf of Chief Warden, National Institute of Technology, Hostels, Trichy from Original Equipment Manufacturer/Authorized Distributor/Dealers, for installation, testing and commissioning of LCD TV **DISH DTH-HD** Connection as per the Specification given in Annexure – A and details of place of work given below.

Scope of Work:

S.No	Name of the Item	Quantity
1.	Installation, testing and commissioning of <u>DISH DTH – HD</u> Connection as specified in Annexure - A	50 Nos

TENDER DOCUMENT

Tender Notification Number: **HAC/NITTH/DTH-HD/ 2016-17/1**

dated: 30/06/2016

Place of Work:

Sl.No	Location	DTH Connection FOR LCD TV
1.	Boys Hostel	21 Building(one in each)
2.	Girls Hostel Opal Hostel Existing	12 (two in each building)
3.	Amber Mess (Annapoorna)	2
4.	Aquamarine Mess (Sabari)	2
5.	Garnet Mess (Kailas)	2
6.	A – Mess	1
7.	B- Mess	1
8.	Mega Mess – I Ground Floor	2
9.	Mega Mess – I First Floor	2
10.	Mega Mess – II Ground Floor	2
11.	Mega Mess – II First Floor	2
12.	Opal Mess First Floor	1
	Total Nos	50

NITH, Trichy

General Information

1. **Closing Date:** Duly completed Tender along with requisite documents should reach by courier / registered post in person at the following address on or before **07th July 2016 up-to 3.00PM**. Delay due to any reason shall not be considered under any circumstances.

Chief Warden,
Hostel Office,
National Institute of Technology, Hostels,
Tiruchirappalli – 620 015.

2. **Opening Date:** The Tender (Technical bids only) shall be opened on date 07th July 2016 at **3.30PM** in the office of the Chief Warden, Hostel Office, NIT, Tiruchirappalli. Interested bidder or their authorized representatives can be present at the time of opening at their own expenses. Please read “Terms and conditions” attached herewith.

Tender documents shall be down loaded from National Institute of Technology website www.nitt.edu. Duly completed down loaded Tender documents shall be submitted along with above Tender fee Rs.500/- (Draft taken in favour of Chief Warden, NIT Hostel, Tiruchirappalli). Any amendment or corrigendum to the Tender document shall be posted only on NIT website.

3. **Terms and Conditions:**

- a) The quantity of items may be increased or decreased as per actual requirement.
- b) **Warranty: DTH Connection.** During this period any problem arises due to equipment, same has to be repaired or replaced by the supplier at their own cost. The warranty period of repaired or replaced goods shall be extended for a period equal to the turnaround time (out of service period).
- c) The price quoted in the Annexure – I should be inclusive of all Taxes and Duties F.O.R. Destination Chief Warden, NITH, Tiruchirappalli. No extra payment will be made other than the quoted amount.
- d) The rates should be quoted both in the **figures and words**. In case of differences between rates quoted in figures and words, the rate whichever is **lower** will be taken as correct.
- e) In case the successful Bidder does not accept the supply order or supply items as per supply order, the party will be debarred for future participation in the tenders for a period of three years.
- f) No party will submit more than one Tender form under any Circumstances.
- g) Lowest qualified bidder will be awarded the purchase order after considering all other bidders.
- h) The acceptance of the Tender will rest with the competent Authority i.e. The Chief Warden, NIT, Hostel Office, Tiruchirappalli who does not bind himself to accept any tender and reserves the right to return all or any of the Tenders received or part without assigning any reason thereof.

i) Technical Specifications of each item in Annexure – A shall be duly substantiated and supported by appropriate documentation. Evaluation of the product shall be carried out as per the manufacturer's documentation about the product, hence non-compliance may attract rejection of the tender.

j) Quotation for the items of specified brands will only be considered for evaluation and procurement.

k) The party has to supply and install DTH Connection to 50 TV at location mentioned in place of Work Annexure – A and should be in position to complete the work within 15 days on receipt of supply order. No transportation etc charges will be paid.

l) Any loss or damage to item under handling, transportation till such time the item are delivered and installed is responsibility of supplier.

m) Accessories as per the company description as well as any offer from company/dealer should be delivered with the items. Warranty cards should be filled properly and provided at the time of supply of items.

n) Conditional Tenders shall not be accepted. In complete & ambiguous Tenders will be rejected.

o) The Chief Warden, NITH, Tiruchirappalli reserves the right to accept / reject any Tender without assigning any reason.

p) The supply of items should be a fresh piece with good condition.

4. **EMD (Earnest Money Deposit)** : Each tender shall accompany the EMD, in the form of Demand Draft for Rs.5000/- in favor of "The Chief Warden, NIT Hostels" payable at Tiruchirappalli from a Nationalized / Scheduled bank.

EMD shall be valid for a period of Three months from the notified date of opening of the tender without any conditions by the bidder.

The EMD of the unsuccessful bidder shall be returned, on award of contract to successful bidder and EMD of bidder who are not qualified in initial eligibility requirement or Technical qualification, EMD shall be refunded after Pre-qualification / Technical evaluation.

