



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

Tender No. NITD/ 02/P&S/101/2017-18

Date: 21 / 06 / 2017

TENDER NOTICE

Supply of Wall Mounted Fans for NIT Durgapur.

Last date of submission of bids: 24/07/2017 at 03.00 p.m.

Date of opening of technical bids: 25/07/2017 at 03.30 p.m.

Quotations are invited from all prospective bidders including enlisted vendors for the supply of wall mounted fans for NIT Durgapur as per the specifications, terms and conditions mentioned in this tender notice through e-procurement. *Only those firms with valid certificate of enlistment (Trade License), TIN, VAT No. PAN No., Sales Tax Registration etc. will be considered.*

Chapter-1

General terms and conditions (Read the instructions carefully):

1 The Bid has to be submitted in two parts:

i) Technical Bid: This includes :

- a) **Signed and stamped copy of tender document.** The bid document must be signed and sealed and enclosed with the bid as a token of acceptance of all terms and conditions in the bid document by the bidder.
- b) Completely filled and signed form A (*Annexure I to this tender notice*)
- c) **EMD of Rs. 8,000/- (Rupees Eight Thousand only)** to be **deposited offline** (by the non-enlisted vendor(s) of NIT Durgapur) in the form of demand draft from any commercial bank, having branch at Durgapur, in favour of Director, NIT Durgapur payable at par. Same will be released to the unsuccessful non-enlisted vendor(s) on request after completion of tendering process and to the successful vendor after submission of Performance Guarantee Deposit (PGD). **The same should reach Dy. Registrar (Purchase & Stores), Purchase & Stores Section, NIT Durgapur, Mahatma Gandhi Avenue, Durgapur-713209, West Bengal at least 24 hours before opening of technical bid, failing which tenderer/bidder will be technically disqualified.** Tender no. & date should be stated during submission of EMD. **A scanned & duly attested copy of the EMD Demand Draft has to be uploaded with the technical bid.**
- d) **NSIC Registered firms under Single Point Registration Scheme** are exempted from depositing the EMD. The bidders shall have to enclose documentary proof to authenticate their firm's registration with NSIC/MSME organizations etc. for the specific item to avail this exemption. The original document projected for EMD exemption can be verified/checked at the discretion of the tendering authority. A scanned & self attested stamped copy of the same is to be uploaded. Also an attested stamped hard copy of the NSIC/MSME certificate should reach **Dy. Registrar (Purchase & Stores), Purchase & Stores Section, NIT Durgapur, Mahatma Gandhi Avenue, Durgapur-713209, West**

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Bengal at least 24 hours before opening of technical bid, failing which tenderer/bidder will be technically disqualified.

- e) Self-attested copy of **Valid VAT certificate, Sales Tax registration certificate, Certificate of Enlistment (Trade License)/ Shops & Establishment Certificate** for relevant items and any other special license that may be required for the supply of such items, must be provided by the bidders, failing which the bid may be rejected without further reference. **In case GST becomes applicable during any time, GST certificate may be required to be produced by the supplier.** Self attested copy of tax registration of any tax charged by the bidder is mandatory.

ii) **Price Bid:** Completely filled BOQ (Annexure II: Form-B to this tender notice) available in CPPP (e-procure).

2. **Please fill in the attached sheets FORM A & B (Annexure I and II to this tender notice) otherwise the tender will be rejected. Do not change or modify the content. You may download it from institute website/CPPP (e-procurement).**
3. The price bid must be quoted in **Indian Rupees**. 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. **Free delivery &/or installation (where ever applicable) at NIT Durgapur.**
4. Bidders are requested to provide valid email IDs, contact numbers and other information. The same should be clearly written/ typed without any error. Failure of any communication due to invalid email/phone no. etc. is not the responsibility of the Institute.
5. The Institute reserves the right to seek further documentations/clarifications from all/any of the bidders, if so desired.
6. It is the bidder's responsibility to ensure that the scanned documents should be clear. Set the resolution while scanning to maximum. The Institute is not responsible for any disqualification if the documents can't be verified/ascertained on account of poorly scanned images. Any misrepresentation/concealment/fraud/collusion on part of the bidders, is an offence and the Institute reserves the right to take action against the bidder(s). The order/tender/bid may be cancelled and/or the bidder(s) debarred from further tendering process of the Institute.
7. Any indication of prices in the Technical Bid will result in automatic disqualification.

Chapter-2

1. **Validity of Quotation:** Quotation shall remain valid for a period of not less than 90 days after opening of price bid.
2. **Purchasers' Right:** Notwithstanding anything specified in this tender document, the Institute unconditionally and without assigning any reasons, reserves the right to : (a) accept or reject the lowest tender or any other tender or all the tenders, at any time prior to the award of the purchase/work order, without incurring any liability to the affected tenderer or tenderers; (b) accept any tender in full or in part; (c) reject the tender offer not confirming to the tender terms; (d) give purchase preference to Public

