



**NATIONAL INSTITUTE OF TECHNOLOGY**

**TIRUCHIRAPPALLI - 620 015**

**STORES & PURCHASE SECTION**

**NOTICE INVITING QUOTATION**

File No.	NITT/F.NO.047/REV-EXP/2023-24/MOF-SP	Date:	05.09.2023
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**To**

(Supplier Address)

Sealed quotations are invited from reputed Authorized Dealers / manufacturers for the supply of the Items.

<b>Name of the Item</b>	:	<b>A2 Drawing Sheet &amp; Binder Clips</b>
<b>Quantity Required</b>	:	<b>A2 Drawing Sheet - 25 Reams Binder Clips – 100 No's</b>
<b>Specification</b>	:	(As per enclosed Schedule Annexure – I)
1. Quotation Reference No.	:	NITT/F.NO.047/REV-EXP/2023-24/MOF-SP
2. Last date and Time for receipt of quotation	:	26.09.2023 before 11 00 AM
3. Date & Time of opening of Quotation	:	27.09.2023 at 02.00 PM
4. EMD Amount	:	Rs. 1,250- (2%)
5. Validity (Days)	:	90 Days
6. Address to which quotations are to be sent	:	The Director, National Institute of Technology, Tiruchirappalli – 620 015, Tamil Nadu, India
<b>Kind attention to</b>	:	<b>Shri. Lokesh Kumar. S</b>
Phone	:	<b>0431 250 3961</b>
E-mail	:	ltq@nitt.edu, stores@nitt.edu

1. Quotations should be submitted in the format given in Annexure – I and Annexure-II
2. The envelope should contain the following details:

<b>“QUOTATION AGAINST ENQUIRY” (A2 Drawing Sheet &amp; Binder Clips)-</b> NITT/F.NO.047/REV-EXP/2023-24/MOF-SP <b>Kind attention to: Shri. Lokesh Kumar. S</b> <b>Last date and Time for receipt of quotation</b> 26.09.2023 before 11 00 AM
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### Terms and Conditions:

1.	The quotation must be in the format furnished by NIT Tiruchirappalli and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Quotation written in pencil and incomplete will be rejected.
2.	Earnest Money Deposit (EMD) is to be submitted by way of Demand Draft drawn on any Nationalized bank in India in favor of "The Director, NIT, Tiruchirappalli" payable at Trichy. The bids submitted without EMD will be treated as non-responsive and will be rejected. EMD shall bear no interest. Bidder must fill the EMD returning Form (Annexure-III) and submit along with the quotation. <b>EMD amount of Rs. 1,250- (2%)</b> of estimate value is applicable, however <b>UDYAM &amp; NSIC</b> registered Micro & small enterprises are exempted as per Govt.norms proof to be attached. Printed brochures, Purchase preference is only for Micro & Small enterprises ( <b>MSE's</b> ) register in <b>UDYAM</b> Portal or <b>NSIC</b> as per Ministries policy for <b>MSE's</b> . Proof to be attached
3.	You are invited to submit your most competitive quotation for the supply of goods according to the specifications and delivery terms as given. Bank guarantee submitted for EMD shall be valid for 45 days beyond bid validity period.
4.	Bidders may send the quotations in sealed covers with the quotation reference number and last date for receipt of quotations duly superscribed on the cover. <b>Kind Attention to: as mentioned in the point No. 6</b> NB: Mention the company Contact Number / E-mail id on the cover.
5.	Quotation will be opened on due date at <b>27.09.2023 at 02.00 PM at the Store and Purchase Section, NIT, Tiruchirappalli</b> in presence of the tenderers or their representatives who may wish to be present. (Any change in the date, time and venue of the quotation opening will be informed to the bidders through telephone / E-mail)
6.	The National Institute of Technology, Tiruchirappalli 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 order without assigning any specific reason thereof.
7.	Manufacturer's name and country of origin of materials offered must be clearly specified.
8.	Samples must be submitted where specified along with the quotations. Samples must be carefully packed, sealed and labelled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted
9.	All supplies are subject to inspection and approval before acceptance. Manufacturer / supplier warranty certificates and manufacturer / Government approved lab test certificate shall be furnished along with the supply, wherever applicable
10.	National Institute of Technology, Tiruchirappalli reserves the right to modify the quantity specified in this enquiry.
11.	Startup company exempted from prior turnover & prior experience (startup certificate registered with DIPP should be enclosed)



