



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

Tender No. NITD/04/P&S/122/2018-19

Date: 20/11/2018

**TENDER NOTICE**

**Supply of Electrical Maintenance Items for Maintenance Section, NITD.**

Quotations are invited from all prospective bidders for *Supply of electrical maintenance items for Maintenance Section of NIT Durgapur as per the specifications, terms and conditions mentioned in this tender notice through e-procurement (Central Public Procurement Portal: <https://eprocure.gov.in/eprocure/app>)*. Only those firms with valid certificate of enlistment (Trade License), GST Registration no., PAN etc. will be considered. Prospective bidders are requested to ensure they are registered on CPPP (Central Public Procurement Portal) & have a valid DSC.

SCHEDULE		
1	Pre-bid:	29 /11/2018 at 11.00 a.m.
2	Last date of submission of bids online:	12 /12/2018 at 05.30 p.m.
3	Date of opening of technical bids:	14 /12/2018 at 11.00 a.m.
4	Earnest Money Deposit (EMD)	Rs. 25,000/-
5	Last date & time of submission of hard copies of documents specified in tender document.	At least 48 hrs prior to the date & time of opening of technical bids.

**Chapter-1**

**General terms and conditions (Read the instructions carefully):**

1) **Pre-Bid:** Interested bidders are requested to attend the pre-bid meeting on date and time mentioned above at Purchase & Stores Section, NITD. Representatives of bidders are requested to carry authorization letters for attending the same. *No queries will be entertained later.*

2) **The Bid has to be submitted in two parts:** Technical Bid & Price Bid.

3) **Technical Bid:**

**I) Online submission of documents for Technical Bid :**

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*), Chapter-4 & Checklist provided in this tender document.

i) **EMD of Rs. 25,000/- (Rupees Twenty Five Thousand only) to be deposited offline** (by the all vendor(s)) 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 vendor(s) on application after completion of the entire tendering process and to the successful vendor after successful supply of items on application. **The EMD Demand Draft should reach Dy. Registrar (Purchase & Stores), Purchase & Stores Section, NIT Durgapur, Mahatma Gandhi Avenue, Durgapur-713209, West Bengal at least 48 hours before opening of technical bid, failing which bid will be technically disqualified.** Tender no. & date should be stated during

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submission of EMD. *A scanned & duly attested copy of the EMD Demand Draft has to be uploaded with the technical bid.*

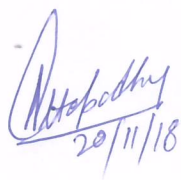
ii) NSIC Registered firms under Single Point Registration Scheme/ MSME (Udyog Aadhar) having registration for the work/goods specified in the tender document only, are exempted from depositing the EMD. The bidders shall have to enclose documentary proof to authenticate their firm's registration with NSIC/MSME organizations etc. **for the specific service/work/goods tendered for only** to avail this exemption. The original document projected for EMD exemption can be verified/checked at the discretion of the tendering authority. It is the bidder's responsibility to prove, if required, the validity of their NSIC/MSME certificate, that they are registered for the particular good/service tendered for & provide documents regarding the same.

*A scanned & duly attested copy of the valid NSIC/MSME (Udgyog Adhaar) Certificate has to be uploaded with technical bid for bidders claiming exemption from EMD.*

- c) Self-attested copy of **valid PAN card, GST 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/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. Manufacturers to provide **valid** certificate of incorporation/factory license. If trade license for current FY(18-19) is not available till last date of submission, then a self-attested stamped copy of renewal receipt from concerned Municipality along with last FY (17-18) trade license is to be provided (**both offline & online**). This is provisional only. The bidder should note that valid trade license (FY 18-19) for said work/goods has to be provided by bidder at time of order placing or else the order will be cancelled for even L-1 bidder.
- d) The bidders should clearly state whether they are under the composite scheme of GST or regular GST registration.
- e) Brochure with complete technical specifications, wherever applicable.
- f) If certificates provided by bidders are not bilingual (in English as well as local language), then a transcript of the same should be provided in English.

II) **Hard Copies of Technical Bid Documents:** The following **hard copies** should reach **Dy. Registrar (Purchase & Stores), Purchase & Stores 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.

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 GST, trade license certificate/shops & establishment certificate, PAN card, valid Certificate of incorporation/Factory License (if applicable) etc. If trade license for current

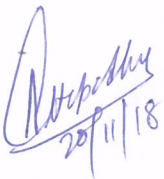
  
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FY(18-19) is not available till last date of submission, then a self-attested stamped copy of renewal receipt from concerned Municipality along with last FY (17-18) trade license is to be provided (**both offline & online**). This is provisional only.

