

NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI – 15

DEPARTMENT OF ARCHITECTURE

Web : www.nitt.edu Phone : 0431 -2501801



TENDER DOCUMENT

Short Tender Notification No.: **NITT/ARCH/04/2012/ STEEL FURNITURE**

Dated : **19 – 04-2012**

Name of the component : **Steel Furniture**

Quantity required : **List Attached.**

EMD Amount : **Not Applicable.**

Delivery : **Four Weeks.**

Last Date of submission of Tender : **07 -05- 2012** up to **3.00 p.m.**

Address for submission of Tender : The Director
(To the attention of Dr. T.Srinivas , H.O.D. of Architecture)
National Institute of Technology
Tiruchirappalli – 620 015
E-mail : srivas@nitt.edu
Phone No: 9486001129

Date of opening of bid: **07-05-2012 at 4.00p.m.**



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 15**

DEPARTMENT OF ARCHITECTURE

Tender Notification No.: NITT/ARCH/04/2012/ STEEL FURNITURE

DT : 19/04/2012

NOTICE INVITING SHORT 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 Quotations under **two cover systems** are invited for the following component subject to the following terms and conditions, from the reputed manufacturers or their authorized dealers so as 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	:	STEEL FURNITURE	
Quantity required	:	LIST ATTACHED	
EMD Amount	:	Not Applicable.	
Delivery	:	Four Weeks from the Receipt of the Purchase Order	
Last Date of submission of Tender	:	07 – 05 - 2012	up to 3.00 p.m.
Address for submission of Tender	:	The Director (To the attention of Dr.T.Srinivas , H.O.D. of Architecture) National Institute of Technology Tiruchirappalli – 620 015 E-mail : srivas@nitt.edu Phone No: 9486001129	

Place, Date and time of opening of bid :

Date: **07 – 05- 2012** Time: **4.00p.m.** Venue: **Department of Architecture (New Building)**

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

SECTION: 1 INSTRUCTION TO BIDDER

1. The bidder should give details of their technical soundness and provide list of customers of previous supply of similar items to Universities, Institutes or Government Departments/Undertakings/public sectors with contact details. The details of the agency/profile should be furnished along with the copy of all related documents.

1.1 Bids are to be submitted under two cover system.

Cover 1:

Cover 1 should contain the following:

- a. **EMD - Earnest Money Deposit (EMD) is to be remitted by way of Demand Draft drawn on any Nationalised bank in India by Demand Draft drawn on any scheduled bank in favour of "The Director, NIT, Trichy" payable at Trichy should be submitted. EMD shall bear no interest. Any bid not accompanying with EMD is liable to be treated as non-responsive and rejected.**
- b. **Technical pamphlets**
- c. **Detailed technical specification**
- d. **The agency should furnish copy of license certificate for manufacture/supply of the item.**
- e. **The agency should furnish Income Tax PAN number**
- f. **Warranty period offered for the tendered item to be specified. If the warranty period is not conforming with the schedule of requirements given in section 3 of the document, the bid is liable to be treated as non-responsive and rejected.**
- g. **Duly filled up technical questionnaire, if any**
- h. **Duly filled up deviation schedules to technical specification**
- i. **Copy of supply orders completed during the last three years ending 31-12-2011.**
- j. **If the prices are revealed in the cover 1, the offer will be summarily rejected**

- 1.2 **The cover 1 shall be superscribed as 'Technical cover' duly indicating the Tender reference No. and the due date of opening.**

1.3 Cover 2:

Cover 2 should contain the following

Cover 2 shall contain Price only and shall be superscribed as 'Price Cover' duly indicating the Tender Reference No. and the due date of opening.

Each Cover shall be sent in a double sealed cover. The inner covers (Cover 1 and Cover 2) should be sealed individually with the sellers's distinctive seal and superscribed with

the tender reference no. and due date of opening. Both the inner covers shall be placed in a common outer cover which shall also be sealed with seller's distinctive seal and superscribed with the tender reference no. and due date of opening.

