



General Stores: (0343) 2759151
Mobile No.: +91-9434788015
Fax No.: (0343)25467375
Email: drps@admin.nitdgp.ac.in
Website: www.nitdgp.ac.in

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA

Tender No. NITD/ 05 /SO/101/2015-16

Date: 18.03.2016

TENDER NOTICE

Quotation in sealed cover super scribed
Tender No. & date must reach within due date

SUPPLY OF SUGGESTION BOX FOR NIT DURGAPUR

Last date of submission of bids: 07/04/2016 at 12.00 p.m.

Date of opening bids: 07/04/2016 at 03.00 p.m.

Quotations are invited from all prospective bidders including enlisted vendors for the supply and delivery of suggestion boxes for NIT Durgapur, as per the terms and condition mentioned below. All bidders are required to address their bid documents to the Dy. Registrar (P&S) National Institute of Technology, Durgapur, (W.B) and drop the same in sealed condition in the Tender box in Purchase and Stores Section. Only those firms with valid certificate of enlistment (Trade License), TIN, VAT No. PAN No. etc. will be considered.

a) Tentative no. of suggestion boxes to be purchased: 50 nos. (Fifty)

b) Specifications as given below:

Sl. No.	Particulars	Specifications
1	Size	300 mm (W) x 200 mm (D) x 450 mm(H)
2	Material	CRCA Steel Sheet of minimum thickness of 20 swg confirming to IS:513 grade D.
3	Lock system	02 (two) nos: a) one inbuilt locking system of Godrej make with 02 keys b) one additional external locking facility (riveted as well as welded) so that padlock can be used if required.

Other specifications:

- Open able top lid with letter pocket for dropping the suggestions. The top lid should have a stainless steel handle so that the lid can be opened easily.
- Holder (20 cm(H)x 6cm(W)) for blank suggestion sheets in the front of the box.
- Hole width for dropping suggestion sheets to be 1.2 cm and length to be 22 cm.
- Notching and bending of the raw materials to be done through power press and other mechanical press for accuracy and productivity.
- "Suggestion Box" to be written on metal plate (20 cm (L) x 3 cm (W)) in the front and riveted.
- **Quote rates separately for both: a) Spray Painting & b) Powder coated painting with 7 tank process**
- Two (02 Nos) hooking facility for hanging and fixing on wall.

For pictorial representation see page 03 of this Tender Notice. Sample can be seen at the office of Dy. Registrar (P&S) during working hours on 14/02/2016.

General Terms & Conditions:

1. The bid is to be submitted in two parts:

i) **Technical Bid:** This includes signed and stamped copy of the Tender Notice and completely filled and signed Form-A (Annexure-1 to this Tender Notice). EMD of ₹5000/- (Rupees Five Thousand) is to be deposited (by the vendors who are not enlisted with NITD) in the form of Demand Draft of any nationalized bank, having branch at Durgapur, in favour of Director, NIT Durgapur, payable at par. Same will be released to the unsuccessful non-enlisted vendors on request, after completion of tendering process and to the successful vendors after satisfactory supply of all the items mentioned in the Purchase Order.

ii) **Price Bid:** Introductory Letter and completely filled and signed Price Bid (Annexure-2 to this Tender Notice).

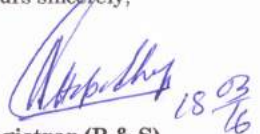
The sealed envelopes of each of the bids should be super scribed with the Tender no. and type of bid (Technical/Price).

Both the sealed envelopes are to be submitted in one single sealed envelope super scribed with Tender No. & date.

