



राष्ट्रीय प्रोद्योगिकी संस्थान, दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
(West Bengal), INDIA, www.nitdgp.ac.in

An Autonomous Institution of the Govt. of India under MHRD

Ref: NITD/EST/Equipment/36/18

Date: 26.12.2018

Limited Tender Notice

SUPPLY AND INSTALLATION OF VERTICAL BLIND AT NIT DURGAPUR

Schedule:

Name of Organization	National Institute of Technology
Tender Type (Open/Limited/EOI/Auction/Single)	Limited
Tender Category (Services/Goods/works)	Goods
Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/ Sell)	Supply
Service Category	Supply and Installation
Source of Fund (Institute/Project)	Institute
Is Multi Currency Allowed	NO
Date of Issue/Publishing	27/12/2018 (dd/mm/yyyy) (17.00 Hrs.)
Document Download/Sale Start Date	27/12/2018 (dd/mm/yyyy) (18.00 Hrs.)
Document Download/Sale End Date	18/01/2019 (dd/mm/yyyy) (12.00 Hrs)
Date for Pre-Bid Conference	08/01/2019 (dd/mm/yyyy) (15.00 Hrs)
Venue of Pre-Bid Conference	Meeting Room, Estate Section, NIT Durgapur
Last Date and Time for Uploading of Bids	18/01/2019 (dd/mm/yyyy) (16.00 Hrs.)
Date and Time of Opening of Technical Bids	21/01/2019 (dd/mm/yyyy) (11.00 Hrs.)
Tender Fee	Rs. NIL /-
EMD	INR 10000.00
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	90 days (From last date of opening of tender)
Address for Communication	Shri A. K. Bhagat, Security Officer & I/C Estate Section, National Institute of Technology, Durgapur M. G. Avenue. Durgapur -713209, West Bengal. INDIA
Contact No.	+919434788170
Email Address	estatehelpdesk@admin.nitdgp.ac.in

Quotation are invited from eligible registered bidders under Estate Section, NIT Durgapur for supply & installation of Vertical Blinds as per the specification, terms and conditions mentioned in this tender notice through e-procurement (**Central Public Procurement Portal: <http://eprocure.gov.in/eprocure/app>**). Only those firms with valid certificate of enlistment (trade license), TIN, GST Registration No. PAN No. etc will be considered.

Chapter-1

General Terms and Conditions (read the instruction carefully)

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

A. Technical Bid

I. Online submission of documents for Technical Bid:

- a) Signed and stamped copy of tender documents.** The bid documents must be signed and sealed and enclosed with the bid as a token of acceptance of all terms and conditions in the bid documents by the bidder.
- b) Completely filled and signed form A (Annexure-I to this tender notice), Chapter-4 & Checklist** provided in this tender documents.
- c) EMD of Rs. 10000.00 (Rupee Ten Thousand Hundred Only) to be deposited offline by all the vendor(s) in the form of demand draft from any commercial bank, having branch at Durgapur in favour of NIT Durgapur payable at per. Same will be released to the unsuccessful vendor(s) on application after completion of the entire tendering process and to the successful vendor after submission of PBG/SD on application. The EMD Demand Draft should reach by 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.** Tender no. & date should be stated during submission of EMD.

A scanned and duly attested copy of the EMD Demand Draft has to be uploaded with the technical bid. Exemption as per Govt. of India Orders mentioned in GFR 2017. The bidders shall have to enclose documentary proof to authenticate their firm's registration with NSIC/MSME organization etc. for the specific service/work (Supply of similar type of items) only to avail this exemption. The NSIC/MSME (Udyog Aadhar) should be valid or not expired. Documentary evidence may be sought in this regards. 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.

- d)** Self-attested copy of valid PAN card, GST Registration certificate of Enlistment (Trade License)/Shop & Establishment Certificate for relevant items and any other special license that may be required for the supply/provision of such items/goods/service, must be provided by the bidders, failing which the bid may be rejected without further reference. Self-attested copy of TAX registration of any tax charged by the bidder is mandatory. Manufactures to be provide certificate of incorporation.
- e)** The bidders should clearly state whether they are under the composite scheme of GST or regular GST Registration.
- f)** Authorized Reseller/Retailer/Distributor documents of at least one reputed brand.
- g)** Brochure with complete technical specifications.

II. Hard Copies of Technical Bid Documents: The following hard copies 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 did, 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.

- i. 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.
 - ii. Attested & stamped copy of valid NSIC/MSME certificate for the said work and said scale of operations.
 - iii. Attested & stamped copy of valid GST, trade license certificate/shops & establishment certificate, PAN card, Certificate of incorporation (if applicable) etc.
 - iv. Authorized Service Provider documents of at least one reputed brand.
 - v. Brochure with complete technical specifications
2. Price Bid: Completely filled BOQ (Annexure II: Form-B to this tender notice) available in CPPP (e-procure) to be submitted online only. The price bid must be quoted in Indian Rupees. Any indication of prices in the Technical Bid will result in automatic disqualification. Price Bids will be opened after due scrutiny of technical bids.
 3. 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). Form-B refers to the BOQ. No changes are to be made to the BOQ. Any tampering with the BOQ may result in disqualification.
 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 ID /phone no. etc. is not the responsibility of the Institute.
 5. The Institute reserves the right to seek further documentations/clarification 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 (DPI) 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. The documents as requested must be uploaded in CPPP website correctly and in order. The hard copies of documents as stated in this tender document must reach on time.

Chapter-2

- 8. Validity of Quotation:** Quotation shall remain valid for a period of not less than 90 days after opening of price bid.
- 9. 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 bidder(s); (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 Sector Undertaking wherever applicable as per Govt. Policy/ Guidelines; (e) cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 10.** The final type, variant & quantity of goods in question to be serviced/purchased are to be as per the discretion of the Institute keeping in mind our requirements. Therefore price may not be the sole consideration. Bidders are requested to take care as to not to quote sub-standard products in order to gain an order. The Institute reserves the right to cancel an order, if on inspection, it is deemed by the Institute to be of sub-standard quality or not meeting our specification/requirements, as the case may be, irrespective of the price. Bidders may be required to produce samples &/or price justification before/after placing of an order.
- 11. 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 (except for revision in tax rates) to whom this particular item has been sold/services rendered, particularly to Indian Institute of Technology, National Institute of Technology, State/ Central or Deemed Universities, Defense Organizations, Research Establishments or any other Government Institutions in recent past [at least relevant FY). For this purpose the vendor has to furnish a price reasonability certificate in the page 02 of Form —A of the Technical Bid.
- 12. 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.
- 13.** It will be the sole responsibility of the Supplier to abide by the provisions of any law/acts as to the provision of this good/service.
- 14.** All invoices raised should bear printed serial number, date, GST no. of supplier and should mention the Purchase Order no. and date. Original Purchase Order to be attached with bill/invoice. Prices and taxes 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. Installation & satisfactory commissioning report along with warranty certificate(s) should accompany the bill/invoice.
- 15.** 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.
- 16.** 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. **Scope of work:** Supply and installation of vertical blinds in Faculty Cabins (S N Roy Memorial Building) of NIT Durgapur as per directions of Competent Authority of the Institute. 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. The work should be carried out within 21 days of issue of P.O./W.O./LOI or as mentioned in the P.O./W.O./LOI. Free delivery to NIT Durgapur.
2. **Warranty:** All products should have warranty as per company recommended. Necessary documents / certificates to be provided after installation.
3. No interest will be paid by the Institute on EMD/Security Deposit.
4. Failure' of Order Execution: 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 Institute may impose fines in cases where it deems fit.
 - 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/SD 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 or more by the Competent Authority of the Institute.
5. **Performance Guarantee Deposit (PGD)/ Security Deposit:** There is no exemption for PGD. Successful bidder will be required to submit PGD @ 7% of total contract value in the form of bank guarantee valid for a period of 60 days beyond expiry of the total warranty period/any other obligation arising out of the said contract whichever is later. In case the same is not deposited the PGD will be deducted from the bills.
6. Bidders should be authorized service provider of at least one OEM.
7. Payment: Our normal terms of payment are 100% within 45 working days on submission of bills, if the bills and documents are in order and after due inspection, installation & commissioning of the item(s) supplied. Installation report duly signed by end user & warranty certificate to be provided with the bill.
8. L.D. charges@0.5% per week of delay applicable. Institute reserves the right to cancel the order on accumulation of L.D. charge of 10% or more. If you fail to execute the order within our stipulated period or do not fulfil any of the terms & conditions, the Institute authority reserves the right to cancel the order.
9. 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 by Director, NITD or may be made under the jurisdiction of Durgapur Court.
10. 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.
11. Conditional bids will not be accepted. No advance payment will be made by the Institute.
12. All other terms and conditions of GFR 2017 of the Government of India, the Institute's rules/orders etc. will be applicable. Integrity pact as per GFR 2017 must be adhered to.

Chapter-4

Technical Specifications

Item Code	Particulars	Tentative Qty.	Make, Model & Brand for which price is quoted (to be filled by bidder)	On-site warranty offered in years (to be filled by bidder)
Item 1	<p><u>Supply and Installation of Vertical Blinds:</u></p> <p>Providing and fixing vertical blinds 100mm Louver width, quality of approved make fabric made of 100% polyester woven fabric thickness 0.40mm with Acrylic coating resistance to Cracking & Fraying and treated for dust repellency, UV proof , virtually maintenance free having plastic bottom chain thickness of chain-0.50mm and diameter-3mm, Plastic with metal bottom weight - 116.20mmX48.30mm and suitable coating on exterior, including all fixtures and fittings complete in all respect as per design/color/shade including requisite installation brackets etc as required for installation at site with anchoring arrangements complete as directed. Make-MAC/VISTA/NOVA or any equivalent make.</p>	<p>2423.64 sqft (approx.) for 68 windows</p>		

Note: The above quantities, type etc. are tentative & subject to change.

Samples of vertical blinds will be checked and finalized during pre-bid meeting. Approved samples to be sent along with the hardcopy of EMD as mentioned above. Bids will not be entertained who will not attend the pre-bid meeting. Such type of bids will be declared as non-responsive.

Payment will be made as per actual basis.

Checklist**B. SCANNED COPIES**

A. TECHNICAL BID (Self-attested & stamped copies of all	Tick the documents attached
1. The entire tender document [all pages) as token of acceptance.	
2. This Checklist, Chapter-4 & FORM-A (incl. price reasonability certificate, blacklisting] duly filled signed, stamped with date	
3. A) Valid Trade License, B) GST certificate, C) PAN Card, D) Certificate of incorporation [for manufacturers)	
4. EMD DD of Rs. 10000.00; valid MSME/NSIC Certificate for same work & scale of operations. (Hard copy to be sent at least 48 hours before technical bid opening & scanned attested & stamped copy to be uploaded]	
5. Authorization of at least one reputed OEM & Brochure with complete technical specifications	
B. PRICE BID (Form-B of this tender document duly filled (BOQ) (uploaded online)	

It is the bidder's responsibilities 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 regards. The order/tender/bid may be cancelled or the bidders debarred from further bidding.

C. Hard Copy:

Note: Along with the scanned attested & stamped documents mentioned above the following hard copies should reach **Estate Section**, NIT Durgapur, Mahatma Gandhi Avenue Durgapur-713209, West Bengal, at least 48 hrs before opening the technical bid falling 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 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.
2. Attested & stamped copy of valid NSIC/MSME certificate for the said work and said scale of operations.
3. Attested & stamped copy of valid, certificate of incorporation (for manufacturers), GST, trade license certificate/shops & establishment certificate etc.
1. Authorized seller documents of at least one reputed brand.
2. Brochure with complete technical specifications.
3. Declaration Certificate.

FORM-A

SL	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	GST Registration no. (Attach self—attested copy]	
8	Valid Trade License No. -[Attach self—attested copy)	
9	Valid Certificate of Incorporation [for manufacturers) — (Attach self—attested copy)	
10	Whether minimum specification mentioned in tender notice are fulfilled by all the product/services whose price has been quoted	
11	Whether Rates Quoted Inclusive of All taxes or not	
12	Whether Supplier/ Vendor / Distributor / Firm have 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.	
13	Whether EMD in Form of DD has been enclosed? Write DD no & Date & Bank Name and Branch.	
14	Authorized Sellers have to provide proof of authorization	
15	Brochure Of the product attached	

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

Name:

Contact no.:

Declaration Certificate (Form A Cont.)

1. Price reasonability: It is certified that the RATE quoted against the NITD's tender number _____ dated _____ for the supply/ installation/ commissioning/ servicing 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/works 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.
2. Blacklisting: I Contractor/ partner/sole proprietor (Strike off word which is not applicable) of firm M /s. _____do also hereby solemnly affirm and declare that my/ our individual/ firm / companies is not/ has not been blacklisted by NIT's / IIT's / Central or State Government Organizations / Research Laboratories / Defense establishments/Autonomous Bodies/ PSUs etc.
3. I do hereby solemnly declare and affirm that the above declaration and all details provided by me in the tender/bid document is true and correct to the best of my knowledge and belief; No part of it is false and nothing has been concealed therein.
4. In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation / cancellation / termination Without any at the sole

Yours faithfully,

Authorized signatory of Bidder with Seal

Name

Designation