5. **Validity:** Tender shall be valid for acceptances for a period of Ninety days from the date of closing.

6. **Delivery Period:** Within 15 days from the date of supply order received.

7. **Warranty/Guarantee:** Warranty/Guarantee card should be supplied along with the items. Period of warranty / guarantee should be at least **one year or higher as provided by Manufacturer on site comprehensive warrantee** from the date of Supply / Installation of items.

8. **Payment:** Payment will be made after receiving of items. Payment shall be made cheque / online i.e. through RTGS. Full payment will be made in the form of **Cheque / D.D. / RTGS etc** after receiving the items with satisfactory performance report from the concern unit.

9. Financial Bid: Should be completely filled and Tender rates should be provided for **50 DTH connection TATA SKY/AIRTEL/SUN DIRECT inclusive of SET TOP BOX, Mother board etc** otherwise bidder will be considered as rejected.

10. Liquidated Damages: In case of failure to execute the order in full within the specified period, liquidated damages shall be charged @ 0.5% per week or part thereof but not exceeding 5% of the total order value. Even the order can be cancelled at the risk and cost of the supplier. In case the contractor fails to deliver the materials as per the delivery schedule indicated in the purchase order, the material shall be procured from open market to meet the immediate demand / requirement at the risk and cost of the supplier.

11. Force majeure Clause: Force Majeure is herein defined as any cause which is beyond the control of contractor or the purchaser such as-

(a) Acts of any government including but not limited to war, declared or undeclared, priorities, guaranties, embargoes, provided either party shall within fifteen days from the occurrence of such a cause notify the other in writing of such cause.

(b) The contractor or the purchaser shall not be liable for delays in performing his obligations resulting from any force majeure clause.

12. Arbitration: Where otherwise provide for in the contract all question and disputes related to claim or rights arising from the contract, designs, specifications, estimates, quality of workman ship or quality of material used or any instructions or conditions concerning the work whether arising during progress of the work or after the completion or abandonment there of shall be referred to the sole arbitrator as may be appointed by The Chief Warden, NIT Hostels, Trichy. All the case subject to the arbitration shall be settled in accordance with the arbitration rules in force at the time. The decision of the Arbitration shall be final and binding on all parties concerned.

The venue of arbitration shall be such place as may be fixed by the arbitrator in his sole discretion, the award of the arbitrator shall be final, conclusive and binding on all parties to his contract.

Laws Governing the Contract: The contract shall be governed by the Indian law for the time being in force. The court of Tiruchirappalli shall have exclusive jurisdiction in all matters arising under this contract.

13. General Guidelines:

a) The rates shall be quoted against each item in the Annexure – F (Financial bid) of tender form and this (Annexure – F) should be duly filled and signed by bidder (party).

b) Bidder should place cellophane tape on the quoted rates wherein correction/insertion/overwriting made, discount offered by Bidder and total amount before submission of tender documents.

c) The rate should be inclusive of all taxes and charges etc, if any

d) The Tender consist of two bid system i.e. **TECHNICAL BID AND FINANCIAL BID.**

Technical bid must be sealed in Envelope 'A' and containing:

- I. Tender form (all pages) duly signed and stamped on each page by the Bidder.
- II. Annexure – A to E duly filled and signed.
- III. Self-attested copy of PAN
- IV. Self-attested copy of TIN No. Registration / Sale Tax Registration Certificate.
- V. Dealership / authorization letter from OEM
- VI. Letter of Authorization endorsing authorized signatory with complete details of authorized signatory shall be enclosed.
- VII. Any other documents relevant to the tender.
- VIII. Earnest Money Deposit (EMD) i.e. Rs.5000/- (Rs. Five Thousand Only)
- IX. Tender Fees nonrefundable i.e. Rs.500/- (Rs. Five Hundred Only)

Special Note: Quotation for the items of specified brands will only be considered for evaluation and procurement specification are acceptable without the advantage of cost.

The envelope No. B (Financial Bid) shall be opened only if bidder qualifies the Technical Bid Envelope No. A).

- **Financial Bid: Envelope "B"** containing the financial bid in the prescribed format given in below.

Supply, installation testing and commissions of DD Free Dish DTH – HD Connection as specified in Annexure (A) for 50 quantity.

Rate for TATA SKY / SUN DIRECT / AIRTEL

- **Master Envelop:** Both the Envelopes (A & B) are to be sealed in another Envelope marked 'Master Envelope'. The Master Envelop should be super scribed "**NITTH for DTH – HD connection**".

