



## **NOTICE INVITING QUOTATIONS**

File No.	NITT/CE/GG/2022/CPWD/ME-1	Date:	21-06-2022
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**To**

(Supplier Address)

Sealed quotations are invited for the following work.

**Name of the Item** : **Drafting works of structural drawings for the proposed Annex building of Mechanical Engineering**

**Specification** : **(As per enclosed Annexure – I)**

1. Quotation Reference No. : NITT/CE/GG/2022/CPWD/ME-1
2. Last date and time for receipt of quotation: 04.07.2022 at 5 PM
3. Date & Time of opening of Quotation : 05.07.2022 at 3 PM
4. EMD Amount : Rs 4,000/-
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  
**Kind attention to:** Dr. Greegar George  
Phone : 0431 2503172, 9483742674  
E-mail : greegar@nitt.edu
7. Quotations should be submitted in the format given in Annexures – III to V
8. The envelope should contain the following details:

**Quotation against Enquiry:** (Structural drawing – Mechanical Engineering)

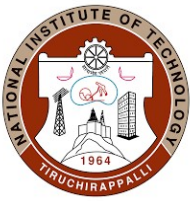
**File No:** NITT/CE/GG/2022/CPWD/ME-1

**Kind attention to:** Dr. Greegar George

**Last date and Time for receipt of quotation:** 04.07.2022 at 5 PM

### **List of enclosures:**

1. Technical specifications : Annexure – I
2. Terms and Conditions : Annexure – II
3. Price Bid Format : Annexure – III
4. Bid Security Declaration form : Annexure – IV
5. Bank Mandate Form : Annexure – V

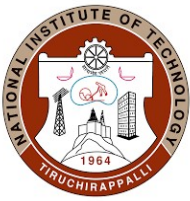


**Ref.: NITT/CE/GG/2022/CPWD/ME-1**

**Annexure – I**

### **TECHNICAL SPECIFICATIONS**

1. The scope of the work shall include drafting and submission of structural drawings for all foundation upto plinth levels, all flights of staircases, beams, columns and all other structural elements upto specified floor levels for all industrial as well as office RCC buildings of the proposed annex building of Mechanical Engineering Department (G+2 structure with a total floor area of 44240 sq. ft).
2. All structural drawings shall be prepared as per standard practice preferably in A1 size sheet.
3. All drawings shall be prepared using Auto CAD software only and manually drawn drawings shall not be accepted.
4. Any modifications done in the architectural drawings and or any modifications suggested by NITT shall have to be incorporated and final structural drawing is to be submitted for approval without any additional claim.
5. The proprietor of the bidding firm should have a minimum qualification of Diploma or B.E in Civil Engineering from any of the premium institutes like NIT (REC) / IIT / IISc.
6. The proprietor should have sufficient experience in the relevant field of project planning, design and drawing preparation. The proprietor shall take the full responsibility for the work progress.
7. The bidder should have completed a minimum of one drafting work for a minimum floor area of three lakh sq. ft in the last five years. Necessary proof either work order / completion certificate needs to be attached.
8. The work shall be completed within five days from the date of receipt of the work order.
9. The rate quoted shall be inclusive of all incidental charges such as travelling, printing, professional tax etc. No additional claim after awarding the job shall be entertained on any account.
10. The drawings prepared shall be the sole property of NITT and the bidder shall have no rights to use/modify or transfer the documents to any other parties in any other form what-so-ever. The confidentiality of the drawings shall be maintained at all stages.

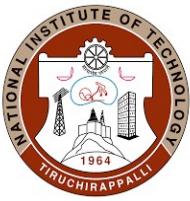


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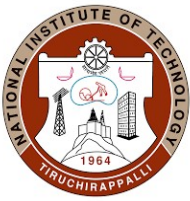
**Annexure – II**

**TERMS AND CONDITIONS**

1. The work shall be done under the direction of Dr. Greegar George, Assistant Professor, Department of Civil Engineering, NIT Tiruchirappalli. For any clarifications concerned with drafting work, the client should contact Dr. Greegar George, NIT Tiruchirappalli.
2. The quotation must be in the format furnished by NIT Tiruchirappalli and should be free from corrections/erasures. Quotation written in pencil or incomplete in any form will be rejected.
3. 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-IV) and submit along with the quotation. EMD amount of 2% of estimate value is applicable, however UDYAM & NSIC registered Micro & small enterprises are exempted as per Govt. norms. The necessary proof has to be attached.
4. You are invited to submit your most competitive quotation for the preparation of drawings and submission of deliverables according to the specifications and delivery terms as given. Bank guarantee submitted for EMD shall be valid for 90 days beyond bid validity period.
5. Bidders may send the quotations in sealed covers with the “Quotation reference number, Kind Attention to, and last date for receipt of quotations” duly written on the cover. Mention the company contact number / e-mail ID on the cover.
6. Quotation will be opened on the due date at 3.00 PM at the Research & Consultancy (R&C) Office, NIT, Tiruchirappalli in the 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).
7. 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.



8. The bidder has to submit the bids in sealed envelope, (separate for each tender). Further, the bidder should not send clubbing many tenders in one envelope, in such case, all the bids will be rejected.
9. **Bid Price**
  - a. The contract shall be for the full quantity. The 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, and 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.
  - e. If any arithmetic mistake in total / GST calculation is observed, the same shall be corrected by NITT with an intimation to bidder.
  - f. The bids without quoting GST (unless exempted) will be treated as invalid and disqualified.
  - g. If there is any mismatch in quoted amount specified in figures and words, the amount in word shall prevail.
10. **Evaluation of quotations:** 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.
11. **Award of contract**
  - a. National Institute of Technology, Tiruchirappalli will award the order for 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 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.
12. Payment: 100% will be paid after satisfactory completion of the work 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 successful bidder/contractor.
- 13. Liquidity damages**
- If the bidder, 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, 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 day 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, 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.
14. **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.
15. NIT Trichy has DSIR, so it’s eligible for 5% in concession of GST and also exempted from Custom’s Duty tax.



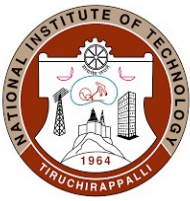
**PRICE BID FORMAT FOR BIDDERS**

**Tender No. & Date** : NITT/CE/GG/2022/CPWD/ME-1 dated 21.06.2022

**Bidder's Offer No. & Date :**

**SCHEDULE**

<b>Sl. No.</b>	<b>Description of item</b>	<b>sq. ft</b>	<b>Rate/ sq. ft</b>	<b>Total Cost in Rs.</b>
1	Drafting and submission of structural drawings for all foundation upto plinth levels, all flights of staircases, beams, columns and all other structural elements upto specified floor levels for all industrial as well as office RCC buildings for annex building of Mechanical Engineering department - all as per specification.	44240		
	Tax amount ( ___ % GST)			
	<b>Gross Amount (including taxes)</b>			
	<b>Gross Amount (in words)</b>			



**(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

Madam,

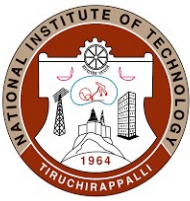
Our firm has participated in the tender / quotation enquiry No mentioned below and produced the EMD amount through DD, details of the DD are given below.

Tender / Quotation Reference No	NITT/CE/GG/2022/CPWD/ME-1
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**



Annexure – V

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