

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Web: www.nitt.edu

Phone: 0431 –250 3830



TENDER DOCUMENT (TECHNICAL BID)

Name of work : Purchase of Carpentry and Masonry Materials for regular maintenance of civil works at NIT, Tiruchirappalli.

Value of work : Rs.2,15,296/-

Tender Enquiry No. : NITT/EMD/EE/STORE/Enq.No.82(240)
Dt:15.06.2018

Period of Contract : 30 days

Signature of the Bidder



NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPALLI -620 015.

Estate Maintenance Department

NOTICE INVITING TENDER

01. Name of work : Purchase of Carpentry and Masonry Materials for regular maintenance of civil works at NIT, Tiruchirappalli
02. Estimated Cost : **Rs. 2,15,296 /-**
03. Earnest Money Deposit : **Rs. 4,306 /-**
04. Delivery : **Within Thirty Days from the release of Order**
05. Cost of Tender Document : **NIL**
06. Last Date & Time for receipt of Tenders : **15.00 Hrs. on 25.06.2018**
(The Institute shall not be responsible for non-receipt or delayed receipt or postal delay or non-delivery of the tender)
07. a) Date & Time of Tender Opening
b) Opening of Price bid : **15.30 Hrs. on 25.06.2018**
Only qualified bids on the same day & time.
08. Address for submission of Tender : **The Director,
National Institute of Technology,
Tiruchirappalli - 620 015**

Tender document contains **13** pages including Price Bid

Name of the Agency
Submitting the tender :

Signature of the Bidder

Check list to evaluate the capability of the tenderer qualifying for price bid opening.

Sl.No	Description / Requirement from the tenderer	Tenderer's response should be clear, firm, complete & legible. If necessary, separate sheet shall be used.
1	Name & Complete address of the tenderer with contact details:	
2 (a)	Details of EMD (should be in the form of DD) Demand draft No. Amount Rs. Bank details:	
2 (b)	MSME / NSIC Registration No: Company Name & Address: Validity : Product for which registered:	
3	Status of the tenderer: Proprietorship / Partnership / Private Limited. / Public Limited	
5	Details of Contract Registration with Govt. depts. Class and value	
6 (a)	Details of PAN	
6 (b)	GST Registration:	
7	Copy of Income Tax Return for the last 3 years ending 03/2017 if applicable	
8	Details of similar works executed with Govt. depts. during last 3 years	Use separate sheet to furnish complete details
9	E-mail ID :	
10	Telephone / Cell Phone :	
11	Delivery period from the date an official purchase order placed (in weeks)	

Note: Self-Attested copy of relevant certificates for items 2©-8 are to be enclosed.

I/We hereby certify that the information furnished above and the attached documents as proof of the information are true and correct to the best of our knowledge.

I/We understand that these details are required to decide our eligibility to participate in the tender process and opening of our price bid thereon.

I/We also authorize the Director / NITT or his representative to approach the source of the certificate to verify our competence, if required, for processing the tender.

Signature of the Bidder

BIDDER'S COPY

INSTRUCTIONS TO BIDDERS

- This document set contains the following:
 - Terms and conditions of the Tender
 - Details of the Firm offering this Quote
 - Technical Compliance Form
 - Quotation form (Price Bid)
- The bidder's copy is for your future records.
- 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.
- 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.
- Fill in the questionnaire regarding the Firm.
- 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 Brand, model & 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**".
- 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.
Please send the tenders in a sealed envelope super scribed as "**QUOTATIONS AGAINST TENDER NOTIFICATION NO: NITT/EMD/EE/STORE/ENQ.NO:82(240) Dt.15.06.18** so as to reach "The Director, National Institute of Technology, Tiruchirappalli - 620 015, India" on or before **25th June 2018 at 15.00 Hrs.**
- For any further clarifications, contact by E-Mail: rnarayanan@nitt.edu or by written request to "The Executive Engineer, (Kind ATTN to: **Er. R.Narayanan, Executive Engineer**, Estate Maintenance Department,) National Institute of Technology, Tiruchirappalli - 620 015, India"

Last Date for receipt of tender at NIT-T : 25th June 2018 at 15.00 Hrs.
Opening of the bid : 25th June 2018 at 15.30 Hrs.

