



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-71320
(West Bengal), INDIA, www.nitdgp.ac.in

An Autonomous Institution of the Govt. of India under Ministry of Education (Shiksha Mantralaya)

Ref: NITD/EST/Furniture/01/20

Date: 10.11.2020

Subject: E-Tender for Annual Rate Contract (ARC) for repairing of furniture items in the National Institute of Technology Durgapur (NITD), West Bengal, India.

1. Online tenders, containing, both technical and financial bids, are invited from the experienced Firms interested in Annual Rate Contract for various wooden / steel furniture/Sofa set /Visitor chairs/Executive chair/misc. furniture items (**as per Annexure-I**) in the National Institute of Technology Durgapur. The contract shall initially be for a period of one year, which may be extended further on continuous satisfactory service and mutually agreed upon by the Firm and NITD.
2. The bid shall consist of two parts – Technical bid and Financial bid. Both the bids are submitted online on website <https://mhrd.euniwizarde.com>. Tender also be viewed in the NITD website www.nitdgp.ac.in. All the information sought under the head 'Conditions' and 'other information to be supplied' is to be given in Technical Bid while prices quoted for the same will have to be mentioned only in the financial Bid Format as per Annexure-I. The Financial Bids of only those firms shall be opened whose Technical Bids are found to be eligible.
3. The offers, in the prescribed format, shall be submitted online at <https://mhrd.euniwizarde.com> as per the tender document. No tender will be accepted in fax, e-mail or any other such means. The intending, bidders must be registered with e-tender portal <https://mhrd.euniwizarde.com>, the tender document is also available on website: www.nitdgp.ac.in.

4.

A.	Bid online submission start date.	21/11/2020
B.	Bid online submission end date.	15/12/2020 at 17.30 hrs.
C.	Date and time for opening online technical bids	16/12/2020 at 11.00 hrs.
D.	Date and time for pre-bid meeting	Bidder may sought clarifications through email as mentioned below on or before 04.12.2020. Suitable replies will revert back to the bidder as early as possible or corrigendum may be published if required. No queries will be entertained after 04.12.2020.
E.	Estimated Value of the Contract	₹ 500000.00
F.	EMD in ₹	10000.00
G.	Security Deposit in the form of Bank Guarantee will be retained for 15 months from the start of contract.	10% of estimated cost

5. An earnest money amounting ₹ 10,000.00 (Rupees Ten Thousand Only) in the form of Demand Draft drawn in favour of “Director NIT Durgapur”, payable at Durgapur has to be enclosed with the Technical Bid, failing which, the Technical Bid shall be rejected.

6. Hard Copies of Technical Bid Documents: Hard copies of technical bids along with EMD should reach to the Security Officer & I/C Estate Section, NIT Durgapur, Mahatma Gandhi Avenue. Durgapur-713209, West Bengal at least 48 hours before opening of technical bid, failing which bidder will be technically disqualified. The envelope(s) should clearly mention the tender no., date & title. The Institute is not responsible for any postal delay, holiday or any other reason, therefore bidders may ensure their documents reach on time.

7. The tender should be submitted online through e-tender portal <https://mhrd.euniwizarde.com> or before the closing date i.e. 15/12/2020 at 05.30 P.M. Tenders received after closing date and time shall not be considered.

8. Technical Qualifying Criteria:

Only those Firms which have the experience in the relevant field of repairing of furniture items in Government Ministries/ Departments /Government Organizations /PSUs/Corporate Sector etc. need to apply. While submitting the tender, the intending tenderer shall have to furnish self-attested copies of following certificates/documents to this Ministry:-

- I. The experience certificates.
- II. Valid income tax clearance certificate for the last financial year.
- III. The Firm must have an office or workshop of its own in Durgapur, copy of the same must be provided.
- IV. The Firm must have GST Number (copy of the same must be provided)
- V. An undertaking that they are not barred from any organization.
- VI. PAN
- VII. AADHAAR Number
- VIII. Trade License in relevant field.

9. Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e- tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal <https://mhrd.euniwizarde.com>, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

10. E-tendering Instructions to Bidders

National Institute of Technology Durgapur invites e-tenders on ITI e-procurement portal <https://mhrd.euniwizarde.com> in two bid system (Part-I: Technical Bid and Part II: Financial Bid) for award of contract for repair of iron container (dustbin). The contract will be subject to eligibility criteria and terms & conditions of the contract. The Technical and Financial bids, in prescribed format and other required document as per tender notice should be submitted on ITI e-procurement portal <https://mhrd.euniwizarde.com>. Bidders are requested to furnish/upload scanned copies of all documents in pdf format. The estimated tender cost would be around Rs. 5 Lakh. The financial bids are to be uploaded only in the prescribed BOQ and bid of any firm which discloses any pricing information in technical bid stage will be summarily rejected. NO MANUAL BID WILL BE ACCEPTED. The tender document can be downloaded from the website <https://mhrd.euniwizarde.com> and www.nitdgp.ac.in .

Registration

To use the e-Procurement Portal (<https://mhrd.euniwizarde.com>). Vendor/Contractor need to register on the portal. The vendor should visit the home-page of the portal (<https://mhrd.euniwizarde.com>) and go to the e-procure link then select **Bidders Manual Kit**.

Note: Please contact ITI Helpdesk (as given below), to get your registration accepted / activated:

Technical Helpdesk	
Telephone	011-49606060/06122520545, Mr Tariq Anwar - 9355030608 Mr. Saikat Pal - 8927976198
E-mail ID	ewizardhelpdesk@gmail.com, ewizardtariq@gmail.com, ewizardsaikat.pal@gmail.com
NIT Durgapur	
Contact Person	Sh. A. K. Bhagat, Security Officer & I/C Estate Section
Telephone	0343 275 9215
E-mail ID	estatehelpdesk@admin.nitdgp.ac.in

11. Terms and Conditions:

- i. Rates shall be quoted for each item separately in the format prescribed in the Annexure-I.
- ii. The Firm shall carry all the repair work keeping the ambience / symmetry of the surrounding. Any deviation shall amount to loss of government property and the Firm shall be liable to pay damages as per calculation of the NITD Authority.
- iii. During pre-bid meeting vendor may inspect the items for their observation before quoting the price. No condition / request will be entertain thereafter in this regard.
- iv. No Advance payment will be made in any case. The approved contractor shall submit the bills along with the user's report for processing of payment.
- v. The work shall be carried out on phase manner and payment for the same will processed accordingly. Entire repair job to be undertaken as is where is basis.
- vi. NITD has the right to forfeit the security deposit in full or in part in event of failure on the part of contractor to fulfill the terms and conditions.
- vii. The contract can be terminated at any time without assigning any reason, if the work of the firm is found unsatisfactory. In this connection, the decision of the NITD Authority will be final and binding on the firm.
- viii. The Successful bidder will have to deposit a Performance Security Deposit @ 10% of estimated cost in the form of Bank Guarantee from any Nationalized Bank and shall be valid beyond 90 days after the expiry of contract. If any disputes arise in respect of repairing job within six months from the date of repair, firm has to repair the same again and no cost for the same will be processed. If no response is received at their end in this regard, NITD has the right to repair the same from local vendor and cost of the same will be deducted from security deposit / bank guarantee.
- ix. The Bids / tenders of the Firm which are found to have quoted fake / unreasonable rates in any of the terms, shall summarily be rejected. Then decision of the NITD Authority in this regard shall be final and binding on the firm
- x. Forfeiture of EMD : The bid security may be forfeited :
 - a. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form; or
 - b. In the case of successful bidder if the bidder:
 - i) Fails to sign the contract,
 - ii) Fails or refuses to honour his own quoted price for the work at specified premises.
- x) The contract between the NIT Durgapur and the contractor can be cancelled by the contractor by giving prior notice of at least 90 days. NITD reserves the right to terminate the contract at any time or stage during the period of contract, by giving seven days' notice in writing without assigning any reason and without incurring any financial liability whatsoever.

12. ARBITRATION

In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of Director NIT Durgapur or any other person appointed by him. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted. In the event of such Arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do work or neglecting his work or being unable to act as Arbitrator for any reasons whatsoever, the Director NIT Durgapur shall appoint another person to act as Arbitrator in the place of outgoing Arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor and that the award of the arbitrator shall be final and binding on both the parties. Contractor will have no objection in any such appointment that arbitrator so appointed is an employee of NITD or a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a NITD employee he has expressed his views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act 1996, or any statutory modification or re-enactment there of or any rules made thereof.

