



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

Tender No. NITD/01/P&S/122/19-20

Date: 26/04/2019

**NOTICE INVITING TENDER**

**Supply of Electrical Items for Maintenance Work of Maintenance Section, NIT Durgapur.**

Quotations are invited from all prospective bidders for supply of electrical items for maintenance work of Maintenance Section for 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. They may refer to Bidders Manual Kit provided on CPPP website for details regarding use of CPPP website.

SCHEDULE	
Name of Organization	NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
Department/Section/Centre/Central Facilities etc.	Maintenance Section (Through P&S)
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/Works)	Goods
Type/Form of Contract (Work/Supply/Auction/ Service/ Buy/ Empanelment/ Sell)	Supply of electrical items for maintenance work
Product Category	Items for maintenance work
Is Multi Currency Allowed	No
Date of Issue/Publishing	26/04/2019
Document Download/Sale Start Date	26/04/2019
Document Download/Sale End Date	21/05/2019
Date & Time for Site Inspection	NA
Date & Time for Pre-Bid Conference	07/05/2019 at 11.00 AM/PM
Venue of Pre-Bid Conference	Purchase & Stores Section, NIT Durgapur
Bid Submission Start Date	10/05/2019
Last Date and Time for Uploading of Bids	21/05/2019 at 05.00 AM/PM
Last date & time of submission of hard copies of documents specified in tender document	At least 48 hours <b>prior/before</b> date & time of opening of technical bid
Date and Time of Opening of Technical Bids	24/05/2019 at 11.00 AM/PM
EMD (if applicable)	Rs. 25,000/- in the form of DD.
Performance Guarantee Deposit/Security Deposit (if applicable)	NA
No. of Covers (1/2/3/4)	02 (Two)
Bid Validity days (180/120/90/60/45/30)	120 days from the date of opening of price bid
Address for Communication	Dy. Registrar (Procurement), Purchase & Stores Section, NIT Durgapur, MG Avenue, Durgapur-713209
Contact No.	(0343) 2759151/9159

## Chapter-1

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

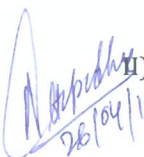
1) **Pre-Bid:** Interested bidders are requested to attend the pre-bid meeting on date and time mentioned above at Purchase & Stores Section, NIT Durgapur. Representatives of bidders are requested to carry authorization letters for attending the same. Please go through the tender document, BOQ etc. carefully before attending the pre-bid. *No queries will be entertained later.*

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

#### **A) Technical Bid:**

##### **1) 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-5 & Checklist provided in this tender document.
- c) **Earnest Money Deposit (EMD):** EMD of Rs. 25,000/- (Rupees Twenty Five Thousand only) (*See chapter-4: Special terms & conditions for details regarding mode of EMD submission*)
- d) **EMD Exemption-** NSIC Registered firms under Single Point Registration Scheme/ MSME (Udyog Aadhar) having valid registration for all the specific 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 all 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.**
- e) 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**. All licenses to be valid for the current FY. For partnership companies, partnership deed & power of attorney to be provided.
- f) The bidders should clearly state whether they are under the composite scheme of GST or regular GST registration.
- g) Chapter-5 (along with Brochure with complete technical specifications, wherever applicable).
- h) 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.

 **4) Hard Copies of Technical Bid Documents:** See chapter-4: Special terms & conditions of this tender notice.



- B) **Price Bid:** Completely filled BOQ (Annexure 2: Form-B to this tender notice) available in CPPP (e-procure) **to be submitted online only.** No hard copy of price bid is to be submitted. The prices 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.
- C) **Please fill in the attached Form A & B (Annexure 1 & 2 to this tender notice) without changing &/or modifying the content, otherwise the tender will be rejected. Form-B refers to the BoQ. No changes are to be made to the BoQ. Any tampering with the BoQ may result in disqualification.**
- D) Prospective 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 &/or phone no. etc. is not the responsibility of the Institute.
- E) The Institute reserves the right to seek further documentations/clarifications from all/any of the bidders, if so desired.
- F) It is the bidder's responsibility to ensure that the scanned documents should be clear. Set the resolution (DPI) while scanning to maximum. Minimum resolution to be 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/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.
- G) 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/Server/Internet.