3. **Genuine Pricing:** The bidder has to ensure that the quoted price for NITD is not more than the Price Offered to any other customer in India to whom this particular item has been sold, particularly to Indian Institute of Technology, National Institute of Technology, State/ Central or Deemed Universities, Defense Organizations, Research Establishments or any other Government Institutions. For this purpose the vendor has to furnish a price reasonability certificate in the page 02 of Form –A of the Technical Bid.
4. **Black listing:** The bidder should not have been blacklisted or debarred from participating in tenders in any State/ Central Government agencies or autonomous bodies or Universities / Educational Institutions or PSUs. A declaration to this effect is to be uploaded with the technical bid.
5. 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. Our normal terms of payment are 100% within 30 working days under normal conditions on submission of bills, if the bills and documents are in order and after satisfactory installation (if applicable), commissioning (if applicable) and acceptance & inspection of the goods. See Chapter 3, point 1 of his tender notice for PGD.
6. 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; quantity etc. of the items supplied.
7. The Institute is exempted from payment of custom and excise duty on items for research purpose mentioned below:
 - a) Scientific and technical instruments, apparatus, equipment (including computers)
 - b) Accessories, spare parts and consumables thereof
 - c) Computer software, CD-ROM, recorded magnetic tapes, microfilms, and microchips.
8. If the date of tender opening happens to be a holiday or the Institute remains closed due to any reason, the date for the same will be shifted to the next working day at the same time.
9. Changes, if any, to this Tender Notice will be intimated as corrigendum/addendum to the same on the Institute website (www.nitdgp.ac.in)/ CPPP portal, so bidders are requested to check the same regularly. No personal intimation will be given.

Chapter-3

1. Performance Security/Security Deposit: The successful bidder must submit before the release of payment a **valid bank guarantee** of any nationalized bank of 5% of the order value towards Performance Security/Security Deposit during the warranty period. Else, 95% of the payment will be released retaining 5% of the order value towards Performance Security during the warranty period. The bank guarantee should be valid for 60 days after completion of warranty. **There is no exemption for Performance Guarantee Deposit (PGD)/Security Deposit. No interest will be paid by the Institute on EMD or PGD or Security Deposit.**

2. Failure of Order Execution:

a) If a successful bidder after receiving the order fails to execute the order within the stipulated period or does not fulfill any of the terms and conditions in any respect, the Institute reserves the right to cancel the order unilaterally. In such case, the EMD of the bidder will be forfeited and no claim whatsoever will be entertained thereof.

b) Firms who are exempted from giving Earnest Money and fail to execute the order have to pay an amount equivalent to Earnest Money. If this the second time of the firm, being unable to execute its orders, the concerned firm may be de-listed/debarred for 02 years by the Competent Authority of the Institute.

3. **Liquidated Damage** will be applicable at the rate of 0.5% per week. The purchaser has the right to cancel the purchase order when LD accumulates to 10%. In case the vendor fails to carry out the work as per directions of the Institute authority or terms & conditions of tender document/P.O./W.O. the order may be cancelled by the Institute without incurring any liability to the bidder. The EMD/Security deposit stands to be forfeited.

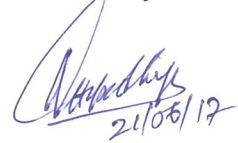
4. Settlement of any dispute will be made under the jurisdiction of Durgapur Court. Settlement of any dispute will be made by Competent Authority of NIT Durgapur failing which through arbitration or may be made under the jurisdiction of Durgapur Court.

5. The items must be delivered within 21 days from the date of issue of purchase order at P&S Section unless otherwise specified in the Purchase Order. The terms of the accepted offer shall be incorporated in the purchase order. The bidders should be ready to carry out the work on urgent basis.

6. Comprehensive onsite **warranty** shall be applicable to the supplied goods for a minimum period of twelve months from the date of inspection.

7. All other terms and conditions of GFR 2017 of the Government of India, the Institute's rules/orders etc. will be applicable.

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, 4. Central Public Procurement Portal (CPPP).

CHECKLIST:

A) TECHNICAL BID	Tick the documents attached
1. The entire tender document signed, stamped & dated as token of acceptance.	
2. VAT certificate self-attested (with stamp)copy	
3. PAN Card self-attested (with stamp)copy	
4. Valid Trade License self-attested (with stamp)copy	
5. EMD DD of Rs. 8,000/- (Hard copy to be sent at least 24 hours before technical bid opening & scanned attested & stamped copy to be uploaded)	
6. FORM-A (incl. price reasonability certificate) duly filled signed, stamped with date	
7. Service Tax certificate self-attested (with stamp) (if applicable)	
8. GST certificate self-attested (with stamp) (if applicable)	
9. CST certificate self-attested (with stamp) (if applicable)	
10. Declaration of blacklisting	
11. Chapter-4 of this tender notice make/brand/ model & warranty duly stated	
12. Brochures of the product	
13. Any additional documents/sheets	
14. This Checklist	
B) PRICE BID	
1. Form-B of this tender document duly filled (BOQ)	
2. Any additional sheets	

It is the bidder's responsibility to ensure that the scanned documents should be clear, legible & set the resolution while scanning to maximum. The Institute is not responsible for any disqualification if the documents can't be verified/ascertained on account of poorly scanned images. Any misrepresentation/concealment/ fraud/collusion on part of the bidders, is an offence, the Institute reserves the right to take appropriate action in this regard. The order/tender/bid may be cancelled or the bidder debarred from further bidding.

NOTE: Along with the scanned attested & stamped documents mentioned above the following **hard copies** should reach Dy. Registrar (Purchase & Stores), Purchase & Stores Section, NIT Durgapur, Mahatma Gandhi Avenue, Durgapur-713209, West Bengal at least 24 hours before opening of technical bid, failing which tenderer/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 or any other reason, therefore bidders may ensure their documents reach on time.

1. EMD DD in original. The envelope should clearly mention the tender no., date & title & "EMD" is to be super-scribed. The EMD should be in a separate envelope.
1. Attested & stamped copy of valid NSIC/MSME certificate for the said work.
2. Attested & stamped copy of valid VAT, GST (if applicable), CST (if applicable), trade license certificate.
3. Attested & stamped copy of brochure.



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

ANNEXURE-1 TO TENDER NOTICE NO. NITD/ 02 /P&S/101/2017-18 dated 21/06/ 2017

FORM-A

Sl. No.	Particulars	
1	Name of the Supplier/Vendor/Firm/Distributor:	
2	Name of the Contact person/Proprietor:	
3	Registered /Contact Address of the Supplier/ Vendor/ Firm/Distributor	
4	Contact No (Mobile No/Telephone No)	
5	Email Addresses	
6	PAN / GIR NO-(Attach self-attested copy)	
7	VAT /ST Registration NO. -(Attach self-attested copy)	
8	GST Registration no. (Attach self-attested copy)	
9	Valid trade License No. -(Attach self-attested copy)	
10	Service Tax Reg. no. -(Attach self-attested copy)	
11	CST no.- (in case CST is applicable) (Attach self-attested copy)	
12	Whether rates are quoted as per format mentioned bidding document or not	
13	Whether Form B (BOQ) Enclosed	
14	Warranty Period Provided (minimum 12 Months)	
15	Whether minimum specification mentioned in tender notice are fulfilled by all the product whose price has been quoted	
16	Whether Rates Quoted Inclusive of All taxes or not	
17	Whether Supplier/ Vendor / Distributor / Firm has been ever blacklisted in any state / central government agencies or Autonomous bodies or universities/ Educational Institute or PSU's? If such blacklisting has been revoked.	

[Signature]
21/06/17

<u>Sl. No.</u>	<u>Particulars</u>	
18	Whether EMD RS. 8,000/- in Form of DD has been enclosed in the case of non-enlisted vendor? Write DD no & Date & Bank Name and Branch. Enlisted Vendor enclosed proof of depositing enlistment Money.	
19	Whether the vendor/firm/supplier is : a) OEM, b) Reseller, c) Authorized Distributor, d) Proprietorship, e) Partnership, f) other, specify. In case of Authorized Dealer/Distributor provide a valid LETTER OF AUTHORIZATION from the Original Equipment Manufacturer for Dealership, Distributorship or for channel partnership must be attached in original, with technical bid.	

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

Name:

Contact no.:

Date:

PRICE REASONABILITY CERTIFICATE

It is certified that the RATE quoted against the NITD's tender number _____ dated _____ for the supply/installation/commissioning of _____, is not more than the rates charged to other NIT's / IIT's / Central or State Government Organizations / Research Laboratories / Defense establishments/Autonomous Bodies/PSUs, for similar supplies made by our firm, in the recent past. If at any stage, it has been found that the quoted rate to NITD is higher than the rates charged to above mentioned Institutions, then in such a situation / condition, NITD shall have the right to take appropriate action against us, for recovery of excess rates. NITD reserves the right to cancel the tender or reject the bid.

Yours faithfully,

Authorized signatory of Bidder with Seal

Name.....

Designation.....

Date:

 21/06/17

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Chapter-4

Technical Specifications

<u>S. No.</u>	<u>Item</u>	<u>Tentative Qty.</u>	<u>Specification</u>	<u>State make & model of the item for which price is quoted (To be filled by bidder)</u>	<u>Warranty period offered by the manufacturer & bidder (To be filled by bidder)</u>
1.	Wall mounted fan	60 nos.	As provided in table below		

<u>The Wall Mounted Fan specifications are as mentioned follows:</u>			<u>State whether all specifications have been fulfilled (to be filled by bidder)</u>
<u>Sl. No</u>	<u>Particulars</u>	<u>Specification</u>	
1	Sweep	450 mm	
2	Fan Motor	Induction Motor (AC) Capacitor type 230 or 240 volt, 50 Hz	
3	Duty Cycle	Continuous duty, Double ball bearing	
4	Air Delivery in CMM	100-110	
5	Speed in RPM	1325 /1400	
6	Input Power	90 /100 Watts	
7	Colour	As per requirement	
8	BIS Code	IS: 2997-1964 with all amendments as applicable	
9	Brands/Makes	Orient/Havells/Crompton or equivalent	
10	Blades	03 No's Aluminum Alloy Blades	
11	Weight	4.6 - 6 kg. (approx.)	
12	Body	Metal body	

Qty. indicated is tentative may increase or decrease. All items should of good quality & make.