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12.	The bidder has to submit the bids in sealed envelope, (separate for each tender). Further Bidder should not send clubbing many tenders in one envelope, in such case all the bids will be rejected.
13.	<b>Bid Price</b> a. The contract shall be for the full quantity Bidders must quote for entire quantity. Each bidder shall submit only one quotation in Indian Rupee only. b. Post work orders & completion certificate should be submitted, wherever applicable. 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. GST, packing, forwarding and delivering other allied items at the destination shall be included in the price. All such price components may be shown in the quotation. If there is no indication regarding above charges. It will be considered as inclusive of all charges. <b>e. If any arithmetic mistake in total / GST calculation is observed, the same shall be corrected by the purchaser with an intimation to bidder</b> f. In case the items in the enquiry are covered by any rate contract or any other state or central Government, it should be specified in your quotation and accepted contract rates should also be mentioned. It should be confirmed whether you could supply at the RC rates outside rate contract g. Quotations containing conditions like “subject to prior sale” may not be considered. h. Delivery period required for supplying the material should be invariably specified in the quotation <b>i. Bids without quoting GST (unless exempted) will be treated as invalid &amp; disqualified.</b> <b>j. If there is a discrepancy between unit price and total price, the unit price will be considered. If there is any mismatch between figure and word, the amount in word shall prevail.</b>
14.	<b>Evaluation of quotations:</b> Quotations will be evaluated item-wise or lump sum basis. The purchase committee will evaluate and compare the quotations determined to be substantially responsive i.e. (i) are properly signed; (ii) Conform to the terms & conditions and specifications; and (iii) price offered are competitive.
15.	<b>Award of contract</b> a. The National Institute of Technology, Tiruchirappalli will award the Order for supply of Goods / Services to the bidder whose quotation has been determined to be substantially responsive, and who has offered the lowest evaluated quotation price. b. The Bidder should furnish the contract agreement and performance security within 15 days from the date of receipt of the order for supply of goods / services, failing which the order will be cancelled without further notice and awarded to next eligible bidder. c. Notwithstanding the above, National Institute of Technology, Tiruchirappalli 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 order without assigning any specific reason thereof. d. National Institute of Technology, Tiruchirappalli, prior to the expiration of the quotation validity period, will notify the bidder whose bid is accepted for the award of contract. The terms of accepted offer shall be incorporated in the purchase order.
16.	<b>Warranty: Nil</b>



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17.	<b>Payment:</b> 100% will be paid after Installation and satisfactory working/date of completion of service if the documents are in order. The bill should be raised in favor of "The Director, National Institute of Technology, Tiruchirappalli, Tamil Nadu, India." with institute GST No. 33AAATN5491Q1ZZ.No advance will be provided to the supplier and installer.
18.	<b>Liquidity damages</b> If the bidder / supplier, after accepting the Purchase Order or supply of Goods / Services, fails to deliver any or all of the Goods or to perform Services within the period(s) specified in the Order, The National Institute of Technology, Tiruchirappalli shall impose penalty without assigning any reasons to the bidder / supplier a sum equivalent to 0.50 % of the total cost as indicated in the Purchase Order (which will be deemed as agreed price) for each week or part thereof of delay until actual delivery or performance is completed and such penal charges shall be limited to a maximum of 5% of the agreed price. Once the maximum is reached The National Institute of Technology, Tiruchirappalli, may proceed on its own to consider the termination / cancellation of the Order and may inform the bidder about the cancellation of the said purchase order. unless extension is obtained in writing from the office / Department on valid ground before expiry of delivery period
19.	If the deliveries are not maintained and due to that account Procuring Entity is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier
20.	Dispute clause: Any dispute relating to the Enquiring /Tender of the indented item shall be under the Hon'ble Court having its jurisdiction over Tiruchirappalli only
21.	Startup company exempted from Prior Turnover & Prior Experience (Startup certificate registered with DIPP should be enclosed)
22.	<b>GST as applicable</b>
23.	Performance Bank guarantee should be valid for 60 days beyond the guarantee & warranty and the BG submitted for EMD shall be valid for 45 days beyond bid validity period.
24.	Bids submitted without EMD ( <b>unless exempted</b> ) will be treated as disqualified.



