

# NATIONAL INSTITUTE OF TECHNOLOGY

## TIRUCHIRAPPALLI – 15

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

Phone : 0431 - 2504141



# TENDER DOCUMENT

Tender Notification No.: **NITT/P&D/WP/Plan/2013/2**

**Dated: 07.10.2013**

- Name of the components : **Supply of Water Purifier with RO system**
- Quantity required : **As per the Annexure**
- EMD Amount : **60,000/-**
- Cost of the Tender Document : **Rs. 520/-**
- Delivery : **Within 30 days from the date of purchase order**
- Last Date of submission of Tender : **28.10.2013 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 : **28.10.2013 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/WP/Plan/2013/2**

Dated: 07.10.2013

**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.

Name of the components : **Supply of Water Purifier with RO system**

Quantity required : **As per the Annexure**

EMD Amount : **Rs. 60,000/-**

Cost of the Tender Document : **Rs. 520/-**

Delivery : **Within 30 days from the date of purchase order**

Last Date of submission of Tender : **28.10.2013 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 : **28.10.2013 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: 28.10.2013**

**Time: 3.30 pm**

**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.

## INSTRUCTIONS TO BIDDERS

**BIDDER'S COPY**

1. This document set contains the following sections:
  - a) Terms and conditions of the Tender
  - b) Details of the Firm offering this Quote
  - c) Schedule of Requirements, Specifications and Allied Details
  - d) Price Schedule Form
  - e) Contract Form
  - f) NIT-T's check list form
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 of the item. The form should be duly filled. Do not leave blank fields.
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 superscripted as "**QUOTATIONS AGAINST TENDER NOTIFICATION NO: NITT/P&D/WP/Plan/2013/2 Supply of Water Purifier with RO System**" so as to reach "The Director, National Institute of Technology, Tiruchirappalli - 620 015, India" on or before **28.10.2013 at 3.00 p.m.**
9. For any further clarifications, contact via E-Mail: jerome@nitt.edu.

**Bidders can retain this page for future reference.**

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

**1.2 Cover 1:**

**Cover 1 should contain the following:**

- a. 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.
- b. Technical pamphlets
- c. Detailed Drawings
- d. The agency should furnish copy of license certificate for manufacture/supply of the item
- e. The agency should furnish Income Tax PAN Number & TIN number.
- f. The agency should furnish the last three years balance sheet approved by the CA and the IT clearance certificate.
- g. 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 C of the document, the bid is liable to be treated as non-responsive and rejected.
- h. Duly filled up technical questionnaire, if any
- i. Duly filled up deviation schedules to technical specification
- j. Copy of supply orders completed during the last three years
- k. 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 as per the Annexure A 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 superscripted 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 superscripted 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 A. "TERMS AND CONDITIONS FORM"

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### IMPORTANT: READ ALL THE FOLLOWING TERMS AND CONDITIONS AND SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT

1. The tenders will be opened on **28.10.2013 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 can be 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 D 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. Details of quantity and the specifications are mentioned in **Section C Annexure** appended to this Notice Inviting Tender.
26. The bid shall be in the format of price schedule given in **Section D**. The contract form as per format given in section E shall be submitted. Incomplete or conditional tender will be rejected.
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. 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.

**Place :**

**Signature of the Bidder**

**Date :**

**Seal of the Bidder's Firm**

**SECTION B. DETAILS OF THE FIRM OFFERING THIS QUOTE**  
**(Write or print or type in block letters and 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 (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):

2010-2011	2011-2012	2012-2013
<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 similar unit 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 similar unit from minimum three end users should be furnished.

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

10. Have you supplied similar unit 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.

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 / Mobile No :

**Place :**

**Signature of the Bidder**

**Date :**

**Seal of the Bidder's Firm**

**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 :**

**Signature of the Bidder**

**Date :**

**Seal of the Bidder's Firm**

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

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Name of the Component to be procured	:	<b>Water Purifier with RO System</b>
Specifications	:	See Annexure
Quantity	:	50 units
Any other details/requirement	:	See Annexure
Warranty period required	:	One year minimum
Delivery schedule expected after release of purchase order (in weeks)	:	40 days
EMD (in Rupees)	:	Rs. 60,000/-
Performance Security to be given by Successful bidder after release of purchase order (in Rupees)	:	<b>5 % of the total value of the Water Purifier Units</b>

## **ANNEXURE**

### **SPECIFICATIONS**

1. The water purifier shall have purification / filtering capacity of not less than 125 LPH.
2. Provision of normal and cold water delivery.
3. The water purifier shall have 304 S. S. body and S. S. Tap provisions.
4. The water purification process shall include pre filtering, R.O and U.V treatment.
5. Sufficient LED indicators should be provided to indicate water processing, purification and change of filter processes.
6. The treated water should be free from physical, chemical and biological contaminants, ie fresh, pure & safe water and give unparalleled assurance of extended bio-purity cover for a full 48 hours period.
7. The bidder must produce a water quality test report as per BIS standards. A government approved water quality certificate must be attached along with a detailed analysis report.

### **REQUIREMENTS**

No. of Units required: 50

### **SPECIAL CONDITIONS:**

1. The firm should be an ISO Certified one.
2. The supplier should have a minimum experience of not less than 5 years in the field of design, manufacturing installation and maintenance of water purifier on AMC at private / Government of India organizations with a satisfactory performance record without any lapse.
3. On completion of company's maintenance period, the purifiers shall have to be maintained by the supplier on AMC agreement with the Institute.
4. During AMC period, the company has to attend the maintenance works round the clock of 24 hours.

**SECTION D. PRICE SCHEDULE FORM**

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

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- 1. Name of the Component : Water Purifier with RO System
  
- 2. Specifications (confirming to :  
**Section C** of Tender document-  
enclose additional sheets if  
necessary)
- 3. Item cost including taxes and other :  
charges
- 4. Warranty period (confirming to the :  
Section C 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 C 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 :**

**Signature of the Bidder**

**Date :**

**Seal of the Bidder's Firm**

**Annexure-A**  
**Quotation Form**

NITT Tender No. **NITT/P&D/WP/Plan/2013/2**

Dated: 07.10.2013

Sl. No. (1)	Description of item (2)	QTY (3)	Rate /Qty in Rs. (excluding of all taxes) (4)	VAT (5)	Total Value in Rs. (inclusive of all taxes) (6)
1.	<b>Unit price</b> (The price indicated shall be inclusive of all accessories, spares etc. as given in the scope of supply)				
	<b>Water Purifier with RO System</b>	50			

Quote for AMC (This quote will not be considered for bidding)

S.No	Description of the item	AMC rate for One year	AMC rate for 3 year	AMC rate for 5 year

AMC rate should inclusive of all taxes.

**Place :**

**Signature of the Bidder**

**Date :**

**Seal of the Bidder's Firm**

*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 E: 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  
Water Purifier with RO System units by the delivery schedule mentioned in the Section C 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**

**SECTION F: NIT-T'S CHECK LIST FORM**

<b>CHECKLIST TO BE FILLED IN BY BIDDER</b>	
<b>List of documents to be enclosed</b>	<b>Completed &amp; Signed</b>
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

**Place :**

**Signature of the Bidder**

**Date :**

**Seal of the Bidder's Firm**