



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI
DEPARTMENT OF INSTRUMENTATION AND CONTROL ENGINEERING

File No.: NITT/R&C/SEEDGRANT/2023-24/P14/F2

Date: 19.09.2024

NOTICE INVITING QUOTATIONS

To:

(Details of the Supplier)

Sealed Quotations are invited from reputed Authorized Manufacturers / Dealers / Suppliers for the Supply of the Equipment with the following details:

1. Name of the Equipment	4-DOF Robotic Manipulator
2. Specifications	As per enclosed Annexure - I
3. Quotation Reference No.	NITT/R&C/SEEDGRANT/2023-24/P14/F2
4. Last Date and Time for Receipt of Quotation	15.10.2024 at 05:00 P.M
5. Date and Time of opening of Quotation	17.10.2024 at 03:00 P.M.
6. EMD Amount	2% (MSME Suppliers are exempted)
7. Validity (in days)	60
8. Address to which Quotations are to be sent: The Deputy Registrar (R & C), Office of the Dean (R & C) National Institute of Technology, Tiruchirappalli, Tiruchirappalli - 620015, India Kind attention to: Dr. Rahul Kumar Sharma Contact: +919855874938 e-mail: rahul@nitt.edu	

Note: Quotations should be submitted in the format given in Annexure - I and Annexure - II. The envelope should contain the following details:

QUOTATION AGAINST ENQUIRY (4-DOF Robotic Manipulator, NITT/R&C/SEEDGRANT/2023-24/P14/F2)
Kind attention to: Dr. Rahul Kumar Sharma Last Date and Time for Receipt of Quotation: 15.10.2024 at 05:00 P.M.

Terms and Conditions:

1.	The quotation must be in the format furnished by NIT Tiruchirappalli and should be free from corrections/erasures. In case there is any unavoidable correction, it should be properly attested. If not, the quotation will not be considered. Quotation written in pencil and incomplete quotation will be rejected.
2.	Earnest Money Deposit (EMD) is to be submitted by way of Demand Draft drawn on any Nationalized bank in India in favor of “The Director, National Institute of Technology, Tiruchirappalli” payable at Tiruchirappalli. The bids submitted without EMD will be treated as non-responsive and will be rejected. EMD shall bear no interest. Bidder must fill the EMD Returning Form (Annexure-III) and submit along with the Quotation. EMD amount of 2% of estimate value is applicable. However, UDYAM and NSIC registered Micro & Small Enterprises are exempted as per Government norms (proof to be attached)..
3.	You are invited to submit your most competitive Quotation for the Supply of goods according to the specifications and delivery terms as given. Bank Guarantee submitted for EMD shall be valid for 45 days beyond bid validity Period.
4.	Bidders may send the Quotations in sealed covers with the Quotation Reference Number, Last Date for Receipt of Quotations, Kind Attention to: as mentioned in the Point No. 6. duly superscribed on the cover. Note: Please mention the Company Name, Phone / e-mail on the cover.
5.	Quotation will be opened on due date at 3.00 PM at the Stores and Purchase Section, NIT, Tiruchirappalli in the presence of the Tenderers or their representatives who may wish to be present. (Any change in the Date, Time and Venue of the Quotation opening will be informed to the Bidders through Phone / e-mail.)
6.	National Institute of Technology, Tiruchirappalli reserves the right to accept or reject any Quotations, and to cancel the Bidding process, and reject all Quotations at any time prior to the Award of Order without assigning any specific reason thereof.
7.	The Name of the Manufacturer and the country of origin of the Item offered must be clearly specified. Printed brochures, Purchase preference is only for Micro & Small Enterprises (MSEs) registered in UDYAM Portal or NSIC as per the Ministries Policy for MSEs (proof to be attached).
8.	Samples must be submitted where specified along with the Quotations. Samples must be carefully packed, sealed and labelled clearly with Enquiry Number, Subject and Sender’s Name for easy identification. Rejected samples will be returned at your cost if insisted.
9.	All supplies are subject to inspection and approval before acceptance. Manufacturer / Supplier Warranty Certificates and Manufacturer / Government Approved Laboratory Test Certificate shall be furnished along with the Supply, wherever applicable.
10.	National Institute of Technology, Tiruchirappalli reserves the right to modify the quantity specified in this Enquiry.
11.	Startup Companies are exempted from prior turnover & prior experience (Startup Certificate registered with DIPP should be enclosed).
12.	The Bidder has to submit the Bids in sealed envelopes (separate for each Tender). Further, the Bidder should not send clubbing many Tenders in one envelope, in such case, all the Bids will be rejected.
13.	<p>Bid Price</p> <ol style="list-style-type: none"> The Contract shall be for the full quantity. Bidders must quote for the entire quantity. Each Bidder shall submit only one Quotation in Indian Rupees only. Post Work Orders & Completion Certificate should be submitted, wherever applicable. The rates Quoted by the Bidder shall be fixed for the duration of the Contract and shall not be subject to adjustment on any account. GST, packing, forwarding and delivering other allied Item at the destination shall be included in the Price. All such Price components may be shown in the Quotation. If there is no indication regarding the above charges, it will be considered as inclusive of all charges. If any arithmetic mistake in Total / GST calculation is observed, the same shall be corrected by the Purchaser with an intimation to the Bidder. In case the Item in the Enquiry are covered by any Rate Contract or any other State or Central Government, it should be specified in your Quotation and accepted Contract Rates should also be mentioned. It should be confirmed whether you could Supply at the RC Rates outside Rate Contract. Quotations containing conditions like “Subject to Prior Sale” may not be considered. Delivery Period required for Supplying the Item should be invariably specified in the Quotation. Bids without Quoting GST (unless exempted) will be treated as invalid and disqualified. If there is any discrepancy between Unit Price and Total Price, the Unit Price will be considered. If there is any mismatch between figure and word, the Amount in word shall prevail.

