

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Web : www.nitt.edu

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ESTATE MAINTENANCE DEPARTMENT/ELECTRICAL



TENDER DOCUMENT (TECHNICAL BID)

Name of work : Supply and erection of temporary Audio arrangements, 15kVA UPS & 380kVA DG set @ Guest House for 15th Convocation on 27th July 2019 at Golden Jubilee Convention Hall at NIT, Tiruchirappalli.

All arrangements should be made on or Before on 26th Jul 2019.

Tender Enquiry No : 06/19-20

Period of Contract : 2 days

Tender Enquiry No : [NITT/EMD/EE/AE/ELE/Tender](#)
[Notice//Enq.No:06/18-19 Dt: 08.07.2019](#)

NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPALLI -620 015.

ESTATE MAINTENANCE DEPARTMENT/ELECTRICAL

NOTICE INVITING TENDER

1. Name of Work : Supply and erection of temporary Audio arrangements, 15kVA UPS & 380kVA DG set @ Guest House for 15th Convocation on 27th July 2019 at Golden Jubilee Convention Hall at NIT, Tiruchirappalli.
All arrangements should be made on or before 9.00 AM on both days indicated in above.
2. Estimated Cost : ₹ 1,90,900 /-
3. Earnest Money Deposit : ₹ 3,818 /-
4. Period of contract : 2 days
5. Cost of tender document : Nil/-
6. Last Date & Time for Submission of tenders : 19.07.2019 & 12.00 NOON
7. (a) Date & Time of Tender opening (Technical Bid) : 19.07.2019 & 3.30 PM
(b) Opening of Price bid : Only qualified bids after evaluation with intimation
8. Address for Submission of tender : The Director, National Institute of Technology, Tiruchirappalli-620 015.

Tender document contains 11 pages including Price bid.

Name of the Agency Submitting:

the tender

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Check list to evaluate the capability of the tenderer qualifying for price bid opening.

S. No	Item/ Requirement from the Bidder	Bidders Response should be definite, complete and legible. Use separate sheet wherever necessary. All the documents enclosed should be arranged in the same serial order as they appear on the Tender Document.		
1	Particulars of remittance of EMD: Specify (a) DD Number (b) Amount (c) Issuing Banker	DD Number : Amount : Issuing Banker :		
2	Name and Complete Postal address of the Applicant or Bidder Firm/ Company with phone/ Fax/ Mobile number			
3	Website Address, if any, of the Bidder firm / company			
4	Legal status / Constitution of the Bidder in INDIA : (a) Sole Proprietor (b) Partnership (c) Private Limited (d) Public Limited (e) others			
5	Registration particulars for Establishment / Incorporation of the Bidder as Partnership firm/Private Limited Company/ Public limited Company etc., (Attach documentary evidence)	Autho rity	Registration Number	Place, date and Year of registration/ incorporation
6	Classification of the bidder (a) Manufacturer or (b) Authorized Agent or (c) Authorized Dealer or (d) Stockiest or (e) others, specify			
7	If the bidder is an authorized dealer/ distributor/ stockiest, whether authorization letter from the Original Equipment Manufacturer is attached? (Note: Without this authorization letter, the bid will not be considered)			
8	Details/ Profile of the Products you are dealing with			
9	(a) Name, (b) address ,(c) designation, (d) phone & cell number and (e) E mail ID of the Contact person of the applicant/ bidder			
10	Income Tax Permanent Account Number (PAN Number) (Attach self-attested copy)			
11	GST/ TIN number (Proof to be attached)			
12	If the bidder has already supplied SIMILAR item or similar equipment to NIT, Tiruchirappalli the details of the same.			
13	At least 3 years' experience in this field is necessary. Also the bidders should have experience of installation in Govt./Private organization with a capacity of minimum 3000 audience.			

14	Financial turn over for last three years (Proof to be attached) Average turnover of last three years is equal or more than 50% of the estimate cost.	2015-16 : 2016-17 : 2017-18 :
15	Procedure for submission of Bid	Envelope 1 : EMD Envelope 2 : Technical Bid Envelope 3 : Price bid Envelope 4 : Larger size Outer Envelope (Wrapper)

- ✓ I / we hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
- ✓ I / we have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
- ✓ I/We also authorize the Director, NIT Tiruchirappalli or his representative to approach individuals, firms and corporations to verify our competence and general reputation.

Authorized signatory of Bidder with Seal

Name.....

Designation.....

NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 620 015

Tender No: 15 / 19-20/ 15th Convocation 2019

On behalf of the National Institute of Technology, Tiruchirappalli, tenders are invited for Supply and erection of temporary audio arrangement for inauguration of Golden Jubilee Convention Hall and 15th Convocation at NIT, Tiruchirappalli conforming to the specifications and scope of work given in Annexure – 1 of this schedule. The bidders are welcomed to visit the event place before quoting, if desired.