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**A. Model Clauses for Tenders (Including tenders' issues manually or any electronic portal including Gem:**

- I. Any bidder from a country which shares a land border with India all will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works ( including turnkey projects) only if the bidder is registered with the Competent authority. Further any bidder (including bidder from India) having specified Transfer of Technology ( ToT) arrangement with an entity from a country which shares a land border with India, shall also require to be registered with the same Competent Authority.
- II. "Bidder" (including the term 'tenderer, 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture ( that is a association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- III. "Bidder" (or entity) from a country which shares a land border with India" for the purpos of this order means: -
  - (a) An entity incorporated, established or registered in such a country; or
  - (b) A subsidiary of an entity incporated, established or registered in such a country; o
  - (c) Am entity whose beneficial owner is situated in such a country; or
  - (d) An Indian (or) other agent of such an entity; or
  - (e) A natural person who is a citizen of such a country; or
  - (f) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- IV. **The beneficial owner for the purpose of (iii) above will be as under:**
  1. In case of a company or Limited Liability partnership, the beneficial owner is the natural persons(s), who, whether acting alone or together, or through one oor more jurisdiction person, has a controlling ownership interest or who exercise control through other means.

Explanation-



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- (a) “Controlling ownership interest” means ownership of or entitlement to more than twenty- five percent of shares or capital or profits of the company;
    - (b) “control” shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders arrangements or voting agreement;
  2. In case of partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital of profits of the partnership;
  3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
  4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
  5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- V.** An agent is a person employed to do any act for another, or to represent another in dealings with third person.
- VI.** [to be inserted in tenders for Works contracts, including Turnkey contracts].  
The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.
- VII.** The registration shall be valid at the time of submission of bid and at the time of acceptance of bid.
- VIII.** The bidder was validity registered at the time of acceptance/ placement of order, registration shall not be a relevant consideration during contract execution



**Model Certificate for Tenders:**

“I have read the clause regarding restrictions on procurement from a bidder of a country which Shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with Competent Authority. I hereby certify that his bidder fulfills all requirements in this regard and is eligible to be considered. [ Where applicable, evidence of valid registration by the Competent Authority.]”

**Model certificate for Tenders for works involving possibility of Sub- Contracting:**

“I have read the clause regarding restrictions on procurement from a Bidder of a country which shares a land border with India and on sub-Contracting to contractors from such countries’ I Certify that this bidder is not from such a country or, if from such a country, has been registered with Competent Authority and will not sub-Contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and eligible to be considered. [ where applicable, evidence of valid registration by the competent authority shall be attached].

**Model additional certificate by Bidders in the cases of specified ToT:**

“I have read the clause regarding restrictions on procurement from a bidder having Transfer of Technology (ToT) arrangement. I certify that this bidder does not have any ToT arrangement requiring registration with competent authority.”

OR

““I have read the clause regarding restrictions on procurement from a bidder having Transfer of Technology (ToT) arrangement. I Certify that this bidder has valid registration to participate in this procurement.



**ACCEPTANCE BY THE BIDDER**

I/We hereby certify that I/We shall abide hereby the terms and conditions and the Annexures of this limited quotation.

**Signature & Seal of Vendor with Date**

For any details / clarifications regarding could be obtained from **STORES & PURCHASE** on all working days during 10 AM to 5 PM.

For further detail related to Technical specifications kindly contact Shri. Lokesh Kumar. S (Purchase initiator), **STORES & PURCHASE SECTION**, ltq@nitt.edu, stores@nitt.edu, **0431 250 3961**.