14.	Evaluation of Quotations: Quotations will be evaluated Item-wise or on lump sum basis. The Purchase Committee will evaluate and compare the Quotations determined to be substantially responsive i.e. (i) are properly signed; (ii) conform to the Terms and Conditions and Specifications; and (iii) the Price offered are competitive.
15.	Award of Contract <ol style="list-style-type: none"> National Institute of Technology, Tiruchirappalli will Award the Order for Supply of Goods / Services to the Bidder whose Quotation has been determined to be substantially responsive, and who has offered the lowest evaluated Quotation Price. The Bidder should furnish the Contract Agreement and Performance Security within 15 days from the Date of Receipt of the Order for Supply of Goods / Services, failing which the Order will be cancelled without further Notice and Awarded to the next eligible Bidder. Notwithstanding the above, National Institute of Technology, Tiruchirappalli reserves the right to accept or reject any Quotation and to cancel the Bidding process rejecting all Quotations at any time prior to the Award of Order without assigning any specific reason thereof. National Institute of Technology, Tiruchirappalli, prior to the expiration of the Quotation validity Period, will notify the Bidder whose Bid is accepted for the Award of Contract. The Terms of accepted offer shall be incorporated in the Purchase Order.
16.	Warranty (As mentioned in Annexure - I): It shall be applicable to the Supplied Goods and Installation Work. The Bidder should clearly indicate the arrangements for Support and Maintenance during the Period for which the Warranty shall be in force.
17.	Performance Security: Security deposit should be 3% of Purchase Order value in case of Performance Bank Guarantee and should be valid for 60 days beyond the Guarantee and Warranty. The successful Bidder needs to submit the Performance Security (as mentioned in Annexure - I) of Purchase Order value either in the form of Bank Guarantee or crossed Demand Draft drawn on any Nationalized Bank in India in favour of "The Director, National Institute of Technology, Tiruchirappalli" payable at Tiruchirappalli. The Bank Guarantee / Demand Draft will be returned to the Supplier after 60 days from the Date of successful completion of Supply, Installation, and the Warranty Period.
18.	Payment: 100% will be paid after Installation and satisfactory Working / Date of completion of Service if the documents are in order. The Bill should be raised in favor of "The Director, National Institute of Technology, Tiruchirappalli" with the Institute GST No. 33AAATN5491Q1ZZ. No advance will be provided to the Supplier and Installer.
19.	Liquidity Damages If the Bidder / Supplier, after accepting the Purchase Order or Supply of Goods / Services, fails to deliver any or all of the Goods or to perform Services within the Period(s) specified in the Order, National Institute of Technology, Tiruchirappalli shall impose penalty, without assigning any reasons to the Bidder / Supplier, of a sum equivalent to 0.5 % 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 agreed Price. Once the maximum is reached National Institute of Technology, Tiruchirappalli, may proceed on its own to consider the termination / cancellation of the Order and may inform the Bidder about the cancellation of the said Purchase Order. unless extension is obtained in writing from the Office / Department on valid ground before expiry of Delivery Period.
20.	If the Deliveries are not maintained and due to that Account Procuring Entity is forced to buy the Item at your risk and cost from elsewhere, the loss or damage that may be sustained thereby will be recovered from the defaulting Supplier.
21.	Dispute clause: Any dispute relating to the Enquiry / Tender of the indented Item shall be under the Hon'ble Court having its jurisdiction over Tiruchirappalli only.
22.	Startup Company exempted from Prior Turnover and Prior Experience (Startup Certificate registered with DIPP should be enclosed).
23.	National Institute of Technology, Tiruchirappalli has DSIR, so it is eligible for 5% in concession of GST and is also exempted from Custom's Duty Tax.
24.	Performance Bank Guarantee should be valid for 60 days beyond the Guarantee and Warranty and the Bank Guarantee submitted for EMD shall be valid for 45 days beyond Bid validity Period.
25.	Bids submitted without EMD (unless exempted) will be treated as disqualified.
26.	The successful Bidder should submit Security Deposit / PBG within 15 days from the Date of placement of Order. The EMD shall be returned only after Receipt of SD. If the Bidder fails to deliver the Item, then, the EMD / SD shall be forfeited.
27.	In LTE, the Bidder has to submit in sealed envelope (separate for each Tender). Further, the Bidder should not send clubbing many Tenders in one envelope, in such case, all the Bids will be rejected.

