



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

Tender No. NITD/01 /P&S/101/2017-18

Date: 22 / 05 / 2017

TENDER NOTICE

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

Supply and Installation of Blackboards for NIT Durgapur.

Last date of submission of bids: 12/ 06 /2017 at 03.00 p.m.

Date of opening of bids: 12 / 06 /2017 at 03.30 p.m.

Quotations are invited from all prospective bidders including enlisted vendors for the supply and installation of blackboards at new Academic Block of NIT Durgapur as per the specifications, terms and conditions mentioned below. *All bidders are required to address their bid documents to the Dy. Registrar (P&S), National Institute of Technology, Durgapur, (W.B) and drop the same in sealed condition in the Tender box in Purchase and Stores Section. 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 A.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. 10,000/- (Rupees Ten Thousand only) to be deposited (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 security deposit. Even enlisted vendors are required to submit security deposit for the warranty period.
- d) Self-attested copy of Valid VAT certificate, Sales Tax registration certificate, Service Tax, 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.

ii) Price Bid: Introductory letter and completely filled FORM – B (*Annexure II to this tender notice*).

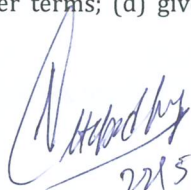
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B. Procedure for sealing and marking bids: The Tender Bid cover should cover the following:

- a) **FIRST** Envelop should contain the **Technical Bid** along with the enclosure desired in the tender documents. This envelop should be sealed and super scribed as "**Technical BID**" Cover. It should also contain Tender No., Date, and particulars of the Bidder.
- b) **SECOND** Envelope should contain the **Price Bid**. This envelope should be sealed and superscribed as "**Price BID**" Cover. It should also contain Tender No., Date, and particulars of the Bidder.
- c) All the above mentioned **Two Separate Envelopes** are to be sealed and kept in a **one single large size** outer envelope (THIRD Envelope) which should also be sealed and superscribed with Tender No, Date, and Name, Address, contact number & email ID of the Bidder.
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. In case space proves to be insufficient attach additional sheets on company letter head duly signed along with Form- A & B.**
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 & installation 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. In case GST becomes applicable during any time, GST certificate may be required to be produced by the supplier.
6. The Institute reserves the right to seek further documentations/clarifications from all/any of the bidders, if so desired.
7. **Please note:** In case e-procurement becomes operational in the Institute all bidders may be required to submit their e-bids including those who had already submitted their bids in hard copy format. In such case intimation may be given through addendum/corrigendum on CPPP &/Institute website. Bidders are requested to keep checking these websites regularly. No personal intimations will be given or individual queries will be entertained in this regard.

Chapter-2

1. **Validity of Quotation:** Quotation shall remain valid for a period 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


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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.

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.
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, commissioning and acceptance of the good.
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 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. The bidders may represent themselves personally or through their authorized representative, if any, at the time of opening of bids.
9. 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. In case it is not possible to open on the same day it may be shifted to a later date which will be intimated. *The price bid @*
10. 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.

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

[Signature]
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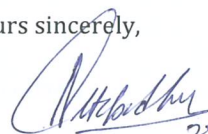
valid for 90 days after completion of warranty. There is no exemption for Performance Guarantee Deposit (PGD)/Security Deposit. No interest will be paid by the Institute on EMD or PGD or Security Deposit.

2. **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.
3. Settlement of any dispute will be made under the jurisdiction of Durgapur Court.
4. Installation / commissioning / demonstration requirement: Installation, commissioning, complete demonstration and successful running at the new Academic Building of NIT Durgapur.
5. The items must be delivered, installed & commissioned within 15 days from the date of issue of purchase order at the respective department(s) 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 installation.
7. All other terms and conditions of GFR 2017 of the Government of India, the Institute's rules/orders etc. will be applicable.

