



NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR

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BID REFERENCE: NITD/CH/Cubical Computer Table/2019-2020/01

Date: 10.02.2020

To

Dear Sir,

SUB: Invitation for quotations for supply, installation and work complete of PVC Made Cubical Computer Table with drawer, leg rest, keyboard holder and CPU cabinet for Computing Laboratory of Chemical Engineering Department, NIT Durgapur as specification in Annexure-I.

1. You are invited to submit your most competitive quotation (**two bid systems: technical and price bid**) **PVC Made Cubical Computer Table with drawer, leg rest, keyboard holder and CPU cabinet for Computing Laboratory-Chemical Engineering Department** as **specification** mentioned in **Annexure-I**. For each item, please quote separately in separate envelope superscripted with ITEM Name. Price bid form as per **Annexure-II** must be filling-up with complete numerical values.
2. **Bid Price**
 - (a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
 - (b) All duties, taxes/GST and other levies payable by the contractor under the contract shall be included in the total price **F.O.R. NIT Durgapur**.
 - (c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - (d) The bid price must be quoted in **Indian Rupees**.
3. **The bid submitted by the bidder must comprise the following:**
 - (a) Detailed technical specifications, conforming to the given, specifications. Mention the brand of materials to be used with certifications of the same.
 - (b) GST number / Adhar card / PAN card should be provided
 - (c) Price bid
4. **Validity of Quotation**

Quotation shall remain valid for a period not less than **30 days** after the deadline date specified for submission.
5. **Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e.

 - (a) Which are properly signed and
 - (b) Conform to the terms and conditions, and specifications.
 - (c) Quoted price for all items.

6. Award of contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be **substantially responsive**, and who has offered the lowest evaluated quotation price. **The bid price will be evaluated considering the total quotation price of all items listed in Annexure II.** However, the decision of the Departmental Purchase/Tender Committee, which will have the power to decide over the right product, will be final in this regard.

- 7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order
8. Delivery shall be made at **Department of Chemical Engineering at NIT, Durgapur.**
9. Payment shall be made immediately within 30 days after satisfactory installation, commissioning and acceptance of the good.
10. **100%** payment shall be made by the purchase by account payee Cheque/RTGS/NEFT within a period of thirty (30) days after the installation and satisfactory of work complete.
11. 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%.
12. Quotations are to be submitted in sealed covers containing relevant documents, superscripting **“Bid No. NITD/CH/Cubical Computer Table/2019-2020/01 & Date: 10.02.2020”**.
13. Settlement of any dispute will be made under the jurisdiction of Durgapur Court.
15. You are requested to provide your offer latest by **11.00 hours on February 18, 2020.**
16. The purchaser will open the bids at **11.30 hours on February 18, 2020** in the HOD office of Chemical Engg. Dept.
17. 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.
18. The work must be complete within **10 days** from the date of placement of work order at the respective Department.
20. All other terms and conditions of GFR-2017 of the Government of India will be applicable.
21. **Place of Delivery: Dept. of Chemical Engineering, NIT Durgapur.**
22. **Installation: Installation, commissioning, work complete and successful running at Dept. of Chemical Engineering, NIT, Durgapur.**

I look forward to receiving your quotations and thanking you for your interest in this work.

Head, Chemical Engineering Department

The bid must be addressed to:

**Prof. Gopinath Halder
Head, Chemical Engineering Department
NIT, Durgapur -713209, W.B.
Telephones: + 91-9434788189**

Annexure-I

Specification of PVC Made Cubical Computer Table of PhD Research Scholars in Computing Laboratory

Sl. No.	Particulars (Name of the work)	Specifications	Unit.	Area as per one unit.
01.	PVC Made Cubical Computer Table with drawer, leg rest, keyboard holder and CPU cabinet for Computing Laboratory	1. Material of table top, keyboard, drawer and CPU cabinet PVC made. 2. Table top thickness ± 2 mm 3. Size of Computer Table ± 10 mm (LXBXH) 1000 Mm X 600 Mm X 750 Mm) 4. Height of table in mm (± 10 mm) 5. Size of key board tray ± 5 mm [600 mm (front width) X 500 mm (depth)]	01 No	2.6 x 2.6= 6.76 sqft.

Delivery Period: 10 days

Place of Delivery: Dept. of Chemical Engineering, NIT Durgapur.

Installation: Installation, commissioning, work complete and successful running at Dept. of Chemical Engineering, NIT, Durgapur.

Annexure-II

PRICE BID

1	2	3	4		5	6	7	8
			Price for each unit					
Sl. No.	Name of the goods	Quantity & Unit	Ex-factor/ex-warehouse/ex-showroom off the shelf	Incidental Services	Unit Price	GST [admissible only on col.4(a)]	Total Unit Price	Total Unit Price (in words)

We agree to supply the above goods in accordance with the technical specifications and terms and conditions mentioned in the bid document at prices mentioned above within the period specified in the invitation for Quotations.

Signature of Bidder : _____

Name : _____

Business Address : _____

Date:

Place: