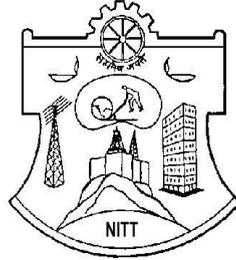


NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI – 15

Web : www.nitt.edu

Phone : 0431 - 2504141



TENDER DOCUMENT

Tender Notification No.: **NITT/P&D/HF/Plan/2013/1**

Dated: 14.05.2013

- Name of the components : **Supply of Steel Cot, Steel Table, Steel Chair and SS dining table**
- Quantity required : **As per the Annexure**
- EMD Amount : **As per the Annexure**
- Cost of the Tender Document : **Rs. 520/-**
- Delivery : **Within 40 days from the date of purchase order**
- Last Date of submission of Tender : **~~03.06.2013~~ 10.06.2013 up to 3.00 p.m.**
- Address for submission of Tender : **The Director,
National Institute of Technology- Tiruchirappalli,
Tiruchirappalli – 620015, Tamil Nadu, India**
- Date of opening of bid : **~~03.06.2013~~ 10.06.2013 at 3.30 p.m.**
- Date of opening of commercial bid will be informed later.**



NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 15

Tender Notification No.: NITT/P&D/HF/Plan/2013/1

Dated: 14.05.2013

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.

Sealed Quotations under **two cover system** 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.

Description	: Steel Cot, Steel Table, Steel Chair and SS dining table
Quantity required	: As per the Annexure
EMD Amount	: As per the Annexure
Cost of the Tender Document	: Rs. 520/-
Delivery	: Within 40 days from the date of purchase order
Last Date of submission of Tender	: 03.06.2013 10.06.2013 up to 3.00 p.m.
Address for submission of Tender	: The Director, National Institute of Technology- Tiruchirappalli, Tiruchirappalli – 620015, Tamil Nadu, India

With kind attention : **The Dean (P&D)**

Date of opening of bid : ~~03.06.2013~~ 10.06.2013 at 3.30 p.m.

Date of opening of commercial bid will be informed later.

Place, Date and time of opening of technical bid :

Date: 10.06.2013

Time: 3.30 p.m

Venue: A2 Hall, Admin Block

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

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 „**Quotation Form (Price Bid)**“ should be **TYPE WRITTEN USING CAPITAL LETTERS ONLY**. At the time of filling the “**Quotation 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 superscribed as “**QUOTATIONS AGAINST TENDER NOTIFICATION NO: NITT/P&D/HF/Plan/2013/1 Supply of Furniture to NITT Hostels** so as to reach “The Director, National Institute of Technology, Tiruchirappalli - 620 015, India” on or before **10.06.2013 at 3.00 p.m.**
9. For any further clarifications, contact by E-Mail: jerome@nitt.edu or by written request to “The Dean (P & D), National Institute of Technology, Tiruchirappalli - 620 015, India”

Last Date for receipt of tender at NIT-T : 10.06.2013 at 3.00 p.m.

Opening Date for Tender : 10.06.2013 at 3.30 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. Other technical specifications & pamphlets	YES / NO

Please retain this page with you for your future reference.

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

1.2 **Cover 1:**

Cover 1 should contain the following:

1. *EMD - Earnest Money Deposit (EMD) is to be remitted by way of Demand Draft drawn on any Nationalized bank in India by Demand Draft drawn on any scheduled bank in favour of "The Director, NIT, Trichy" payable at Trichy or Bank Guarantee in the prescribed form from any nationalized bank should be submitted. EMD shall bear no interest. Any bid not accompanying with EMD is liable to be treated as non-responsive and rejected. Bids should be submitted for each item / lot separately and EMD amount indicated for each item in the column provided in the annexure.*
 - a. *Technical pamphlets*
 - b. *Detailed Drawings*
 - 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 to 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, the offer will be summarily rejected*
- 1.3 *The cover 1 shall be superscripted as „Technical cover“ duly indicating the Tender reference No. and the due date of opening.*

1.4 **Cover 2:**

Cover 2 should contain the following

Cover 2 shall contain Price only and shall be superscripted 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) should be sealed individually with the Sellers"s distinctive seal and superscribed 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 superscribed with the tender reference no. and due date of opening.

Mention "Kind Attention: The Dean (P & D), and submit at the address given in the Notice Inviting Tender.

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

Cover 2 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

Each offer should be sent in a sealed cover with the tender documents.

The offers should be addressed to “The Director, National Institute of Technology, Tiruchirappalli 620015, India” and should be sent in a sealed envelope superscribed “**QUOTATIONS AGAINST TENDER NOTIFICATION No.: NITT/P&D/HF/Plan/2013/1 Supply of Furniture to NITT Hostels** so as to reach us **on or before 10.06.2013 up to 3.00 p.m.**”

1. The tenders will be opened on **10.06.2013 up to 3.30 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.
2. The rate quoted should be on unit basis excluding Taxes. Taxes and other charges should be quoted separately, considering exemptions if any.
3. 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.
4. **No advance payment will be made.**
5. No revision of the price bid will be allowed once the price bids are opened.
6. No increase in price will be allowed after our firm orders are placed.
7. The warranty period should be clearly mentioned.
8. 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.
9. The delivery period and other terms should be clearly mentioned.
10. The bidders 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.
11. Delay / loss in postal transit or due to other reasons will not be NIT-T’s responsibility.
12. We are not responsible for accidental opening of the covers that are not properly super scribed and sealed before the time scheduled for opening.
13. The tender should be made only on the “**Technical compliance form**” & “**Price bid 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.
14. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.
15. **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.
16. **The bidders are informed that they should sign a stamp paper agreement with us, for Warranty, etc. before placing the final purchase order as per our terms & conditions and 5% of purchase order value in the form of bank guarantee towards performance security. The bank guarantee will be returned to the supplier after the successful completion of supply, and the warranty period.**
17. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.

18. Bidders 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.
19. NIT-T reserves the right to modify or alter the specifications after short listing of tenderers.
20. **NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.**
21. **NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.**
22. **NIT-T reserves the right to purchase decreased number of quantity of the item to be purchased**
23. 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.
24. The tender will be acceptable only from the manufacturers or its authorized supplier.
25. 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.
26. Details of quantity and the specifications are mentioned in **Section 3 Annexure** appended to this Notice Inviting Tender.
27. 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 condition.
28. **Release of EMD:** The EMD shall be released after receipt of performance security from successful bidder.
29. **Validity of bids:** The rate quoted should be valid for a minimum of 60 days. No claim for escalation of rate will be considered after opening the Tender.
30. **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.
31. **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.
32. ***The Institute may at its own discretion extend the last date for the receipt of bids.***
33. 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.
34. The members of the purchase committee may also visit the manufacturer/ supplier premises for technical inspection of the quoted items.
35. 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.
36. **It is NOT compulsory that the prospective bidders should quote for all the furniture items specified in this tender. In other words, a bidder can quote either for all the items or any of the furniture item or items specified in this tender.**
37. **Display of items:** Technical bid will be opened on **10th June 2013**, at that time, **the bidders shall be produce display samples items of furniture and 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.
38. In the event of the disputes, differences, claims and questions arising between the parties hereto arising out of this agreement or anyway relating here to or any term, condition or provisions herein mentioned or the construction, validity, interpretation, thereof or otherwise in relation hereto, all such dispute claims or question shall be referred to **Sole Arbitrator** appointed by the NITT. Such arbitration shall be held in accordance with the provisions of arbitration and conciliation act 1996 or re-enactment thereof for the time being in force and arbitration proceedings shall be held at Tiruchirappalli. All legal disputes shall be subject to the jurisdiction of court at Tiruchirappalli.

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 Furniture (same model that you have quoted)?

2010-2011	2011-2012	2012-2013
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Turnover 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. Enclose the list of customers to whom you have supplied furniture during the last 3 years ending 31/03/2013 with full postal address and name of the contact person with phone, FAX numbers, and E-Mail id. Certificate regarding satisfactory performance of furniture from minimum three end users should be furnished.

9. Are you the authorized dealer or distributor or reseller for the products quoted:

10. Have you supplied furniture 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

11. 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.

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12. 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

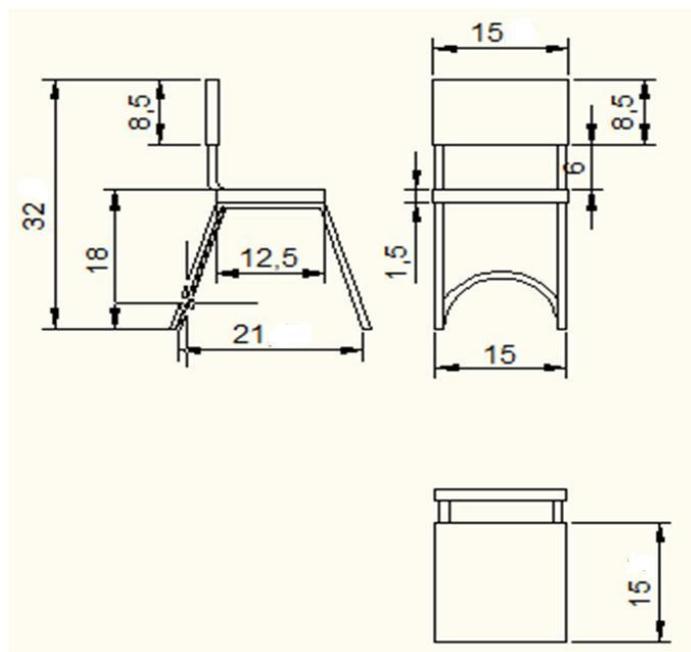
Name of the Component to be procured furniture to hostels	:	Steel Chair, Steel Cot, Steel Table and SS dining Table
Specifications	:	See Annexure
Quantity	:	See Annexure
Any other details/requirement	:	List attached
Warranty period required	:	One year minimum
Delivery schedule expected after release of purchase order (in weeks)	:	40 days
EMD (in Rupees)	:	See Section 4
Performance Security to be given by Successful bidder after release of purchase order (in Rupees)	:	5 % of the total value of the furniture

ANNEXURE: SPECIFICATIONS and REQUIREMENTS

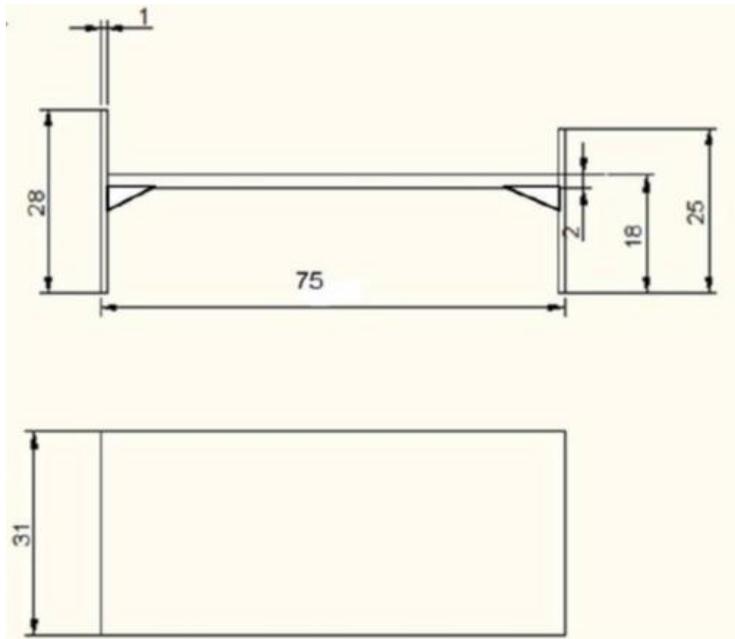
SPECIFICATION AND QUANTITY

(All dimensions are in inches)