1. The tender document can be downloaded from the Institute web site (<https://www.nitt.edu/home/other/tenders/>). The tender document shall be submitted along with two demand drafts, one demand draft for ₹ Nil /- Rupees drawn in favour of The Director, NIT, Tiruchirappalli -15 towards cost of tender schedule and another demand draft for 3,818/- Rupees drawn in favour of The Director, NIT, Tiruchirappalli-15 towards Earnest Money Deposit (EMD). If you are in a position to quote in accordance with the requirements stated in the attached schedule, please submit your tender to this Office by specifying your rates in the space provided in the prescribed tender form itself along with demand drafts (obtained on or after the date of issue of tender).
 - Agency registered with NSIC/MSME is exempted from payment of tender Earnest Money Deposit but required to attach the attested copy of registration indicating the company name, address, registration number, validity & product for which registered in the technical bid,. Any deviation in the certificate on product or validity or name of the company tendering, will attract rejection resulting non-opening of respective price bid.

2. Preparation of Tender:

- 2a. In the event of space on the schedule form being insufficient for the required purpose, you have to submit the rates in the letter head of your company clearly mentioning S.No. and other relevant particulars. Each such additional page must be numbered consecutively, bearing the Tender Number and be fully signed by you. In such cases reference to the additional pages must be made in the tender form.
- 2b. You should quote your rate only for our scope / specification requirements in the format issued by this office.

3. Signing of Tender:

The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and important conditions referred to in Annexure enclosed herewith. Each page of the tender documents required to be signed and bears the official seal of the tenderers.

4. Delivery of Tender:

- 4a. The Original copy of the Tender is to be enclosed in a double cover.
- 4b. The outer cover should be sealed and addressed to the Director, NIT, Tiruchirappalli-15

The tender cover should be sent to:	The Director, National Institute of Technology, Tiruchirappalli - 620 015
LAST DATE for receipt of Tender	Date: 19-07-2019 at 12.00 NOON

4c. The Tender Cover should be superscribed on the left hand side “Tender No: 06/19-20/15th Convocation 2019”.

4d. Tender which fails to comply with the above instructions is liable to be rejected.

4e. Tender should be sent either by REGISTERED POST WITH ACKNOWLEDGEMENT DUE OR THROUGH A MESSENGER. If the Tender is sent through a messenger, the same has to be dropped in the DISPATCH SECTION in the office of the Registrar (Administrative Building, NIT Tiruchirappalli) before 12.00 NOON on the due date.

5. Opening of Tenders: You are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and the date specified in the Schedule. Tenders will be opened on **19.07.2019 at 3.30 PM** in the administrative building of NIT, Tiruchirappalli.

6. Validity: The tender rate should be kept valid for sixty (60) days from the due date of submission therefore and not to make any modifications in terms and conditions.

7. Prices:

7a. The prices quoted must be net per unit shown in the schedule and must include delivery charges and other statutory levies.

7b. **The prices quoted by the Tenderer should be inclusive all tax and other statutory levies.**

7c. **No price revision, changes in the scope / specification already given or changes in the terms and conditions etc during the contract period is acceptable.**

8. Terms of Delivery: The complete scope of work defined in this tender document shall be completed by **9.00 AM on 27th July, 2019** for inspection and verification by Institute authorities.

9. Right of Acceptance: The National Institute of Technology, Tiruchirappalli – 620 015 does not bind itself to accepting the whole or any part of the Tender or portion of the quantity offered.

10. Communication of Acceptance: Acceptance by the Institute will be communicated by Post, if required, and the Company's acceptance to be communicated to us formally in writing. The Institute shall not be responsible for the late receipt of tender documents due to postal and or any other delay.

Annexure - 1 (PRICE BID)

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI 620 015

In the event of the date of opening of tender being declared a closed holiday for the National Institute of Technology, Tiruchirappalli the due date for opening will be in the following working day.

Public Address System (Audio), 15kVA UPS & 380 kVA DG set:

S.No.	Description	Qty in Nos.	Rate / Qty	Total Amount in ₹	Rate in Words
1	600-1200W RMS Output speaker for stage monitor. Total output approximately 4800W	6			
2	Amplifiers for above monitors with separate control each 1200W	3			
3	600-1200W RMS Output speaker for front filling Total output 6400W	8			
4	Amplifiers for above speakers with individual control each 1200W	4			
5	600-1200W RMS speaker for sidewall arrangement Total output 24000W	32			
6	Amplifiers for above speakers with separate control each 1200W	8			
7	600-1200W RMS Output speaker for balcony /verandah coverage. Total output approximately 6400W	8			
8	Amplifiers for above speakers with individual control each 1200W	4			
9	Mixing console for total control for minimum 16 mic input channels (Including Standby)	2			
10	Batch bay for total interconnecting (or) distributing source	1			
11	Sound control/effect processor, For the total sound controls	As required			
12	Goose neck/Desktop microphone for podium	4			
13	Wireless handheld microphone	4			
14	Wired handheld microphone	2			
15	Wired microphone with stand	6			
16	Line in provision for laptop/ CD /pen drive operation	2			
17	Line out provision for Recording audio, video	2			
18	Line out for media personals with XLR out	10			

19	Mike stand, speaker stands Microphone cable, speaker cable Connecting cords, power supply board and Voltage Stabilizers	As required			
20	i)Operating skilled technicians for main console ii) Assistant technician for stage assistance iii)for generator/power control	2 2 2			
21	Generator 75kVA for all audio control equipments for 5 hours for the entire function. Inclusive of rent and diesel cost (Including UPS power arrangements)	1			
22	15kVA UPS/Inverter for Multipurpose Hall for One Day for necessary arrangement.	1			
23	380kVA DG set for Guest House for Two Days (26th & 27th July 2019 for necessary cable changeover switch arrangements with operators etc. as required.	1			
Taxes if Any					
Total Amount in Rs.					

