

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPALLI – 15 Hostel Office

Web: www.nitt.edu

Phone: 0431 - 2503041



TENDER DOCUMENT

Tender Notification No.: NITT/FESTEMBER/2018/PLAN 2018-19/DSW Dated: 13.08.2018

Name of the component : Round Neck T-shirt
Quantity required : 4000
EMD Amount : Rs. 12,000/-
Cost of the Tender Document : Rs.150/-
Delivery : Within 18 days of purchase order.

Last Date of submission of Tender: 20.08.2018 up to 1:00 PM

Address for submission of Tender: The Director,
National Institute of Technology- Tiruchirappalli,
Tiruchirappalli – 620015, Tamilnadu, India
Kind ATTN to: Dr. J. Sarat Chandra Babu
Chief Warden
Hostel Office
National Institute of Technology
Tiruchirappalli-620015
Phone: 0431 - 250304

Date of opening of technical bid : 20.08.2018 at 2:00 PM



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI –15**

Hostel Office

Tender Notification No. NITT/FESTEMBER/2018/PLAN 2018-19/DSW Dated: 13.08.2018

**NOTICE INVITING
TENDER**

The National Institute of Technology, Tiruchirappalli (NITT) is an autonomous body under MHRD, GOI, imparting Technical Education and engaged in Research Activities. It is proposed to procure the following component for the Departmental academic/research activities.

Sealed bids under **three cover system** are invited for the following component subject to the following terms and conditions, from the reputed manufacturers or their authorized dealers to reach this office on or before scheduled date and time. The technical cover will be opened on the same day in the presence of bidders or their authorized agents who may choose to be present.

Name of the component	: Round neck t-shirts
Quantity required	: As per the Annexure B
EMD	: Rs.12, 000/
Cost of the Tender Document	: Rs.150/-
Time for completion of supply after placing Purchase order	: within 18 days
Last Date of submission of Tender	: 20.08.2018 up to 1:00 PM

Address for submission of Tender: The Director,
National Institute of Technology-
Tiruchirappalli, Tiruchirappalli – 620015,
Tamilnadu, India

Kind ATTN to: Dr. J. Sarat Chandra Babu
Chief Warden
Hostel Office
National Institute of Technology
Tiruchirappalli-620015
Phone: **0431 - 250304**

Place, Date and time of opening of bid

Date: **20.08.2018 (2:00 PM)**

Venue: **Admin Block**

Note : The Institute shall not be responsible for any postal delay about non-receipt/ non delivery of the bids or due to wrong addressee.

The **EMD** and **Cost of the Tender Document** must be paid in the form of a **Demand Draft**

SECTION: 1 TENDERING PROCESS

1. The tender document and terms and conditions can be downloaded from our website www.nitt.edu.
2. Without EMD of **INR 12,000 (Twelve Thousand Rupees only)** and Cost of Tender Document **INR 150 (One Fifty rupees only)**, the technical bid will not be opened and the tender will be rejected summarily.
3. Payment of EMD and Cost of Tender Document should be done only through DD taken in favour of "The Director, NIT Trichy" payable at SBI NIT campus.
4. The sealed tender should be submitted on or before **Tuesday 20th August 2018 up to 1:00 PM** through Registered Post or Speed Post or hand delivery and addressed to the addressee in the notification.
5. At the first stage, the envelope containing EMD amount and Cost of Tender document will be opened and at the second stage the envelope containing Technical Bid will be opened **Tuesday 20th August 2018 up to 2:00 PM** in the presence of the bidders or their authorized representatives, who choose to be present at the time of opening.
6. At the time of opening of Tender, the names of those who have submitted their offers along with the details of their remittance of EMD and Cost of Tender Document will only be read out and no other information/ details whatsoever will be shared at this stage.
7. If in any case, unscheduled holiday occurs on prescribed closing/ opening date, the next working day shall be the prescribed date of closing/ opening.
8. After evaluation of technical bids, price bids of the technically acceptable offers will be opened for further evaluation and ranking for award of the contract/ purchase order.
9. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
- 10. The Tender document consisting of Technical Bid (along with all NINE annexures to the technical bid) and Price Bid should be submitted in the Prescribed Format only.**
11. The bidders are not allowed to make addition or alteration in the Technical or Price Bid.
12. Each and every page of the submitted bid shall carry the page numbers.
13. All pages of the tender document should be signed by the person or persons duly authorized to sign, on behalf of the bidder along with the official stamp of the bidder.
14. No paper / page shall be detached and No addition or alternation should be made in the tender document. Conditional tender, late and delayed tender will not be accepted/ considered.
15. Printed condition at the back of the letter or bid from the tenderer will be ignored. If it is desired to apply any particular condition to tender, the same must be clearly brought out in the body of the bid/ tender itself.
16. NITT shall not be responsible for any postal delay in receipt of the offer. Tender should be properly sealed.
17. NITT will not be responsible for pre-mature opening of the tenders.
18. The offers submitted by telex/ telegram/ fax/ E-mail etc. shall not be accepted and will be summarily rejected.
19. Offers should be clearly written or typed without any cutting or over writing. All cutting / over writing must be initialled and stamped.

20. Bidders must confirm the acceptance of all the terms and conditions of the tender.

21. Making misleading or false representation in the bid document will lead to disqualification of the bidder resulting in forfeiture of EMD amount.