For any clarification please contact:

Dr. A.Sreekanth

Ph: 9486001179

Last Date and Time of Receipt of Tenders	07/07/2016 – 3.00 pm
Date and Time of opening of Tenders	07/07/2016 – 3.30 pm

Chief Warden

**“Envelope – A”
ANNEXURE – A**

TECHNICAL AND QUALITATIVE REQUIRMENTS

Preferred brands: DTH Connection: DD FREE DISH DTH – HD Connectivity

General Requirements for DTH Connection for 50 LCD TV

Features	Specifications	Complied / Not Complied
1	DD FREE DISH DTH – HD Connectivity	
a	Service Provider: Doordarshan,	
b	HD-Set top Box with Remote Control	
c	Dish Antenna	
d	Antenna Cable as required as site of installation	

Place of Work:

Sl.No	Location	DTH Connection FOR LCD TV
1.	Boys Hostel	21 Building(one in each)
2.	Girls Hostel Opal Hostel Existing	12 (two in each building)
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11.	Mega Mess – II First Floor	2
12.	Opal Mess First Floor	1
	Total Nos	50

**“Envelope –A”
Annexure – B**

UNCONDITIONAL ACCEPTANCE LETTER

To,

The Chief Warden,
National Institute of Technology, Hostels,
Trichy – 620 015.

Sub:- Unconditional Acceptance of NITH Tender terms and conditions.

Sir,

1. I hereby unconditionally accept the terms and conditions of NIT tender document regarding supply, installation, DTH Connection: DD FREE Dish DTH – HD as per the specification given on Annexure – A.
2. I hereby certify that I have and examined the “general conditions of tender” for NIT Hostels Supply thoroughly. The rates quoted by us are as per various terms & conditions of the said general conditions of supply for NIT, which will form part of the agreement & I shall abide by the conditions / clauses contained therein.
3. The contents of terms & conditions of the Tender have been noted wherein it is clarified that after unconditionally accepting the conditions in it’s entirely, it is not possible to put any remarks / conditions.
4. The required earnest money for this supply is enclosed herewith.

Date:

Yours faithfully,

Signature

Name:-----

Address:-----

“Note:- To be typed on bidders letter pad and to be submitted in Envelop A”

Annexure – C

**“Envelope – A”
PROFORMA OF LETTER FOR E-PAYMENT**

(Required only if quoted amount is equal to or more than 1 Lakh)

To,
The Chief Warden,
National Institute of Technology, Hostels,
Tiruchirappalli – 620 015.

Subject: Request for E-Payment

Sir,

Following particulars are given for effecting E-Payment in respect of our claim / Bill.

S.No	Particulars Details		Remarks
1.	Name of the Party		
2.	Office Address		
3.	Type of Party's Organization		
	(a) Sole Proprietor		
	(b) Partnership		
	(c) Private Ltd. Company		
	(d) Public Ltd. Company		
4.	Name of Bank in which party maintains A/c		
5.	Bank Branch Code		
6.	Bank Account No.		
7.	IFSC Code		
8.	PAN No.		
9.	VAT/Sale Tax No.		
10.	MICR Code		
11.	NEFT Code		

We also enclosed herewith a cheque duly cancelled bearing our bank A/c.No-----

Thanking You,

(Signature of authorized signatory with seal duly verified with concern bank)

Yours Faithfully

(Authorized Signatory)

Note: Any erroneous information may lead to harmful transaction for which either NITH or the Bank will not be liable / responsible.

“Envelope – A”

ANNEXURE – D

(TO BE SUBMITTED IN THE LETTER HEAD OF THE COMPANY)

To,

The Chief Warden,
National Institute of Technology, Hostels,
Tiruchirappalli – 620 015.

Sir,

I ----- here by certify that My firm
(-----) have / has not
been debarred / black listed by NIT, Hostel, Tiruchirappalli or undertaking / department
like railways, defense or any other department of Govt. of India / State Govt.

Signature of Bidder: -----

Name: -----

Name of the Firm: -----

Address : -----

Telephone No: -----

Fax No:-----

Email:-----

“Envelope – A”

ANNEXURE – E

(TO BE SUBMITTED IN THE LETTER HEAD OF THE COMPANY)

I HEREBY CERTIFY THAT I HAVE DOWNLOADED THE TENDER DOCUMENT FROM NIT WEBSITE AND I HAVE NOT CHANGED ANY CONTENT IN THE DOCUMENT. IF IT IS FOUND THAT THE TENDER DOCUMENT WAS TEMPERERD THAN BY BID/SUPPLY ORDER SHALL BE CANCELLED.

Signature of Bidder:-----

Name: -----

Name of the Firm: -----

Address: Telephone No: -----

Fax No: Email:-----

Stamp / Seal of the Firm -----

FINANCIAL – B

SUBJECT: Supply, Installation, Testing and Commissioning of DTH – HD for 50 Connections.

Sl.No.	Name of the Item	Quantity	Rate for 50 Connections		
			In Figure (TATA SKY)	In Figure (SUN DIRECT)	In Figure (AIRTEL)
1.	Supply, Installation, testing and commissioning of DD Free DISH DTH – HD Connection as specified in Annexure - A	50	Rs.-----	Rs.-----	Rs.-----

Amount In Words:

1. TATA SKY – Rs.-----

2. SUN DIRECT – Rs.-----

3. AIRTEL – Rs.-----

Name : -----

Signature:-----

Tel. / Mobile : -----

Name of the Firm: -----