## **Chapter-2**

1. **Validity of Quotation:** Quotation shall remain valid for a period of not less than 120 days from the date of 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/any other organization under Make in India policy 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, even after the order is placed, if on inspection, it is deemed by the 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.

*Nitipoddy*  
26/04/19

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. 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.
6. Free delivery to NIT Durgapur.
7. **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 (incl. taxes) of a particular product.
8. **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.
9. 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.
10. All invoices raised should bear printed serial number, date, GST no. of supplier and should mention the Purchase Order/Work Order no. and date. Prices and taxes (rate, % & type of tax) are to be shown separately and the Installation & satisfactory commissioning report, test reports along with warranty certificate(s), where applicable should accompany the bill/invoice.
11. Documents to be provided with bill/invoice: a) Three (03) copies of printed bill, b) Three (03) copies of Challan with NITD Security gate entry stamp (01 copy will be retained by Security at NITD entry gate), c) Original P.O./W.O., d) Warranty certificate, Installation certificate, Performance Certificate, Service Reports (wherever applicable), e) valid GST Registration Certificate & Trade License, f) PFMS form of the Institute (filled) & any other documents which may be mentioned under special terms & conditions or as intimated by the Institute.
12. Challan (in case of supply of goods) should clearly mention make, model, serial no., colour, dimensions & other details of the item supplied. Challan should be accompanied by a copy of P.O. & should bear the Security entry stamp of NIT entry Gate. Out of three copies of Challan, 02 to be submitted with bill & 01 copy will be retained by Security at NITD entry gate.
13. 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.
14. 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 & same venue.
15. 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 (SD)/Performance Guarantee Deposit (PGD).
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.
  - 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. **Payment:** Our normal terms of payment are 100% within 45 working days on submission of bills after supply of goods/completion of work, 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. In case PGD/Security deposit is applicable & the same is not submitted, PGD/Security Deposit may be deducted from bill before releasing payment.
4. 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.
5. **Risk Purchase Clause:** In event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from the other source on the total risk of the supplier under risk purchase clause.
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. **Force Majeure:** The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an unforeseeable event beyond the control of the Supplier and not involving the Supplier's fault or negligence. Such events may include, but are not limited to wars, revolutions, civil unrest, fires, floods, epidemics, earthquakes & quarantine restrictions. The party seeking protection of the force majeure clause in the contract is required to prove that he/she is entitled to gain respite/leniency under the clause because of the supervening event and that he/she could not have foreseen the event with due diligence and that despite all care and caution could not have control over it.


If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

10. All other terms and conditions of GFR 2017 of the Government of India, any other orders/instructions/amendments thereto & the Institute's rules/orders etc. will be applicable. Integrity pact as per GFR 2017 must be adhered to.

