



Estate Helpdesk

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राष्ट्रीय प्रौद्योगिकी 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/Fan_ARC/01/19

Date: 05.0619

E-TENDER DOCUMENT FOR

RATE CONTRACT OF

**REPAIRING OF CEILING, PEDESTAL,
WALL MOUNTED AND EXHAUST
FANS**

1. Schedule:

Name of Organization	National Institute of Technology
Tender Type (Open/Limited/EOI/Auction/Single)	Limited
Tender Category (Services/Goods/works)	Works
Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/ Sell)	Work
Service Category	Repairing Job
Source of Fund (Institute/Project)	Institute
Is Multi Currency Allowed	NO
Date of Issue/Publishing	20/06/2019 (dd/mm/yyyy) (17.00 Hrs.)
Document Download/Sale Start Date	20/06/2019 (dd/mm/yyyy) (18.00 Hrs.)
Document Download/Sale End Date	12/07/2019 (dd/mm/yyyy) (18.00 Hrs)
Date for Pre-Bid Conference	28/06/2019 (dd/mm/yyyy) (15.00 Hrs)
Venue of Pre-Bid Conference	Estate Section, NIT Durgapur
Last Date and Time for Uploading of Bids	12/07/2019 (dd/mm/yyyy) (18.00 Hrs.)
Date and Time of Opening of Technical Bids	15/07/2019 (dd/mm/yyyy) (11.00 Hrs.)
Tender Fee	Rs. NIL /-
EMD	INR 5000.00
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 for repairing of Ceiling Fan, Exhaust Fan & Stand Fan on annual rate contract basis 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 / documents as mentioned under 'eligibility criteria' above will be considered.

2. **Eligibility Criteria:**

- a. The bidder should have experience in repairing of Ceiling Fan, Exhaust Fan and Stand Fan or similar works.
- b. IT Return for last three years.
- c. PAN
- d. AADHAAR
- e. Trade License
- f. GST Registration
- g. Govt. License for said work.

3. **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) **EMD of Rs. 5000.00 (Rupee Five Thousand 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. Documentary proof may be sought in this regard. 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.

- c) 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 provide certificate of incorporation.
- d) The bidders should clearly state whether they are under the composite scheme of GST or regular GST Registration.

- 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 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.
- a) 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.
 - b) Attested & stamped copy of valid NSIC/MSME certificate for the said work and said scale of operations.
 - c) Attested & stamped copy of valid GST, trade license certificate/shops & establishment certificate, PAN card, Certificate of incorporation (if applicable) etc.
- B. 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.
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.
 8. The tender should be submitted along with scanned copies of all the documents in support of qualifications in accordance with minimum eligibility criteria, scanned copy of DD for EMD & duly filled in tender document with signature on all the pages. No tender will be considered as eligible if not accompanied with all the above items as required as per minimum eligibility criteria.
 9. The company reserves the right to accept or reject any or all the offers or to postpone the date of receipt and opening of tender without assigning any reason whatsoever.
 10. For further details, please Log on NIT Durgapur web page www.nitdgp.ac.in.

11. Terms and conditions:

- i. Rates should be inclusive of all taxes except (GST), charges, duties etc.
- ii. The offer must be valid for 03 months' time from the date of opening of tender
- iii. 90% payment will be released after satisfactory completion of work. Rest 10% will be kept as security deposit & will be released after expiry of six month from the date of handing over the fans.
- iv. In case of delay in repairing, a penalty @ 0.5% per week or part thereof subject to a maximum of 10% shall be imposed.
- v. Tenderers shall sign all the pages- of the tender document before submission of the tender.
- vi. The rate contract will be for a period of one year from the date of entering into R/C at the agreed rate of each item and will remain firm throughout the contract period. The contract period may be extended for further on satisfactory services with same terms and conditions.
- vii. Management reserves the right to terminate the contract without assigning any reason with prior notice of one month.
- viii. Management reserves the right to have parallel R/C simultaneously with more than one party.
- ix. Management reserves its right to accept or reject any offer without assigning any reason whatsoever.
- x. Repair of all types fans shall be guaranteed for the six months.
- xi. **Non-disclosure/Confidentially Clause:** The bidder will not at any time during pendency of contract or afterwards disclose to any person any information as to documents, components, parts, information, drawing, data ,sketches, plans, programs, specifications, techniques, process ,software, inventions and other material, both written and oral, of a secret, confidential or proprietary nature, including without limitation any and all information relating to finance, invention, research, design or development of information system and any supportive or incidental subsystem and any and all subject matter claimed in or disclosed by any patent application prepared or filled by or on behalf of NIT Durgapur, in any jurisdiction, and any amendments or supplements thereto. The bidder should understand that any breach of this clause would constitute a serious offence for which appropriate legal action may be taken to ensure the enforcement of confidentiality clause.
- xii. NIT Durgapur also desires that the bidder shall hold in trust and confidence, and not disclose to others or use for its own benefit or for the benefit of other, any Proprietary Information which is disclosed to the bidder by NIT Durgapur at any time during the agreement /award of work/execution of work and thereafter. The bidder shall disclose Proprietary Information received under the contract to person within its organization only if such persons (i) have a need to know and (ii) are bound in writing to protect the confidentiality of such Proprietary Information. This Clause shall survive and continue after and expiration or termination of the contract and shall bind the contractor, its employees, agents, representative, successors, heirs and assigns.

BILL OF QUANTITY

RATE CONTRACT FOR REPAIRING OF CEILING FANS & EXHAUST FANS

SL. No.	Description
1	Ceiling fan New Model re-winding
2	Ceiling fan New Model bearing change(Bearing No. 6201/6202)
3	Ceiling fan New Model capacitor Change
4	Old model Ceiling fan (part repair)
5	Ceiling fan Old Model re-winding
6	Ceiling fan Old Model bearing change(Bearing No. 6203/6204)
7	Ceiling fan Old Model capacitor Change
8	Any Ceiling fan colour
9	Wall fan low speed re-winding
10	Wall fan low speed shaft, bush Change
11	Wall fan low speed capacitor Change
12	Wall fan high speed re-winding
13	Wall fan high speed shaft, bush Change
14	Wall fan high speed capacitor Change
15	Exhaust Fan .5 HP rewinding
16	Exhaust Fan .5 HP Capacitor change
17	Exhaust Fan 1 HP rewinding
18	Exhaust Fan 1 HP Capacitor change
19	Stand fan re-winding, shaft, bush & capacitor
20	Stand fan shaft, bush change
21	Old model ceiling fan "shaft" one side lathe work
22	Exhaust fan "shaft" one side lathe work
23	Replace old model fan blade 1 No
24	Replace New model fan blade Set
25	3 coat spray painting of approved colour

Quality of replacement should be identical, branded and ISO certified.

Signature of Tenderer/ Authorized

representative Date:

Signature and Seal of the Bidder