For any details or clarification regarding the Notice; Stores and Purchase Section, National Institute of Technology, Tiruchirappalli can be contacted on all Working Days from 10:00 A.M to 05:00 P.M.

For further details, the Purchase Initiator may be contacted.

Note: Please mention the Phone / e-mail on the cover. Any change in the Date, Time and Venue of the Tender opening will be informed to the Bidders through Phone / e-mail.

Enclosures:

Specifications of the Equipment	Annexure - I
Price Format	Annexure - II
Bid Security Declaration Form	Annexure - III
Bank Mandate Form	Annexure - III



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI
DEPARTMENT OF INSTRUMENTATION AND CONTROL ENGINEERING

Annexure - I

Ref. No.:

Date:

SPECIFICATIONS OF THE EQUIPMENT

S. No.	Specifications required by the Institute	Specifications of the Supplier	Reasons (if there is any difference in Specifications)
1.	Detailed Specifications: Actuated DOF = 4, Weight = 2.5 kg, Payload = 0.5 kg, Maximum Output Torque of Servo Motor = 12 Nm, Quasi Direct Drive Servo Motor, Adaptive Gripper		
2.	Installation		
3.	Warranty (in months)		
4.	Comprehensive AMC Charge per year		
5.	Delivery Period (in weeks)		
6.	Shipment Terms	At the Institute	
7.	Performance Security (%)		

Signature and Seal of the Supplier with Date



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI
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Annexure - II

Tender No. and Date:

Bidder's Offer No. and Date:

PRICE BID FORMAT FOR BIDDERS

S. No.	Description of the Equipment	Unit (Set / No.)	Quantity	Rate / Quantity (in Rs., excluding GST)	GST (in Rs.)			Total Value + GST (in Rs.)
					SGST	CGST	IGST	
1.	Supply Portion: (The Price indicated will be exclusive of all accessories, spares, etc. as given in the Scope of Supply)							
2.	Other accessories, spares, etc. as given in the Scope of Supply: (Individual Item-wise break-up Price will be attached as an Annexure to this Price Bid Format)							
3.	Installation and Commissioning (extra, if any)							
4.	Packing and Forwarding Charges (extra, if any)							
5.	Freight and Transit Insurance Charges (extra, if any)							
6.	Total Price (Delivery, Installation and Commissioning at the Institute)							
7.	Value of Annual Maintenance Contract							
8.	Net Cost to be paid by the Institute							

Signature and Seal of the Supplier

Note: The Price Bid should be submitted only as per the above Format. No row should be left blank. Please indicate N. A., in case the item is "Not Applicable". If this Format is not used or any column is left blank, then, the Bid will be rejected.

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Annexure - III

(To be printed in the Letter Head of the Firm)

EMD RETURNING FORM

To:

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

Subject : Returning EMD Amount.

Sir/Madam,

Our firm has participated in the Tender / Quotation Enquiry Number mentioned below and produced the EMD Amount through Demand Draft with the following details:

Tender / Quotation Reference No.	
EMD Amount	
Demand Draft Number	
Demand Draft Issued Bank	
Date of Demand Draft	

It is requested to return the EMD Amount to our firm after completion of the Purchase to the below mentioned Bank Account:

Account Name	
Bank Account Number	
IFSC Code	
Bank	

Signature with Date and Seal

MANDATE FORM FOR ELECTRONIC FUND TRANSFER / RTGS TRANSFER

Date:

To:

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

Subject : Authorization for release of payment / dues from National Institute of Technology, Tiruchirappalli through Electronic Fund Transfer / RTGS Transfer.

1. Name of the Party / Firm / Company / Institute:
2. Address of the Party:
3. City and PIN Code:
4. e-mail and Contact Number:
5. Permanent Account Number:
6. Particulars of the Bank:

Bank Name		Branch Name	
PIN Code		Branch Code	
IFSC Code (11 digit alphanumeric code)			
Account Type	Savings	Current	Cash Credit
Account Number			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not affected for reasons of incomplete or incorrect information, I shall not hold The Director, National Institute of Technology, Tiruchirappalli responsible. I also undertake to advise any change in the particulars of my Account to facilitate updating of records for the purpose of credit of the Amount through NEFT / RTGS Transfer.

Place:

Date:

Signature and Seal of the Authorized Signatory of the Party