CHECKLIST:

A) TECHNICAL BID (Separate sealed envelope):	Tick the documents attached
1. The entire tender document signed, stamped & dated as token of acceptance.	
2. VAT certificate self-attested copy	
3. PAN Card self-attested copy	
4. Valid Trade License self-attested copy	
5. EMD DD of Rs. 10,000/-	
6. FORM-A (incl. price reasonability certificate) duly filled signed, stamped with date	
7. Service Tax certificate self-attested (if applicable)	
8. CST certificate self-attested (if applicable)	
9. Any additional documents/sheets	
B) PRICE BID (SEPARATE SEALED ENVELOPE)	
1. Form-B of this tender document duly filled	
2. Any additional sheets	

Yours sincerely,


Dy. Registrar (P & S) 22/05/17

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).



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

ANNEXURE-1 TO TENDER NOTICE NO. NITD/ 01/P&S/101/2017-18 dated 22/05/ 2017

FORM-A

<u>Sl. No.</u>	<u>Particulars</u>	
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	Valid trade License No. -(Attach self-attested copy)	
9	Service Tax Reg. no. -(Attach self-attested copy)	
10	CST no.- (in case CST is applicable) (Attach self-attested copy)	
11	Whether rates are quoted as per format mentioned bidding document or not	
12	Whether Form B Enclosed	
13	Warranty Period Provided(minimum 12 Months)	
14	Whether minimum specification mentioned in tender notice are fulfilled by all the product whose price has been quoted	
15	Whether Rates Quoted Inclusive of All taxes or not	
16	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)
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<u>Sl. No.</u>	<u>Particulars</u>	
17	Whether EMD RS. 10,000/- 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.	
18	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:

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:


22/5/17

Tender no. NITD/ 01/P&S/ 101/2017-18, dtd.22/ 05/2017

Chapter-4
Technical Specifications

Minimum Required Specification				
<u>Sl No</u>	<u>Goods Name</u>	<u>Specification</u>	<u>Unit</u>	<u>Qty</u>
1	Blackboard: 4' x 8'	Blackboards shall be of glass (5mm thick with cushioning) with black paint at the back. It is to be fitted to the wall along with a rack at the bottom (Kitply/Greenply/Century with laminated 4" wide x 1/2" thickness) of its full length. At the other 03 sides (full length) there shall be wooden beads of sonajhuri wood (gala polished) of 2" x 3/4" (thickness).	Nos.	25
2	Blackboard: 4' x 4'	Blackboards shall be of glass (5mm thick with cushioning) with black paint at the back. It is to be fitted to the wall along with a rack at the bottom (Kitply/Greenply/Century with laminated 4" wide x 1/2" thickness) of its full length. At the other 03 sides (full length) there shall be wooden beads of sonajhuri wood (gala polished) of 2" x 3/4" (thickness)	Nos.	12

 All the above items should be of proper finishing & perfect workmanship.



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ANNEXURE-2 TO TENDER NOTICE NO. NITD/ 01/P&S/101/2017-18 dated 22 /05/ 2017

Chapter-5 (Price Bid)

FORM-B

S. No.	Item details	Tentative quantity	MRP (incl. all taxes) per unit/ Where MRP not available state price prevailing in the market per unit (₹)	Price offered per unit (₹)	Tax		Total price including taxes for all units. (₹) (in figures as well as words)
					% & type	Amt. (₹)	
1	Blackboard: 4' x 8'; Blackboards shall be of glass (5mm thick with cushioning) with black paint at the back. It is to be fitted to the wall along with a rack at the bottom (Kitply/Greenply/Century with laminated 4" wide x 1/2" thickness) of its full length. At the other 03 sides (full length) there shall be wooden beads of sonajhuri wood (gala polished) of 2" x 3/4" (thickness).	25 nos.					
2	Blackboard: 4' x 4' Blackboards shall be of glass (5mm thick with cushioning) with black paint at the back. It is to be fitted to the wall along with a rack at the bottom (Kitply/Greenply/Century with laminated 4" wide x 1/2" thickness) of its full length. At the other 03 sides (full length) there shall be wooden beads of sonajhuri wood (gala polished) of 2" x 3/4" (thickness).	12 nos.					

(Signature)
22/5/17