4. Attested & stamped copy of filled Chapter-4 & entire Form-A of this notice.
5. Brochure with complete technical specifications, wherever applicable.
- 4) **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.
- 5) **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. Form-B refers to the BoQ. No changes are to be made to the BoQ. Any tampering with the BoQ may result in disqualification.**
- 6) 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.
- 7) The Institute reserves the right to seek further documentations/clarifications from all/any of the bidders, if so desired.
- 8) 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/canvassing 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.
- 9) 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. Bidders should take care to upload their bids well before time on CPPP; Institute is not responsible for any technical glitch or failure of CPPP.

## Chapter-2

1. **Validity of Quotation:** Quotation shall remain valid for a period of not less than 120 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 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/MSME wherever applicable as per Govt. Policy/ Guidelines applicable for autonomous bodies; (e) cancel the bidding process and reject all quotations at any time prior to the award of contract.
3. 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

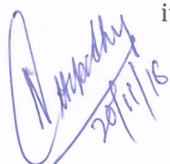
  
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Institute to be of sub-standard quality or not meeting our specifications/requirements, as the case may be, irrespective of the price. Bidders may be required to produce samples &/or price justification before/after placing of an order.

4. 5% of the supplied items at random or the entire lot of items supplied may be inspected by concerned Dept./Section/end user. If found unacceptable whole lot may be rejected & fresh supply to be made by vendor at his/her own cost.
5. **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, Defence 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. In no case will the Institute pay more than MRP of a particular product.
6. **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.
7. 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.
8. All invoices raised should bear printed serial number, date, GST no. of supplier and should mention the Purchase Order no. and date. Original P.O. to be attached with bill/invoice along with PFMS form. Prices 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. Installation & satisfactory commissioning report, test reports along with warranty certificate(s), where applicable should accompany the bill/invoice.
9. The Institute is exempted from payment of custom and excise duty on items for research purpose mentioned below, wherever applicable:
  - 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.
10. 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.
11. Changes, if any, to this Tender Notice will be intimated as corrigendum/addendum to the same on the Institute website ([www.nitdgp.ac.in](http://www.nitdgp.ac.in)) / CPPP portal, so bidders are requested to check the same regularly. No personal intimation will be given.

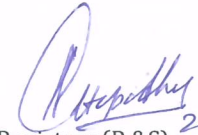
### **Chapter-3**

1. No interest will be paid by the Institute on EMD/Security Deposit.
2. **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.

  
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- a) If a successful bidder after receiving the order fails to execute the order within the stipulated period or does not fulfil 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. Their SD, if provided, will be forfeited. 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.
3. **Scope of work:** Supply of electrical maintenance items for Maintenance Section 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 working days of issue of P.O./W.O./LOI or as mentioned in the P.O./W.O./LOI. **Free delivery to NIT Durgapur.**
4. **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 (wherever applicable) of the item(s) supplied. Installation report duly signed by end user & warranty certificate wherever applicable is to be provided with the bill. If required test reports may be required to be provided for quality assurance.
5. 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.
6. 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.
7. 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.
8. **Conditional bids will not be accepted.**
9. 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.

Yours sincerely,

  
Dy. Registrar (P & S) 20/11/18

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).

## Chapter-4

### Technical Specifications

(1) Item Code	(2)Particulars	(3) Tentative Qty.	(4) Unit	(5) List of makes approved by Maintenance Section, NITD	(6) Make, Model & Brand for which price is quoted <b>(to be filled by bidder)</b>
item1	Capacitor (2.5 MFD Oil type 440V 50hz)	1000	nos.	Tibcon/ Universal	
item2	Capacitor (4 MFD Oil type 440V 50hz)	100	nos.	Tibcon/ Universal	
item3	Ignitor(2 Pole, SI 51/02,250-400W)	100	nos.	Philips	
item4	Ignitor(3Pole, SN 58/02 SON(T),250-400W)	100	nos.	Philips	
item5	Metal Lamp (250W MH Lamp, HPI-T 240W)	100	nos.	Philips	
item6	Piano Type Switch 16/20A, 240V Piano key type	200	nos.	Anchor	
item7	Tube light box fittings (28W, T-5 Box type tube light fittings)	100	nos.	Havells, Philips, Bajaj	
item8	Electronic Ballast( 2x18 W, 240V, BJHF 218 SP for PL-L lamp)	100	nos.	Bajaj ( as per sample)	
item9	Modular Cover Plate 3 module	200	nos.	MK	
item10	Modular Switch (20A, 240V, 50 Hz)	200	nos.	ABB (as per sample)	
item11	Wooden Batton ( Good Quality wood 20 mm)	300	nos.	-	
item12	Wooden Batton ( Good Quality wood 25 mm)	200	nos.	-	
item13	Main Switch (240V double pole 16A rewirable fuse unit	50	nos.	Havells/ Standard	
item14	Tubelight holder (28W, T-5 batton fittings)	100	nos.	As per sample	
item15	PVC Box (3"x 3" open)	200	nos.	Presto Teak/ Precision	
item16	Wooden round block (3" double plate)	500	nos.	Good quality	
item17	Motor DOL starter (230-205V, Relay-14A)	50	nos.	L&T (as per sample)	
item18	SP MCB (63A single pole, 240 V)	20	nos.	L&T	
item19	SP MCB (63A single pole, 240 V)	20	nos.	Legrand	
item20	SP MCB (63A single pole, 240 V)	20	nos.	Havells	