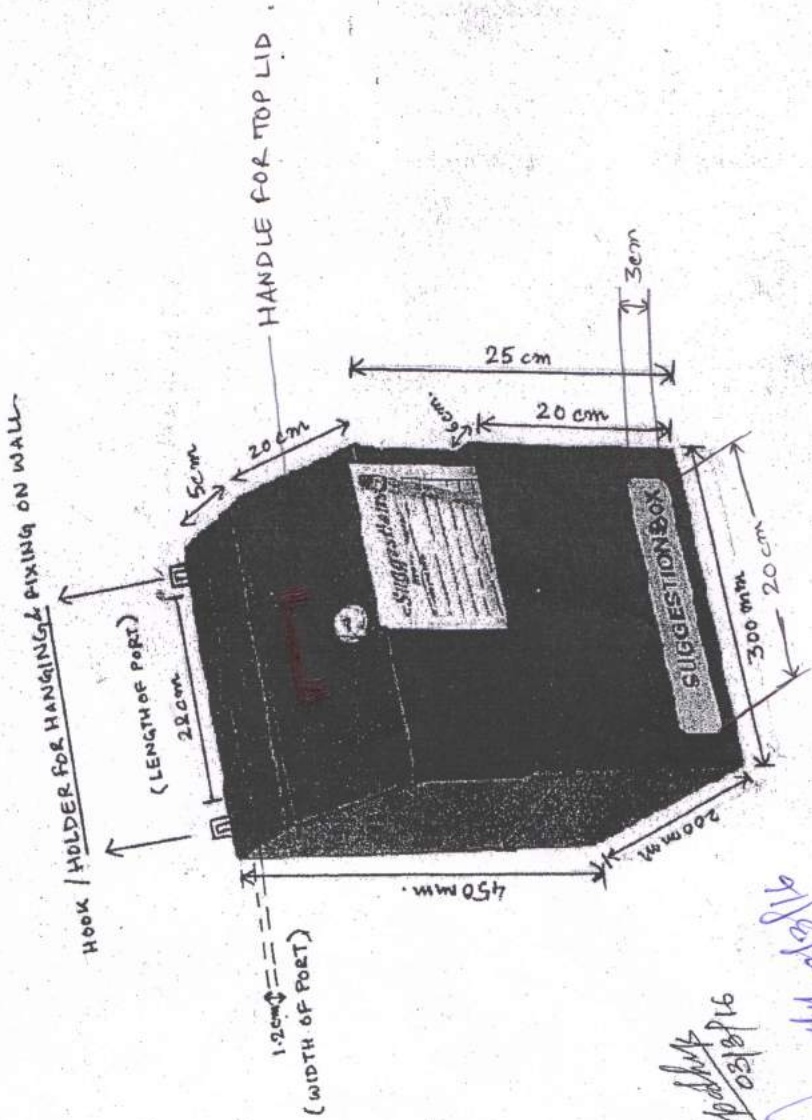
2. Self attested copy of Valid VAT certificate, Sales Tax Registration certificate, Certificate of Enlistment (Trade License) for relevant items must be provided by the bidders, failing which the bid may be rejected without further reference.

3. **Please fill up the attached sheets Form-A & B (Annexure-1 & 2 to this Tender Notice) only otherwise tender will be rejected. Do not change or modify the format.** You may download it from the Institute website.
4. Sample can be seen at the office of Dy. Registrar (P&S) during working hours on 14/02/2016.
5. For the price calculations show the taxes (in percentage (%) as well as amount) separately. The rates should be quoted clearly without any overwriting/cutting. Extra charges (if any) are to be specifically mentioned including the amounts to be charged in additional sheets which is to be duly signed and stamped by the supplier, failing which no claim will be entertained at a later stage.
6. All pages of the bid should be duly signed and stamped with date.
7. All price quoted must remain open for acceptance for 90 days from the date of opening of the price bid.
8. Prices are for delivery. Free delivery to N.I.T., Durgapur-9, as per conditions mentioned in Purchase Order.
9. Successful firms will have to supply the items within 15 working days after issuance of purchase order.
10. Goods are required to be consigned to the Director, NIT Durgapur unless otherwise instructed.
11. The actual quantity of requirement of suggestion boxes may vary from what is indicated in this Tender Notice which is only an estimate. The decision of the Tender Committee regarding the variant and quantity to be purchased is final.
12. The Institute reserves the right to reject any or all tenders without assigning any reason thereof.
13. All supplies are to be guaranteed against manufacturing defects and must be replaced at suppliers' cost. Removal and replacement of rejected goods will be supplier's responsibility and at supplier's cost. Warranty provides should be at least 01 year.
14. Successful bidder will have to provide a Security Deposit of 5% of the total Bill amount (excluding taxes) in the form of Demand Draft of any nationalized bank, having branch at Durgapur, in favour of Director, NIT Durgapur, payable at par. Same will be released on completion of warranty period.
15. Our normal terms of payment are 100% within 30 working days on submission of bills, if the bills and documents are in order.
16. All invoices raised should bear printed serial number, date and should mention the Purchase Order no. and date. Prices, extra charges (if any) and taxes (rate, % & type of tax) are to be shown separately and the Challan should bear Security entry stamp of NIT Main Gate. The Challan should clearly state the make/manufacturer, model, specifications etc. of the items supplied.
17. The bidders may represent themselves personally or through their authorized representative, if any, at the time of opening of bids.