#### **Chapter-4**

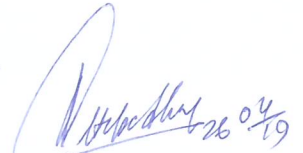
##### **Special Terms & Conditions**

1. **Scope of work:** Supply of supply of electrical items for maintenance work of Maintenance Section, NIT Durgapur as per the specifications, terms and conditions mentioned in this tender notice.
2. The work should be carried out **within 21 days of issue of P.O./W.O./LOI**, unless otherwise specified in P.O./W.O./LOI.
3. **Earnest Money Deposit (EMD):** 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 on application after successful supply & submission of PBG/Security Deposit/PGD (where applicable).
4. The Original EMD Demand Draft should reach Dy. Registrar (Procurement), 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.** 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 submission of EMD. A scanned & duly attested copy of the EMD Demand Draft has to be uploaded online in CPPP with the technical bid.
5. **The NSIC/MSME certificate, which is submitted as claim for EMD exemption, for this tender should be for the items tendered for & should be valid for entire duration of tender & work.**
6. **Hard Copies of Technical Bid Documents:** The following hard copies should reach Dy. Registrar (Procurement), 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 reasons; 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/good/item and said scale of operations.
  3. Attested & stamped copy of valid GST, trade license certificate/shops & establishment certificate, PAN card, Partnership deed & power of attorney (for partnership) etc.
  4. Form-A & Chapter-5 of tender document duly filled, attested with stamp.



5. Brochure with detailed technical specifications, diagrams of all the items quoted, wherever applicable.
7. Brochures to be attached with technical bid must include all technical specifications of all the products quoted (including software), diagrammatic representations etc. wherever applicable.

Yours sincerely,



Dy. Registrar (Procurement)

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-5

### Technical Specifications

(1) Item Code	(2)Particulars	(3) Make stated by Maint. Sec.	(4) Tentative Quantity	(5) Unit	(6) Make, Model & Brand for which price is quoted <b>(to be filled by bidder)</b>
Item 1	Main switch, 16A, 240V Double Pole, rewirable switch fuse unit	Standard, Havells	25	nos.	
Item 2	Modular Switch, 10A, 240 V, 1M	ABB	300	nos.	
Item 3	Modular Switch, 20A, 240 V, 1M	ABB	300	nos.	
Item 4	SP MCB, C 20A, 240V	ABB	36	nos.	
Item 5	SP MCB, C 25A, 240V	ABB	36	nos.	
Item 6	SP MCB, C 32A, 240V	ABB	36	nos.	
Item 7	SP MCB, C 20A, 240V	L&T	36	nos.	
Item 8	SP MCB, C 25A, 240V	L&T	36	nos.	
Item 9	SP MCB, C 32A, 240V	Siemens	36	nos.	
Item 10	SP MCB, C 20A, 240V	Legrand	36	nos.	
Item 11	SP MCB, C 25A, 240V	Legrand	36	nos.	
Item 12	SP MCB, C 32A, 240V	Legrand	36	nos.	
Item 13	Bell push, 6A Push type	Anchor	100	nos.	
Item 14	2 way piano switch, white, 6A, 240V Piano Key Type 2 way.	Anchor, Pretty	60	nos.	
Item 15	Wooden Screw, 12 x 6	Any ISI	15	pack	
Item 16	Tube Starter, S-10, 240 V, tube light starter	Philips	2000	nos.	
Item 17	Tube Starter, S-2, 240 V	Philips	50	nos.	
Item 18	Copper wire, 0.75 sq.mm., PVC insulated, FR, single strand copper wire (180 mtr/coil)	Havells/ Finolex/KEI	10	coil	
Item 19	Modular Plate 3M	MK	200	nos.	