CHECKLIST TO BE FILLED IN BY BIDDER

List of documents to be enclosed

Completed & Signed

COVER 1: Technical Bid

- | | |
|--|----------|
| 1. DD towards EMD (Section 1) | YES / NO |
| 2. Terms and Conditions form (Section 2) | YES / NO |
| 3. Details of the Firm offering this Quote & Declaration | YES / NO |

COVER 2: Price Bid

- | | |
|------------------------------|----------|
| 4. Price Bid (Section 3) | YES / NO |
| 5. Contract Form (Section 4) | YES / NO |

* **Please retain this page with you for your future reference**

Signature of the Bidder

SECTION: 1 – TWO BID TENDER

Cover 1: EMD

(Should be super scribed as 'EMD cover' duly indicating the Tender reference No. and the due date of opening)

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, NIT, Trichy" payable at Trichy. The bids submitted without EMD will be treated as non-responsive and will be rejected. Respective Price bid will not be opened for further processing. EMD shall bear no interest.

Cover 2: Price Bid

(Should be super scribed as 'Price Bid' duly indicating the Tender reference No. and the due date of opening)

Should contain:

- a. Price bid as per the format in Section-3 of the tender document
- b. Contract Form – Section 4

Note:

- a. If the prices are revealed in cover 1, the offer will be summarily rejected.
- b. 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 super scribed with the tender reference No. and due date of opening. All 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.
- c. Mention "Kind Attention **Executive Engineer**, Estate Maintenance Department, National Institute of Technology, Tiruchirappalli-15,Tamilnadu, and submit at the address given in the Notice Inviting Tender.
- d. Cover 1 followed by 2 will be opened on the scheduled date and time mentioned in the tender enquiry. If DD for EMD / tender cost is not attached in Cover 1, respective Cover2 will not be opened.

SECTION: 2 - TERMS AND CONDITIONS FORM

IMPORTANT: READ 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” and should be sent in a sealed envelope super scribed **BID AGAINST TENDER NOTIFICATION No. .: NITT/EMD/EE/STORE/Enq.No.82(240) Dt:15.06.2018** so as to reach us **on or before 25th June 2018 at 15.00 Hrs.**
2. Each offer should be sent in a sealed cover with the tender documents. Tenders received through email or FAX will not be considered.
3. The tenders will be opened on **25th June 2018 at 15.30 Hrs.** in the presence of the vendors present with authorization letter from the respective companies / firms.
4. Full technical specifications and pamphlets should be sent along with the tenders. **Offers without brand name or deviating from the brand specified in the tender will be rejected.**
5. The rate quoted should be on unit basis excluding Taxes. Taxes and other charges should be quoted separately, considering exemptions if any.
6. All offers should indicate unit price (excluding taxes and duties applicable), Taxes and other charges should be mentioned separately, if any.
7. 100% payment will be made only after supply and acceptance of material at NITT and **No advance payment will be made.**
8. No revision of the price bid will be allowed once the price bids are opened
9. No increase in price will be allowed after our firm orders are placed.
10. **Payment of excise duty and GST (on materials supplied)** 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/ GST 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) should indicate, in their bid, the amount with exact rate of the Excise and GST 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, GST 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/GST during extended period of the contract / supply order, will be to the account of this Institute.
11. Rate quoted shall exclude GST. The applicable GST can be reimbursed by NITT along with the running / final bill on production of documentary evidence by the agency for having paid the GST to the authorities concerned.

Signature of the Bidder

The Tenderer should be a GST Registered Contractor and should have filed returns with respect to GST and proof of documents should be furnished. If the proof of GST registration is not furnished the tender of the tenderer will not be eligible for opening price bid and become disqualified.

12. The delivery period and other terms should be clearly mentioned.
13. 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.
14. Delay / loss in postal transit or due to other reasons will not be NIT-T's responsibility.
15. We are not responsible for accidental opening of the covers that are not properly super scribed and sealed before the time scheduled for opening.
16. Authorized signatory should sign on all the pages. Bids without authorized signatures or seal of the firm will be rejected.
17. **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.
18. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
19. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
20. NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
21. NIT-T reserves the right to purchase decreased number of quantity of the item to be purchased.
22. 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.
23. 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.
24. Details of quantity and the specifications are mentioned in Section 3 appended to this Notice Inviting Tender.

25. 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.
26. In case of dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.
27. Order shall be placed item wise on the respective bidder whose net price including applicable tax, duties, octroi etc., is the lowest among the competitors for that particular acceptable item.