**Note:** 1) The above quantities, type etc. are tentative & subject to change. 2) Regarding suitability of quoted brands to Institute requirements, adjudging of technical specifications or equivalence & make/variant to be purchased, the decision of end user/Maintenance Section, NITD is final. 3) Bidders may see the list before quoting for the same or substantially equivalent product in every respect/aspect. Queries regarding products, samples etc., if any, must be made in Pre- bid Meeting as those will be clarified by the end user/Maintenance Section for decision. No queries will be entertained later. 4) In case space is left blank in column 6 but the bidder has quoted for the said item in BOQ, it will be assumed that the bidder is willing to supply all of the above mentioned brands at the quoted rate. In which case the brand to be ordered for will be at the discretion of the Institute and the bidder will have to supply the same at quoted rates in BOQ.

## CHECKLIST:

### **A. ONLINE SCANNED COPIES**

A) TECHNICAL BID ( <b>Self attested &amp; stamped copies of all</b> ): (For details refer Chapter-1 of this notice)	Tick the documents attached
1. The entire tender document (all pages) as token of acceptance.	
2. This Checklist, & FORM-A (incl. price reasonability certificate, blacklisting) duly filled signed, stamped with date	
3. Chapter-4 duly filled, signed, stamped, dated & brochure with complete technical specifications (wherever applicable) signed, stamped with date	
4. Valid : A) Trade License, B) GST certificate, C) PAN Card, D) Certificate of incorporation/Factory License (for manufacturers)	
5. EMD DD of Rs. 25,000/- ; 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)	
B) PRICE BID: Form-B of this tender document duly filled (BOQ) (uploaded online )	

**It is the bidder's responsibility to ensure that the scanned documents should be clear, legible & set the resolution while scanning to maximum. Minimum resolution for scanning: 200 dpi. 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.**

### **B. HARD COPIES (Details refer Chapter-1 of this notice):**

**NOTE:** The following **hard copies** should reach **Dy. Registrar (Purchase & Stores), Purchase & Stores 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.

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3. Attested & stamped copy of valid GST, trade license certificate/shops & establishment certificate, PAN card, Certificate of incorporation (if applicable) etc. If trade license for current FY(18-19) is not available till last date of submission, then a self-attested stamped copy of renewal receipt from concerned Municipality along with last FY (17-18) trade license is to be provided (**both offline & online**). This is provisional only.
4. Brochure with complete technical specifications, wherever applicable.
5. Attested & stamped copy of filled Chapter-4 & entire Form-A of this notice.

*[Handwritten signature]*  
20/11/18



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

**ANNEXURE-1** TO TENDER NOTICE NO. NITD/04/P&S/122/2018-19 dated 20/11/2018

**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-( <b>Attach self-attested copy</b> )	
7	GST Registration no. ( <b>Attach self-attested copy</b> )	
8	Valid Trade License No. -( <b>Attach self-attested copy</b> )	
9	Valid Certificate of Incorporation (for manufacturers) -( <b>Attach self-attested copy</b> )	
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 <b>EMD RS. 25,000/-</b> 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, where ever applicable.	

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

Name:

Contact no.:

**DECLARATION CERTIFICATE (Form -A contd..)**

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 / Defence establishments/Autonomous Bodies/PSUs, for similar supplies/works made by our firm, in the recent past (current financial year). 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 / Defence establishments/Autonomous Bodies/PSUs etc..
3. I.....S/o or D/o ..... r/o ..... hereby certify that none of my relative(s) is/are employed in NITD.
4. I am authorized to bid on behalf of my firm/organization/company etc. & my firm/organization/company etc. agrees to abide by tender terms & conditions. 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.
5. 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 notice at the sole discretion of the Institute.

  
Yours faithfully,

Authorized signatory of Bidder with Seal

Name.....

Designation.....

Date: .....