The venue of Arbitration proceeding shall be within the Jurisdiction of Durgapur Court Only.

The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

Registrar, NIT Durgapur

CHECK LIST

Sl. No.	Documents	Yes/No & Page No.
i.	EMD :Rs. 10,000 (Rupees Ten Thousand Only)	
ii.	Duly filled, signed, and stamped Bid Form	
iii.	Tenderer's Profile.	
iv.	Experience Certificate as per NIT.	
v.	Proof of Turnover of the company as per NIT.	
vi.	GST Registration Certificate.	
vii.	Trade License.	
viii.	PAN	
ix.	AADHAAR	
x.	Income Tax for last three financial years.	
xi.	Own workshop in and around Durgapur.	
xii.	List of clients.	
xiii.	Credentials of two similar work up to 3 times of estimated value in last three financial years.	
xiv.	GST Registration.	
xv.	Undertaking that they are no barred from any organization.	

Date:

Place:

Yours faithfully,

(Signature of the Authorized Person)

Name:

Designation:

Business Address:

Seal:

BIDDER'S DETAILS

Name & Address of contractor :

Owner's Name :

Pan No :

GST No. :

Contact No. :

Residential Address :

Banker's Name & Address :

Experience (in years) :

List of major Clients (Enclose Copy) :

Performance Reports . If any :

EMD details :

Any other information
/documents, Which may held
in assessing tender
Capabilities for award of
contract

BIDDERS SIGNATURE / OFFICIAL SEAL/STAMP

Annexure-1

List of Items

Sl. No.	Items Name	Type of Repair / Replacement
1	Wooden Chair with Cushion	Leg, Arm, Seat, Gala Kusum Polish, Back Rest, Seat Cushion & others as required.
2	Wooden Chair without Cushion	Leg, Arm, Seat, Gala Kusum Polish, Back Rest & others as required.
3	Steel Chair without Cushion	Leg, Arm, Wheel, Seat, Denting Painting, Backrest & others as required.
4	Steel Chair with Cushion	Leg, Arm, Wheel, Seat, Denting Painting, Seat Cushion, Back Cushion & others as required.
5	Cane Chair	Gala Kusum Polish & others as required.
6	Wooden Drawing Table (Small)	Change of Top Cover, Lamination, Wheel Leg Frame, Gala Kusum Polish, Leg Stand, Drawer, Lock and others as required.
7	Wooden Drawing Table (Big)	Change of Top Cover, Lamination, Wheel Leg Frame, Gala Kusum Polish, Leg Stand, Drawer, Lock and others as required.
8	Wooden Table	Change of Top Cover, Lamination, Wheel, Leg Frame, Gala Kusum Polish, Leg Stand, Drawer, Lock and others as required.
9	Steel Table	Top sheet change (wooden / steel / ply), lamination, legs, drawer, lock, denting painting and others as required.
10	Wooden Stool	Leg, Seat, Gala Kusum Polish Polish, Cushion and others as required.
11	Steel Stool	Leg, Seat, Denting Painting, Hydraulic adjustment system, cushion and others as required.
12	Wooden Almirah	Leg, Door, Gala Kusum Polish, Denting Painting, Lock & Key, Glass replacement and others as required.
13	Steel Almirah (Small)	Lock & Key, Denting Painting, Hanger Rod, Rack adjustment, Glass replacement and others as required.