Release of EMD: The EMD will be released after receipt & acceptance of ordered materials within the stipulated period. The EMD of the unsuccessful bidder will be refunded once the order is placed on finalization.

Validity of bids: The rate quote should be valid for a minimum of **90** 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 :

Signature of the Bidder

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

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TENDER DOCUMENT (PRICE BID)

Name of work : Purchase of Carpentry and Masonry for regular maintenance of civil works at NIT, Tiruchirappalli.

Value of work : Rs.2,15,296/-

Tender Enquiry No. : NITT/EMD/EE/STORE/Enq.No.82(240)
Dt:15.06.2018

Period of Contract : 30 days

Signature of the Bidder

SECTION: 3 – PRICE BID
REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

Sl. No	Description of the Material	A/u	Apprx.Qty Unit	Rate (Rs) (Excluding GST)	GST in %	Rate per unit inclusive of all Taxes (Rs in figures)	Rate per unit inclusive of all Taxes (Rs in Words)	Total Amount (Rs in figures)
1	Alu. Cup board padlock 3" As per BIS	Each	100					
2	Alu. Cub board padlock 4" As per BIS	Each	100					
3	Bolt & Nut (full threaded) 1x6" As per BIS	kg	1					
4	Bolt & Nut (full threaded) 2x6" As per BIS	Kg	1					
5	Carriage Bolt & Nut 2 1/4"X1/4" As per BIS	kg	2					
6	SS Aldrop set 10"(rod dia. 16mm) As per BIS	Each	24					
7	Door stopper 4" As per BIS	Each	50					
8	Door stopper 5" As per BIS	Each	50					
9	Alu. Handle 4" Crown & Classic Make	Each	50					
10	Alu. Handle 6" Crown / Classic	Each	50					
11	Glass putty (1 kg. pocket) As per BIS	kg	100					
12	Alu.side end bracket 3/4"- (Box.) As per BIS	Each	50					
13	Alu. Curtain rod (10' length) 3/4" As per BIS	Each	20					

14	SR FEVICOL (200 ML)	Each	5					
15	SH FEVICOL (250 grms.)	Each	5					
16	White cement (1kg. Pocket)	kg	50					
17	Metal Screws 15x6 As per BIS	Each	3000					
18	Metal Screws 19x6 As per BIS	Each	3000					
19	Metal Screws 12x4 As per BIS	Each	3000					
20	Metal Scrws 12x6 As per BIS	Each	3000					
21	MS screws 20x6 As per BIS	Each	300					
22	MS screws 25x6 As per BIS	Each	300					
23	MS screws 35x8 As per BIS	Each	200					
24	MS screws 30x6 As per BIS	Each	200					
25	Concrete nail 1 1/2"(100 nos. Box) As per BIS	Each	5					
26	Concrete nail 2"(100 nos. Box) As per BIS	Each	2					
27	SS Towel rod 1 1/2' As per BIS	Each	12					
28	SS Towel rod 2'As per BIS	Each	50					
29	Mirror of size 600x450 mm Prayag Make	Each	30					
30	PTMT Gratings 4"	Each	25					
31	PTMT Gratings 6"	Each	25					

32	Pin Headed Glass 4'x3' 4MM Thick	Nos	25					
33	Wood cutter wheel (used in AG4) As per BIS	Nos	20					
34	GI pipe cutter wheel (used in AG4) As per BIS	Nos	20					
35	Cement	Bag	75					
36	Sand	unit	6					
37	Baby chips aggregate	unit	4					
38	Bricks	Each	5000					
39	4mm Mica sheet 8'x4'	sq.ft	64					
40	8mm Plywood 8'x4'	sq.ft	64					
41	Metal Paste	kg	3					

Signature of the Bidder :

Name and Designation :

Business Address :

Place :

Seal of the Bidder's Firm

Date :

The price bid should be submitted only as per the above format. No row shall be left blank. Please indicate NA, 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.

SECTION: 4 - CONTRACT FORM

To be provided by the bidder in their business letter head

[Name of the Supplier's Firm] hereby abide to deliver theby the delivery schedule mentioned in the Section 3 of the Tender document for supply of the items if the purchase order is awarded.

The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.

Signature of the Bidder :

Name and Designation :

Business Address :

Place :

**Date :
Firm**

Seal of the Bidder's