Yours sincerely,


Dy. Registrar (P & S)

Copy to: 1. Registrar Secretariat, 2. Notice Board: a)Purchase & Stores Section, b) Admin Building, c) Academic Building, 3. Institute Website.



Handwritten signature and date:
 03/03/16
 18/03/16
 [Signature]

PICTORIAL REPRESENTATION OF SUGGESTION BOX AGAINST TENDER

NOTICE NO. NITD/05/50/101/2015-16, dtd. 18/03/2016.



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA

ANNEXURE-1 TO TENDER NOTICE NO. NITD/05 /SO/101/2015-16, dated 18.03.2016

FORM-A

<u>Sl. No.</u>	<u>Name of the Supplier/Vendor/Firm/Distributor</u>	
1	Name of the Contact person/Proprietor:	
2	Registered /Contact Address of the Supplier/Vendor/Firm/Distributor	
3	Contact no.:(Mobile no./Telephone no.)	
4	Email address:	
5	PAN / GIR No. (Attach self attested copy)	
6	VAT/ST Reg. No. for the specified item (Attach self attested copy)	
7	Valid Trade License No. (Attach self attested copy)	
8	Whether rates are quoted as per format mentioned in the Bidding Document or not.	
9	Whether the minimum specifications mentioned in the Tender Notice are fulfilled by all the products whose price has been quoted.	
10	Whether Warranty is available & state the warranty period (years/months etc.) (Warranty at least 01 year)	
10	Whether rates quoted are inclusive of all taxes or not.	

[Handwritten Signature]
18/3/16

(Signatures of the authorized signatory with seal of tendering firm)

Name:

Contact no.:

Date:



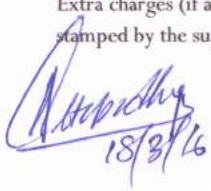
FORM-B

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
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ANNEXURE-2 TO TENDER NOTICE NO. NITD/ 05 /SO/101/2015-16, dated 18.03.2016

S.No.	Product Description/ Specification		Expected Qty. to be purchased (A)	Price offered per unit (₹) (B)	Total Cost (₹) (C) [A x B]	VAT/Sales Tax (D) on (C)		Total Cost (incl. Of all taxes) (₹) (E)
						% & Type of Tax	Amt. Of Tax (₹)	
	Particulars	Details						
A) SPRAY PAINT:								
1	Size :whether as per Tender Notice or not Mention size (WxDxH)		50 nos.					
	Make/Made of:							
	Sheet Thickness							
	Lock make:							
	No. Of Keys:							
	Handle make/made of :							
	Colour options:							
	Paint Thickness:							
	Paint finish: Matt/Gloss							
	Anti-corrosive treatment (Y/N):							
	Additional Locking Facility provided & Made of:							
B) POWDER COATED PAINTING WITH 7 TANK PROCESS								
2	Size :whether as per Tender Notice or not Mention size (WxDxH)		50 nos.					
	Make/Made of:							
	Sheet Thickness							
	Lock make:							
	No. Of Keys:							
	Handle make/made of :							
	Colour options:							
	Paint Thickness:							
	Paint finish: Matt/Gloss							
	Anti-corrosive treatment (Y/N):							
	Additional Locking Facility provided & Made of:							

Extra charges (if any) are to be specifically mentioned including the amounts to be charged in additional sheets which is to be duly signed and stamped by the supplier, failing which no claim will be entertained at a later stage.


18/3/16

(Signatures of the authorized signatory with seal of tendering firm)

Date: