



DEPARTMENT OF MATHEMATICS  
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR  
MAHATMA GANDHI AVENUE, DURGAPUR-713209 (WEST BENGAL), INDIA

Tender No. NITD/Math/1/2016-17

Date: 24/9/2016

TENDER NOTICE

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

**SUPPLY OF OFFICE TABLE & CHAIR FOR NIT DURGAPUR**

Last date of submission of bids: 24/10/2016 at 03.00 P.M.

Date of opening bids: 24/10/2016 at 03.30 P.M.

Quotations are invited from all prospective bidders including enlisted vendors for the supply and delivery of Office Table & Chairs for NIT Durgapur, as per the terms and condition mentioned below. All bidders are required to address their bid documents to the Head, Department of Mathematics, National Institute of Technology, Durgapur, (W.B) and drop the same in sealed condition in the Tender box in Mathematics Department. Only those firms with valid certificate of enlistment (Trade license), TIN, VAT No. PAN No. Sales Tax Registration etc. will be considered.

<u>Sl. No.</u>	<u>Item to be purchased</u>	<u>Tentative Quantity</u>	<u>Specifications</u>
1	Office Table & Chairs	09 each	See page no. 4 of 7 of this Tender Notice for detailed specifications.

General Terms & Conditions:

**1. A. 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). Self-attested copy of Valid VAT certificate, Sales Tax Registration certificate, Certificate of Enlistment (Trade License) for relevant items & 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.
- ii) **Price Bid:** Introductory letter and completely filled and signed Form-B (Annexure-2 to this Tender Notice).

**B. Procedure for sealing and marking of bids:** The Tender/Bid Cover shall contain the following:

- a) FIRST envelope should contain the Technical Bid along with enclosures desired in the Tender document. This envelope should be sealed and super scribed as "TECHNICAL BID" Cover.

KBasu.

Head, Mathematics

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- b) SECOND envelope should contain the Price Bid. This envelope should be sealed and super scribed as "PRICE BID" Cover. It should also state Tender no. , date and name & address of the bidder.
- c) All the above mentioned TWO SEPARATE ENVELOPES are to be sealed and kept in one single larger size outer envelope (THIRD envelope) which should also be sealed and super scribed with Tender no., date, name, address & contact information of bidder.
2. 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.
  3. 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) should not be included in MRP & price quoted. Extra charges (if any) are to be specifically mentioned separately including the amounts to be charged in additional sheets which is to be duly signed and stamped by the supplier, falling which no claim will be entertained at a later stage.
  4. All pages of the bids should be duly signed and stamped with date.
  5. All price quoted must remain open for acceptance for 90 days from the date of opening of the price bid.
  6. Prices are for delivery. Free delivery to NIT, Durgapur-9 as per conditions mentioned in Purchase Order.
  7. Successful firms may have to supply the items within 15 working days after issuance of Purchase Order, unless otherwise specified in the Purchase Order. The procurement may be done by the Institute in phases.
  8. Goods are required to be consigned to the Director, NIT Durgapur unless otherwise instructed.
  9. The actual quantity of requirement of items may vary from what is indicated in this Tender Notice which as only an estimate. The decision of the Tender Committee regarding the variant and quantity to be purchased is final. For deciding the L-1 bidder, other than price, the variant/model/make and warranty to be purchased as per the preference of the end user will be given due weightage.
  10. Purchaser's Right: Notwithstanding anything specified in this tender document, the Institute unconditionally and without assigning any reasons, reserve 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 Sector Undertaking wherever applicable as per Govt. Policy/Guidelines.
  11. 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 on submission of bills, if the bills, and documents are in order. Minimum warranty 01(one) year.
  12. 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/manufacture, model, specifications, quantity etc. of the items supplied.

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13. 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 furnish a price reasonability certificate in the page 06 of Form-A of the Technical Bid. Name and contact details of the premier educational institutes/government organizations where the quoted item/ equipment has been supplied/ installed during the last three years should be attached with the Proforma for Technical Bid.
14. 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.
15. NIT Durgapur is entitled to excise and customs duty exemptions, if applicable please mention.
16. The bidders may represent themselves personally or through their authorized representative, if any, at the time of opening of bids.
17. In case the time is insufficient to open the Price Bids after opening the Technical Bids, the Price Bids will be opened on a subsequent date which will be intimated at the time of opening the Technical Bids.
18. Changes, if any, to this Tender Notice will be intimate das corrigendum' addendum to the same on the Institute website ([www.nitdgp.ac.in](http://www.nitdgp.ac.in)), so bidders are requested to check the Institute website regularly.
19. If the date of tender opening/ last date of tender submission 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 and venue.

Yours sincerely,

*Kajal Basu*

**Head, Department of Mathematics**

Copy to: 1. Registrar Secretariat, 2. Notice Board of Mathematics Department 3) Institute Website.



## DETAILED SPECIFICATIONS OF ITEMS

### **Office Table (Wooden office table L type):**

**Size-** basic table - 5' x 2.5' x 2.5. Side table- 4'x 1.5' x 2.5' having provision to keep desktop and having wheels. Made of MDF board of Green ply. Duly polished with coffee color melamine polish (spray polish).

The table should have a tempered glass top of 6 mm thickness on top (the tempered glass stamp should be there on the glass).

The table should be a completely knockdown type which can be assembled and dismantled at a short notice.

The material will bear a life time warranty (assembling & dismantling). The table should have 3 drawers on the right hand side (fixed drawer chest).

The front side of the table should be covered with decorative vineer work.

### **Chair (High back revolving chair):**

The chair should have steel base. There should be hydraulic lift in the chair. There should be provision back tilting. The upholstery should be of artificial black leather. The handle should have cushioned top which will be covered with artificial leather upholstery. The base of the chair should have 5 steel legs with wheels fitted on them. The chair should have a guaranty of at least 2 years on the base and hydraulic with free replacement on any complaint). The wheels should have a guaranty of at least 3 months.

The chair should have a double layered cushioned cover which should be covered with artificial black leather upholstery.

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DEPARTMENT OF MATHEMATICS  
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR  
MAHATMA GANDHI AVENUE, DURGAPUR-713209 (WEST BENGAL), INDIA

ANNEXURE-1 TO TENDER NOTICE NO. NITD/Math/1/2016-17 dated 24/09/2016

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 address;	
6	PAN/GIR No. (Attach self-attested copy)	
7	VAT/ST Reg. No. for the specified item. (Attach self-attested copy)	
8	Valid Trade License No. (Attach self-attested copy)	
9	Whether rates are quoted as per format mentioned in the Bidding Document or not.	
10	Whether Form-B is enclosed.	
11	Whether the minimum specifications mentioned in the Tender Notice are fulfilled by all the products whose price has been quoted.	
12	Whether rates quoted are inclusive of all taxes or not.	
13	Minimum warranty 01 (one) year.	
14	Whether the Supplier/ Vendor /Firm/ Distributor has been ever blacklisted in any state/Central Government agencies or autonomous bodies or Universities/ Educational Institutions or PSUs? If so. If such blacklisting has been revoked.	

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

*K. Basu*

Head, Mathematics

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**FORM-A (Contd.....)****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 legal 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 .....





NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR  
MAHATMA GANDHI AVENUE, DURGAPUR-713209 (WEST BENGAL), INDIA  
ANNEXURE-2 TO TENDER NOTICE NO. NITD/Math/1 /2016-17 dated 28/09/2016

**FORM-B**

<u>Sl. No.</u>	<u>Item to be purchased</u>	<u>Specifications</u>	<u>Expected qty. to be purchased (nos.)</u>	<u>Price per unit (Rs.)</u>	<u>Taxes: state type, % &amp; Amount of Taxes</u>	<u>Price per unit Rs. Including taxes state in numbers as well as words.</u>	<u>Total price Rs. For 18 units including taxes state in numbers as well as words.</u>
1.	Office Table & Chairs	As per page 04 of 07 of this Tender Notice where detailed specifications are provided.	9 each				

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