Mention "Kind Attention: Dr.T.Srinivas , H.O.D. of Architecture, and submit at the address given in the Notice Inviting Tender.

Cover 1 - will be opened on the scheduled date and time mentioned in the tender enquiry.

Cover 2 - technically suitable offers alone will be opened on a date which will be intimated to the qualified bidders.

2. The agencies should submit their rate as per the format given in Section 4 of the Notice Inviting Tender in this cover. Rate should be quoted in Indian Rupee. The rate should be quoted both in words and figures. All the pages of the bid should be signed affixing the seal. All corrections and overwriting should be initialed.
3. The tender will be acceptable only from the manufacturers or its authorized supplier.
4. The bid shall be in the format of price schedule given in Section 4. The contract form as per format given in section 5 shall be submitted. Incomplete or conditional tender will be rejected.
5. Details of quantity and the specifications are mentioned in Section 3 appended to this Notice Inviting Tender.
6. The item to be used is strictly according to the specification and subject to test by the Institute/concerned authorities. It must be delivered and installed in good working condition.
7. The Institute reserves the right to cancel or reduce the quantity included in the schedule of requirements at any time after acceptance of the tender with a notice. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.
8. Performance Security of 5% of the contract value in terms of Bank guarantee by scheduled banks shall be given by the successful bidder for the total period of warranty.
9. **Release of EMD**: The EMD shall be released after receipt of performance security from successful bidder.

10. **Validity of bids:** The rate quote should be valid for a minimum of 90 days. No claim for escalation of rate will be considered after opening the Tender.
11. **Imports:** In case, goods are to be imported, the Indian agent should furnish authorization certificate by the principles abroad for submission of the bid in response to this Notice Inviting Tender.
12. **Clarification of Tender Document:** A prospective bidder requiring any clarification of the Tender document may communicate to the contact person given in this notice inviting tender.
13. **Amendment of tender document:** At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.
14. ***The Institute may at its own discretion extend the last date for the receipt of bids.***
15. The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.
16. The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.
17. The bidder should give the following declaration while submitting the Tender.
18. Any other details required may be obtained from the contact person given in the notice inviting tender during the office hours.

DECLARATION

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our tender will be summarily rejected and full Earnest Money Deposit (EMD) will be forfeited and I/we am/are liable to be banned from doing business with NIT, Trichy and /or prosecuted.

Signature of the Bidder :

Name and Designation :

Business Address :
.....
.....

Place :

Date :

Seal of the Bidder's Firm

SECTION: 2 CONDITIONS OF CONTRACT

1. The rates should be quoted in Indian Rupee F.O.R. NIT, Trichy for supply within India.
2. In case of import both CIF and / or FOB rate should be quoted. All components of expenditure to arrive at Chennai need to be explicitly specified.
3. The bidder shall indicate the excise duty exemption for the goods if applicable
4. The Institute is eligible for customs duty and excise duty exemption.
5. The rate quoted should be on unit basis. Taxes and other charges should be quoted separately, considering exemptions if any.
6. Rate quoted should be inclusive of Testing, commissioning and installation of equipment and training.
7. **Payment**: No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of performance security by supplier. In case of imports, the payment will be made through LC after installation and performance security need to be submitted at the time of LC commitment.
8. Guarantee and Warrantee period should be specified for the complete period conforming to the section 3 of this tender document.
9. Period required for the supply and installation of item should be specified conforming to the section 3 of this tender document.
10. After awarding the contract, the successful bidder has to make the prototype and get consent before manufacturing and supplying the entire quantities.
11. In case of dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.
12. **Liquidity Damages**: If the bidder/supplier, after accepting the Purchase order for the 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, without prejudice to its other remedies under the Rules of Purchase, proceed to cancel the order or agree to accept a delayed delivery on the condition of payment of liquidated damages by 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 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.