Grand Total amount in words (₹).....only

IMPORTANT NOTE:

1. All pages of tender documents should be filled in and returned duly signed.
2. All the above works should be completed within the time frame.
3. **Fax & E-mail quotations will not be accepted.**
4. Total inclusive price should be quoted in nearest Rupee.
5. The contractor shall make sure proper safety arrangements.
6. As instructed by NIT, the Electrical & Mechanical safety should be ensured by the vendors.
7. The Site visit is allowed for the bid submission before the due date.

IMPORTANT CONDITIONS

The following instructions are to be followed meticulously FAILING WHICH YOUR OFFER WILL NOT BE CONSIDERED:

1. Please mention the GST No and Area Code. All of your future correspondences including Invoices should bear the GST No. and Area Code.
2. Quotations should be submitted in Wax Sealed Cover. The quotation should be duly filled in the space provided in the issued format only. Quotes given by the tenderers in their own format/letter heads will not be considered at all.

3. **Delivery Period:**

The delivery of item should be made only on receipt of purchase order from the Institute. The work should be completed within the time schedule. No extension of time will be allowed. Any delay beyond the time indicated above will be viewed seriously and EMD amount will be forfeited and further action will be taken for removing them from our future enquiry.

4. No Advance Payment will be made for the Purchase / Service.

ANNEXURE -2

INSTRUCTIONS & SPECIAL CONDITIONS

(To be returned by Tenderer along with the Tender duly signed)

1. GENERAL:

Tenderer should furnish clear declaration as follows:

We declare that I am/we are (tick appropriate sl. no.)

- i) An individual;
- ii) A proprietary;
- iii) A Firm in partnership;
- iv) A Limited Company or Corporation.

2. CONDITIONS OF CONTRACT:

Printed or cyclostyled of such terms and conditions of the tenderer, not appearing in the body of the tender will not be considered as forming part of the tender. Tenderer should quote on the basis of the conditions referred to in Para No.1 of the invitation to tender and tender papers.

3. PRICE:

- i) Prices must be in Rupees and Paisa.
- ii) The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit.
- iii) Prices quoted should be for Hire charges and supply at NIT, Tiruchirappalli.
- iv) Discount has to be indicated prominently in terms of percentage only.
- v) **No price revision, changes in the specification will be entertained after opening of the tender.**

4. TRANSIT AND ANY OTHER INSURANCE:

The Purchaser will not pay separately for transit and any other Insurance.

5. PAYMENT:

- i) Payment will be made only after completion of all works to the entire satisfaction of the Institute authorities.
- ii) No Advance Payment will be made.

6. TENDERER SHALL SUBMIT ALONG WITH HIS TENDER:

- i) PAN No. of the company along with proof of PAN card.
- ii) Name and full address of the Banker and their swift code and other bank details.
- iii) Proof of having ISO or other equivalent certification given by appropriate authorities.
- iv) Proof of registration with GST authorities like registration/ TIN number, range etc. in clear terms.

7. SECURITY DEPOSIT:

Earnest Money Deposit (EMD)	₹ 3,818 /- (Rupees Three thousand Eight Hundred and Eighteen only) in the form of demand draft drawn in favor of The Director, National Institute of Technology, Tiruchirappalli-620 015
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EMD has to be paid along with the tender in the form of Demand Draft drawn in favor of The Director, National Institute of Technology, Tiruchirappalli 620 015 payable at the State Bank of India, NIT Branch, Tiruchirappalli – 620 015. This Earnest Money will be returned to the unsuccessful tenderers after the final disposal of the tenders. EMD will not carry any interest. The EMD will be retained in the case of successful tenderer. The EMD paid will be refunded only after completion of all works including removal of sheds, fixture and cleaning of venue to the entire satisfaction of the Institute authorities. EMD will not be waived under any circumstances. EMD will be forfeited in the case of non-execution of the order within the due date. Non submission of EMD will lead to rejection of tender at the opening stage itself.

8. JURISDICTION:

All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the Tiruchirappalli jurisdiction only.

9. ACKNOWLEDGEMENT

It is hereby acknowledged that we have gone through all the points listed in the main Page No. 1 to 11, those in the accompanying note on “Important Conditions” Page No. 9, and under “Instructions & Special Conditions” Page No.10 outlined above, and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.