22. Any non-acceptance or deviations from the terms and conditions must be CLEARLY mentioned. However, bidder must note that any conditional offer or any deviation from the terms and conditions of this tender may render the bids liable for rejection.

SECTION: 2 – TERMS AND CONDITIONS FORM

IMPORTANT: READ THE FOLLOWING TERMS AND CONDITIONS AND SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT

1. If the supplier / the firm is manufacturer/authorized dealer /sole distributor of any item, the Certificate to this effect should be attached.
2. The tender Document should be in two parts as **Technical Offer and as Financial Offer**:
 - a) The Technical offer should Include the Detailed Specifications Of the main item and its accessories. All items should be numbered as Numbered for each item in **Annexure – I**.
 - b) The Financial offer should include the cost of the main item and its accessories numbered as in (a). If there is any separate cost for installation etc. that should be quoted separately. The total cost should be quoted in words as well as figures (typed or printed). Amendment should be avoided. Amendments, if any, should be duly initiated, failing which the offers are liable to be rejected.
 - c) The two parts of the offer placed should be placed in separate envelopes clearly marked **“Technical Offer “& “Financial Offer “**. These two envelopes must be enclosed in one bigger envelope duly sealed and super scribed with tender number, name of the item and tender due date must be forwarded to the undersigned so as to reach him on or before the due date. **Softcopy of the Technical Compliance form and Quotation Forms should be submitted along with the tender in MS-Excel file format in a CD/DVD or USB drive. However, if there is any dispute between Hard copy and Soft copy, Hard copy will be taken.**
 - d) Incomplete tenders, amendments and additions to the tender after opening or late tenders are liable to be ignored and rejected.
3. Fax and E-Mail quotations are not acceptable.
4. Quotations should be valid for 120 days from the tender due date. The quotation should clearly indicate the period of delivery, warranty terms etc. A minimum of three-year warranty is required from the date of commissioning.
5. Relevant literature pertaining to the items quoted with full specification (and drawing, if any) should be sent along with the quotations, wherever applicable. The suppliers should submit copies of suitable documents in support of their reputation, credentials and past performance.
6. The quotations Should be given for the items in the same order as in the tender document.
7. The quantity sown against each item is approximate and may vary as per the demand of the Institute at the time of placing the order.
8. 100% payment will be released only after the completion of the supply of the item(s).
9. NIT Trichy is exempt from payment of Exercise Duty. Necessary certificate will be issued on demand.
10. In the event of any dispute or difference(s) between the vendee NIT Trichy and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed , shall be referred to the concerned authority of NIT Trichy who may decide the matter himself or may appoint arbitrators(s) under the arbitration and conciliation Act 1996.The Decision of the arbitrator shall be final and binding on both the parties .

11. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
12. All Disputes be subject to Tiruchirappalli, Tamilnadu Jurisdiction only.
13. NIT Trichy has the right to accept the whole or any parts of the tender or portion of the quantity offered or reject it in full without assigning any reason.
14. All offers should indicate unit price (excluding taxes and duties applicable), Taxes and other charges should be mentioned separately, if any. Additional charges for packing, forwarding, freight, insurance etc., if any, should be clearly mentioned.
15. No revision of the price bid will be allowed once the price bids are opened. In case of foreign currency, the agency should mention the % of currency fluctuations they can bear.
16. No increase in price will be allowed after our firm orders are placed.
17. Delay / loss in postal transit or due to other reasons will not be NIT-T's responsibility.
18. We are not responsible for accidental opening of the covers that are not properly super scribed and sealed before the time scheduled for opening.
19. NIT-T reserves the right to modify or alter the specifications after short listing of tenderers.
20. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
21. The tender will be acceptable only from the manufacturers or its authorized supplier.
22. All damaged items should be replaced within 2 days after the delivery of the item without charging any additional cost. In case of failing to replace the damaged items within 2 days after the delivery of the items, NITT shall not pay for the damaged quantity.
23. Authorized signatory should sign on all the pages. Bids without authorized signatures or seal of the firm will be rejected.
24. The Tender /Bid will be open on 20.08.2018 at 2:00 PM
 - a) The supplier or the authorized representative may also be present during the opening of the Technical offer, if they desire so, at their own expenses.
 - b) Only Those financial offers will be opened whose technical offers are found suitable by the expert committee appointed for the concerned item(s)
 - c) No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the offer.
 - d) **A Sample of the attached T-Shirt Design in Sizes of Men has to be provided by the vendor during the opening of the tender on 20.08.2018 at 2:00 PM**
25. In case the supplier requires any elucidation regarding the tender document, they are requested to contact to the Dean Students Welfare through e-mail, deanstud@nitt.edu.
26. All tender documents should have to be forwarded through speed post or registered post, courier to the address in the notification on or before 20.08.2018 1:00 PM.
27. The Institute has the authority to deduct the amount to be paid in case of any delay in delivering the T-shirts (i.e. after September 7th).
 - The deduction rate will be 1% of the amount to be paid per day after the stipulated date of delivery.



<https://www.dropbox.com/sh/y7sgp0rsgam25m/AAC-46OfOxWsceVXxS2MMkHa?dl=0> – The link for the PSD file