(NB: Mention the Contact Number / E-mail on the cover. Any change in the date, time and venue of the tender opening will be informed to the bidders through telephone / E-mail)

<b>Enclosures:</b> 1) Specifications of the equipment	Annexure – I
2) Price Format	Annexure - II
3) EMD Return Format	Annexure – III
4) Bank Mandate Form	Annexure – IV





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Annexure- I

Specifications of the Equipment

Ref: NITT/F.NO.047/REV-EXP/2023-24/MOF-SP

Date: 05.09.2023

S. No	Specification of NIT-T	Specification of the Supplier	
1.	A2 Drawing Sheet	Make	
	<u>Binder Clips</u>	Model	
	Medium Size (25 mm)	(No hand written)	
<b>Reasons (if there is difference in specification)</b>			
1.			
2.			

S. No	Other requirements related to the equipment	NITT Requirement	Supplier commitment
1.	Installation required	<b>No</b>	
2.	Warranty (in Month)	<b>Nil</b>	
3.	Comprehensive AMC required	<b>No</b>	
4.	Delivery Period (Weeks)	<b>01 Week</b>	
5.	Shipment terms		<b>At NIT-T</b>
6.	Performance Security in %		<b>Nil</b>
7.	Payment Terms		<b>100% Payment after satisfactory delivery/Installation</b>
8.	EMD Amount (2 to 5)%		Rs. 1,250- (2%)



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Annexure- II

**PRICE BID FORMAT FOR BIDDERS**

Quotation reference No. & Date : NITT/F.NO.047/REV-EXP/2023-24/MOF-SP

Bidder's Offer No. & Date :

S. No.	Description of item	Unit (Set / No)	QTY	Rate / Qty in Rs. (excluding GST)	GST in Rs.			Total Value + GST in Rs.
					SGS T	CGST	IGST	
1.	<b>Supply portion</b> (The price indicated shall be exclusive of all accessories, spares etc. as given in the scope of supply)	<u>Nos</u>	<u>Mentioned in Tech Specs</u>					
2.	Other accessories / spares etc. as given in scope of supply (Individual item-wise break-up price shall be attached as an annexure to this price bid format.)							
3.	Installation and Commissioning (extra, if any)	<u>Nil</u>						
4.	Packing & Forwarding charges (extra, if any)							
5.	Freight & Transit insurance charges, extra, if any							
6.	Total price							
7.	Value of Annual Maintenance Contract							
8.	<b>Net cost to be paid by NIT-T</b>							

**Signature & Seal of Vendor**

**Note:** The price quoted should be in Typed format only as per the above form. Hand written quotes will be rejected. No row shall be left blank, Kindly mention NA in case the item is "Not Applicable". If this format is not used or any column is left blank, then the bid will be rejected. AMC Value will not consider for arriving L1 bidder.



**(TO BE PRINTED IN LETTER PAD OF THE FIRM)**

**EMD Returning Form**

To  
The Director  
National Institute of Technology,  
Tiruchirappalli – 620 015

Sub: Returning EMD amount

Sir / Madam,

Our firm has participated in the tender / quotation enquiry No mentioned below and produced the EMD amount through DD, details of the DD are given below.

Tender / Quotation Reference No	
EMD amount	
DD Number	
DD issued Bank	
Date of DD	

It is requested to return the EMD amount to our firm after completion of the purchase to the below mentioned Bank account.

Account Name	
Bank Account Number	
IFSC code	
Bank	

**Signature with Seal and Date**



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(TO BE PRINTED IN LETTER PAD OF THE FIRM)

**Annexure – IV**

**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

Date: / /

To

The Director,  
National Institute of Technology,  
Tiruchirappalli – 620 015, Tamil Nadu

Sub	:	Authorization for release of payment / dues from National Institute of Technology, Tiruchirappalli through Electronic Fund Transfer/RTGS Transfer.
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1. Name of the Party / Firm / Company / Institute :
2. Address of the Party :
3. City \_\_\_\_\_ Pin Code \_\_\_\_\_
4. E-Mail \_\_\_\_\_ Mobile No: \_\_\_\_\_
5. Permanent Account Number \_\_\_\_\_
6. Particulars of Bank:

Bank Name:		Branch Name:	
PIN Code:		Branch Code:	
IFS Code:(11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Director, National Institute of Technology Tiruchirappalli responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature & Seal of the Authorized Signatory of the Party**