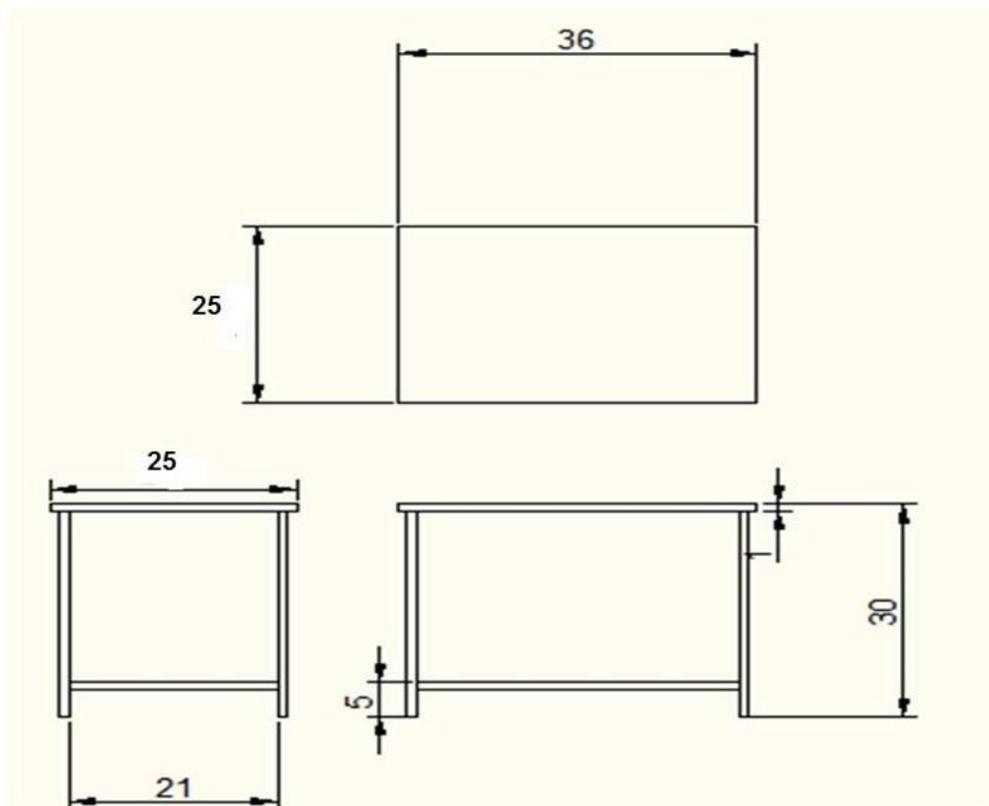
S.No.	Specification	Quantity & EMD	Model
1.	<p>Steel Chair Dimensions: Steel chair of size 15" x 15" x 18" / 32" (front ht.18" rear ht.32" made out of 18G C.R. Sheet and 1" dia 18G ERW pipe (Electro resisting welded quality) to be used for legs. Back rest dimensions are 8.5" x 15" made out of 18G C.R. Sheet.</p> <p>Painting: Painting should be done with one coat of zinc chromate red oxide primer and further finished with two coats of synthetic bottle green paint. Painting should be carried out by Spray coating method.</p> <p>General Instructions: After completion of fabrication, grinding and removing sharp edges by properly rubbing of chair by Emery paper and filling Metallic putty in welding & Pin holes, powder coating paint in black colour with anticorrosive treatment. Rubber bush to be provided at bottom of the every leg.</p>	730 EMD Rs.14600/-	