14	Steel Almirah (Big)	Lock & key, Denting, Painting, Hanger Rod, Rack Adjustment, Glass Replacement and others as required.
15	Revolving Chair (High / Low)	Wheel, Handle, Legs, Back Cushion, Seat Cushion, Denting Painting. Hydraylic adjustment system, hand rest, handle (steel/ moulded) and others as required.
16	Wooden Sofa	Seat Cover, Cushion, Hand rest, Back rest, Back cushion, Spring, Foam change, Gala Kusum Polish and others as required.
17	Iron Cot	Folding legs including cross support of appropriate dimension by new legs of MS angle including priming and painting of new legs, Repair of back rest of steel folding cots, Repair and straightening of main frame (bed), Fitment of existing serviceable legs (of steel folding cots) with rivets / bolts & nuts, Scraping & painting with 1 st quality height glossy paint (2 cots) by spray painting, Replacement of metal MS top sheet for bed and others as required.
18	Notice Board	Gala Kusum Polish, Gala Change and others as required.
19	Door (wooden / steel)	Lock & Key, Painting, Gala Kusum Polish and others as required.
20	Rack (Steel)	Denting Painting, Lock & key and others as required.
21	Computer Table (wooden)	Key Board shelf, Leg, Drawer, Lock & Key, Gala Kusum Polish, Cupboard and others as required.
22	Computer Table (steel)	Key board shelf, Leg, Drawer, Lock & Key, Denting Painting and others as required.
23	Steel File Cabinet	Denting Painting, Lock & Key, Drawer, Handle and others as required.
24	Visitor Chair (wooden / steel)	Legs, arms, Coaster wheel, armrest defect, seat cushion, denting, painting and others as required.
25	Secretariat Table (Half)	Legs, Top Cover, Denting Painting, Lamination / Rexene, Drawer, Lock & Key, Leg protection and others as required.
26	Secretariat Table (Full)	Legs, Top Cover, Denting Painting, Lamination / Rexene, Drawer, Lock & Key, Leg protection and others as required.
27	Lab Chair (wooden & steel)	Seat cover / cushion, stools, shelves, denting painting, gala kusum polish and others as required.
28	Study Table (steel)	Legs, Top Cover, Denting Painting, Drawer, Lock & Key and others as required.
29	Study Table (wooden)	Legs, Top Cover, Drawer, Lock & Key, Gala Kusum Polish and others as required.

30	Wooden Bench (High)	Legs, Adjustment, Top cover, Gala Kusum Polish and others as required.
31	Wooden Bench (Low)	Legs, Adjustment, Top cover, Gala Kusum Polish and others as required.
32	Hospital Bed (Steel)	Leg, Side Rod, Top Change (steel), cushion, denting painting and other as required.
33	Side Table (Steel)	Leg, Top Change (steel), Doors, Lock & Key, Handle, Denting Painting and others as required.
34	Stretcher Trolley	Denting Painting, Top Change and others as required.
35	Curtain Rods	Denting Painting, Replacement with accessories.
36	Vertical Blinds	Repair with accessories.
37	Vertical Blinds	New Installation
38	Book Trolley (Steel)	Denting Painting, Leg and others as required.
39	Display Rack (wooden)	Gala Kusum Polish and others as required.
40	Folding Racks (Steel)	Leg, Denting Painting and others as required.
41	Cupboard (wooden)	Change of Top Cover, Lamination, Wheel, Leg Frame, Gala Kusum Polish, Leg Stand, Drawer, Lock and others as required.
42	Chest Drawer (steel)	Leg, Denting Painting, lock and others as required.
43	Lab Desk (wooden)	Change of Top Cover, Lamination, Wheel, Leg Frame, Gala Kusum Polish, Leg Stand, Drawer, Lock and others as required.
44	Storage Unit (steel)	Leg, Denting Painting, shelves, drawers, lock and others as required.
45	Steel Container	Leg, Denting Painting and others as required.
46	Cylinder Rack (steel)	Denting Painting and others as required.
47	Instrument Cabinet (glass made)	Repair / Replacement with new galls and others as required.
48	Regent Rack	Leg, Denting Painting and others as required.

Note:

1. In case of replacement, items must be identical or approved by the competent authority.
2. Authorized representative may visit and check the quality of work and items.
3. Quantity of items may vary. Payment will be made on actual basis after receiving of completion certificate form end user.
4. Successful bidder will be selected on overall lowest rate quoted as per BOQ.
5. Types of jobs required mentioned against each item may be one or all as is where is basis. Bidders are to quote their rate items basis as per BOQ. No manual or conditional bid is acceptable.

ANNEXURE-II

CERTIFICATE

I _____ Son of
_____ Residence of

hereby certify that none of my relative(s) as defined in the tender document is/are employed in NIT Durgapur as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, NIT Durgapur shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

Signed.....

Name(Caps)

Position.....

Date.....