SECTION: 3 SCHEDULES OF REQUIREMENTS, SPECIFICATIONS

S No	Item Description	Specifications	Quantity
1	Steel Almirah (Library)	Size: 1900mm Total Height, 900mm Width, 500mm Depth. Steel 18 gauge, No lockers, 5(Five) shelves, Two doors in steel, Four Glass panels in door, each of size 250mm(Width) and 750mm (Height), 5mm thick clear glass, Fitted with Godrej quality lock, Handle, Smooth Door closing mechanism, Painted in three coats enamel spray paint factory finish, Grey colour with bottom regular steel supports (Two numbers) 450mm deep and 120 mm wide.	5 (Five)
2	Steel Almirah (Staff)	Size: 1900mm Total Height, 750mm Width, 550mm Depth. Steel 18 gauge, No lockers, 5(Five) shelves, Two doors in steel 18 gauge, Fitted with Godrej quality lock, Handle, Smooth Door closing mechanism, Painted in three coats enamel spray paint factory finish, Grey colour with bottom regular steel supports (Two nos) 450mm deep and 120 mm wide.	10 (Ten)
3	Steel Racks (Open)	Steel Slotted Angle Style, Steel Rack, size 1900 mm Height, 900 mm Wide, 450 mm Deep, Corner supports 40 mm x 40mm x 2mm steel angles, Five shelves 18 gauge steel plate with folded facing end 40 mm. Fitted with appropriate Bolts, Screws and Washers. All corners stiffened with triangular corner plates for rigidity. Painted in three coats of enamel spray painted with smooth surface finished in Grey colour.	8 (Eight)
4	Steel Arm Chair (Three seater)	Steel Armed Three Seater Visitor chair, Ergonomically Designed seat and back, with Perforated/mesh vents, painted in powder coated Black colour. Size 775 mm Height, 160 mm Width, 575 mm Depth, 445 mm Seat Height. Shall confirm to BIFMA (Business & Institutional Furniture Manufacturer's Association) Standards.	6 Nos (Six)
5	Office Table	Executive style, Double storage (Three Drawer Unit, One box and one file drawer unit) Front Modesty Panel, Quality finished Table Top, Structure made of Square Steel Tube . Size: 1670 Width, 900 mm Depth and 750 mm Height.	1 no. (one)

Delivery : Four weeks,
 EMD : Not Applicable,
 Performance Security by successful bidder: Not Applicable.

SECTION: 4 PRICE SCHEDULE
[To be used by the bidder for submission of the bid]

1. Component Name :
2. Specifications (confirming to Section 3 of Tender document- :
enclose additional sheets if necessary)
3. Currency and Unit Price :
4. Quantity :
5. Item cost (Sl.No.3 & Sl.No.4) (in Indian Rupee) :
6. Taxes and other charges :
 - (i) Specify the type of taxes and duties in percentages :
and also in figures
 - (ii) Specify other charges in figures
7. Warranty period (confirming to the Section 3 of Tender :
document. This should be mentioned in Technical bid also in
order to get qualified for Financial bid)
8. Delivery Schedule (confirming to the Section 3 of Tender :
document)
9. Name and address of the firm for placing purchase order :
10. Name and address of Indian authorized agent (in case of :
imports only)

Signature of the Bidder :

Name and Designation :

Business Address :

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Place :

Date :

Seal of the Bidder's Firm

SECTION: 5 CONTRACT FORM

[To be provided by the bidder in the business letter head]

1. (Name of the Supplier's Firm) hereby abide to deliver theby the delivery schedule mentioned in the Section 3 tender document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.
3. Warranty will be given for the period mentioned in the tender document and service will be rendered to the satisfaction of NIT, Trichy during this period.

Signature of the Bidder :

Name and Designation :

Business Address :
.....
.....

Place :

Date :

Seal of the Bidder's Firm