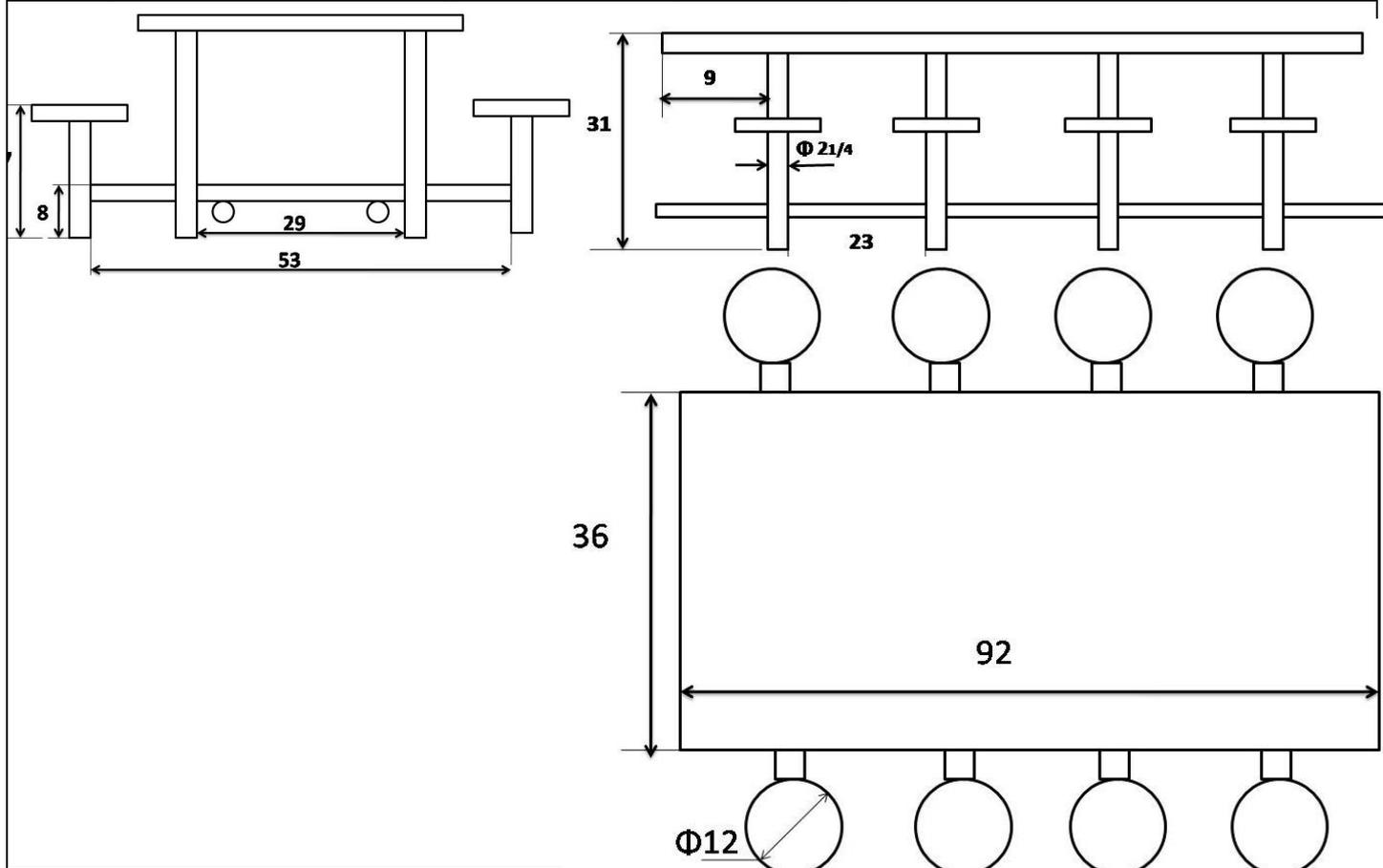
2.	<p>Steel Cot:</p> <p>Dimensions: Steel cot of overall size 75"x31"x18" made out of 16G C.R. All edges to be double end bend with 2" and 0.7" for stability. Three reinforcement channels at the bottom of the cot top and parallel to the length of the cot.</p> <p>Head side grills shall be made of 1" dia. with 18G MS round ERW pipe with the 28" height.</p> <p>Foot side grills shall be made of 1" dia. with 18G MS round ERW pipe with the 25" height.</p> <p>Painting: Painting should be done with one coat of zinc chromate red oxide primer and further finished with two coats of synthetic bottle green paint. Painting should be carried out by Spray coating method.</p> <p>General Instructions: After completion of fabrication, grinding and removing sharp edges by properly rubbing of chair by Emery paper and filling Metallic putty in welding & Pin holes, powder coating paint in black color with anticorrosive treatment. Rubber bush to be provided at bottom of the every leg.</p> <p>Detailed dimensions are given below</p>	730	<p>EMD: Rs.43800/-</p> 
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3.	<p>Table: Dimensions: Steel plain table of size 36"x25"x30" ht. made out of 18G C.R. two reinforcement channel at the bottom of the table top and parallel to the length of the table.</p> <p>1" dia. 18G ERW pipe to be used for legs.</p> <p>Painting: Painting should be done with one coat of zinc chromate red oxide primer and further finished with two coats of synthetic bottle green paint. Painting should be carried out by Spray coating method.</p> <p>General Instructions: After completion of fabrication, grinding and removing sharp edges by properly rubbing of chair by Emery paper and filling Metallic putty in welding & Pin holes, powder coating paint in black color with anticorrosive treatment. Rubber bush to be provided at bottom of the every leg.</p> <p>Detailed dimensions are given below</p>	<p>730</p> <p>EMD Rs 21900/-</p>	
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4	<p>Stainless Steel 8 seater dining table.</p> <p>Dimensions</p> <p>Size of 92" x 36" x 31" made out of 16G Stainless steel sheet. Frame of the dining table shall be made of SS square pipe with 25x50x1.20 mm. 2 nos of SS sq. pipe with 25x25x1.20mm dimensions shall be provided to parallel to the length of the table and 3 nos of cross pipe to be provided in the frame for the top sheet support.</p> <p>8 numbers of SS top stools with 12"diameter seat to be provides and the stools to be attached permanently with the table as shown in figure. 16G SS sheet to be used for top cover and proper SS frame to be provided for the support of SS stool sheet.</p> <p>2" diameter of SS pipes are to be used as legs and rubber bush to be provided at the bottom of every leg as shown in figure.</p> <p>Detailed dimensions are given below</p>	100	<p>EMD:</p> <p>80000/-</p> 
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SECTION : 4 PRICE SCHEDULE

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

- 1. Component Name :

- 2. Specifications (confirming to Section 3 of Tender document-enclose additional sheets if necessary) :

- 3. Item cost including taxes and other charges : As per Annexure A

- 4. Warranty period (confirming to the Section 3 of Tender document. This should be mentioned in Technical bid also in order to get qualified for Financial bid) :

- 5. Delivery Schedule (confirming to the Section 3 of Tender document) :

- 6. Name and address of the firm for placing purchase order :

- 7. Name and address of Indian authorized agent (in case of imports only) :

Signature of the Bidder :

Name and Designation :

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

Place :

Date :

Seal of the Bidder's Firm

NATIONAL INSTITUTE TECHNOLOGY, TIRUCHIRAPPALLI**Annexure-A**

NITT Tender No. & Date:

Sl. No.	Description of item	Unit (SET/ No)	QTY	Rate /Qty in Rs. (excluding of all taxes)	VAT	Total Value in Rs. (inclusive of all taxes)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Unit price (The price indicated shall be inclusive of all accessories, spares etc. as given in the scope of supply)					
i.	Steel Chair each		730			
ii.	Steel Cot		730			
iii.	Steel Table		730			
iv.	Dining Table		100			
2.	Packing & Forwarding charges (extra, if any) in percentage (or) Lumpsum					
3.	FOR Dispatching station value in Rs.					
4.	Freight & Transit insurance charges, extra, if any (Lump sum or %)					
5.	Total all inclusive price delivered, installed and commissioned at NITT					

Signature & Seal of bidder

The price bid should be submitted only as per the above format. Please indicate „NA“ in case the item is “not applicable”. Any deviations are not acceptable.

SECTION: 5 CONTRACT FORM

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

1. (Name of the Supplier’s Firm) hereby abide to deliver the furniture 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