(1) Item Code	(2)Particulars	(3) Make stated by Maint. Sec.	(4) Tentative Quantity	(5) Unit	(6) Make, Model & Brand for which price is quoted <b>(to be filled by bidder)</b>
Item 20	Metal choke, MH 150 W, 240V	Philips	15	nos.	
Item 21	Metal choke, 250 W, 240V, HPL/HPI, BHL 250 x 261	Philips	20	nos.	
Item 22	Metal choke, 400 W, 240V, HPI	Philips	40	nos.	
Item 23	SON Choke, 150W, 240 V	Philips	30	nos.	
Item 24	Metal Lamp, MHN-TD, 70W 240V (as per sample)	Philips	40	nos.	
Item 25	Fan Regulator, 2M, Socket Type, Crabtree Thames (Code: ACTRFHW005)	Crabtree	60	nos.	
Item 26	Fan Regulator, 1M, Switch Type, Crabtree Thames (Code: ACTRFXW004)	Crabtree	50	nos.	
Item 27	PL-S 2P Lamp, 9W 2 pin PL-S	Philips	300	nos.	
Item 28	PL-S 2P Lamp, 11 W/865, PL-S 2 pin	Philips	300	nos.	
Item 29	Tube light, 36W, 240V, 4'	Philips	1200	nos.	
Item 30	Wooden Round Block, 3" dia, 2Plate	-	1000	nos.	
Item 31	2 pole ignitor, 2 pole, SI 51/02, 250- 400W	Philips	60	nos.	
Item 32	3 pole ignitor, 3 pole, SN 58/02, 250- 400W	Philips	60	nos.	
Item 33	4 x 4 wooden board (good quality)	As per sample	200	nos.	
Item 34	4 x 6 wooden board (good quality)	As per sample	200	nos.	
Item 35	Spot One Lamp, 220-240V, 150W Comptalux	Philips	50	nos.	
Item 36	Motor DOL Starter, 230-250 V, relay 9A to 14A	L&T (As per sample)	30	nos.	
Item 37	PVC box 3" x 3" open	Presto Teak/ Precision	500	nos.	
Item 38	Capacitor, 1.15 MFD, Oil type, 440 V, 50 Hz.	TIBCON/ Universal	200	nos.	
Item 39	Tube light box fittings , 28W, T-5 Box type tube light fittings	Havells/ Philips/Bajaj	100	nos.	
Item 40	Piano type switch, 16/20A, 240 V Piano Key tpe	Anchor	300	nos.	

(1) Item Code	(2)Particulars	(3) Make stated by Maint. Sec.	(4) Tentative Quantity	(5) Unit	(6) Make, Model & Brand for which price is quoted <b>(to be filled by bidder)</b>
Item 41	Capacitor, 4 MFD, Oil type, 440 V, 50 Hz.	TIBCON/ Universal	100	nos.	
Item 42	Pendent Holder, 6A, 240V, 2 Pin	Anchor/JJ/Pritty	200	nos.	
Item 43	Tube light, 14W, 240 V, 2'	Philips	300	nos.	
Item 44	Electronic ballast, 36W, EBE (Slim), 136 TLD, 240 V	Philips	400	nos.	
Item 45	Tube light holder for 28 W tube	As per sample	200	nos.	
Item 46	Tube light holder for 2 x 28 W tube	As per sample	100	nos.	

**Note: 1)** The above quantities, type etc. are tentative & subject to change. All items should be of good quality. **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/any 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.

*[Handwritten signature]*  
26/04/19



## 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. Valid : A) Trade License, B) GST certificate, C) PAN Card, D) Certificate of incorporation/Factory License (for manufacturers), E) Partnership deed & power of attorney (for partnership)	
4. Chapter-5 (along with brochure with complete technical specifications, where applicable).	
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 )	

**Note:** 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 (For details refer Chapter-4 of this notice):

**Hard Copies of Technical Bid Documents:** The following hard copies should reach *Dy. Registrar (Procurement), 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 reasons; therefore bidders may ensure their documents reach on time.

<u>Hard Copies of Technical Bid Documents</u>	Tick the documents attached & sent
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, Certificate of incorporation/Factory License (for manufacturers), Partnership deed & power of attorney (for partnership), PAN card etc.	
4. Form-A & Chapter-5 of tender document duly filled, attested with stamp.	
5. Brochure with detailed technical specification, diagrams of items quoted, wherever applicable.	



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

**ANNEXURE-1 to Tender No. NITD/01/P&S/122/19-20, dated 26/04/2019**

**FORM-A**

Sl. No.	Particulars	(To be filled by bidder)
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 EMD Rs. 25,000/- has been enclosed? Write DD no & Date & Bank Name and Branch.	
14	Authorized Sellers have to provide proof of authorization (if applicable)	
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 (to be filled by bidder)(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 are 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: .....