

NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI – 15

Department of Management Studies

Web: www.nitt.edu

Phone: 0431 - 2503701



TENDER DOCUMENT

Tender Notification No.: **MBA/01/JULY 2011**

Dated: **11.7.2011**

Name of the component : **Supply of Furniture to MBA lecture hall**

Quantity required : As per the Annexure

EMD Amount : Rs. 6,000/=

Delivery : **within 30 days from the date of purchase order**

Last Date of submission of Tender : **22.07.2011 : Friday : 3.00 p.m.**

Address for submission of Tender : The Director
National Institute of Technology
Tiruchirappalli-620 015
Tamil Nadu, India.

With kind attention to : The Head, Management Studies.

Date of opening of bid : **26.07.2011 : 4 . 0 0 p.m.**



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 15**

Department of Management Studies

Tender Notification No.: **MBA/01/JULY 2011**

Dated: 11.07.2011

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 items of furniture for the department of Management Studies.

Sealed Quotations under **two cover system** are invited for the following items of furniture 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 quotations 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 : **Supply of Furniture to MBA Lecture Hall**
Quantity required : As per the Annexure
EMD Amount : Rs. 6,000/=
Delivery : **within 30 days from the date of purchase order**
Last Date of submission of Tender : **22.07.2011 : Friday : 3.00 p.m.**
Address for submission of Tender : The Director
National Institute of Technology
Tiruchirappalli-620 015
Tamil Nadu, India.

With kind attention to: The Head, Management Studies

Place, Date and time of opening of bid :

Date: 26.07.2011 Time: 4.00 p.m. Venue: **Management Studies Dept.**

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 31-03-2011.**
- 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 tenderer'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 tenderer's distinctive seal and superscribed with the tender reference no. and due date of opening.

Mention "Kind Attention: The Head, Management Studies" 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 of the technically and commercially 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 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.
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. **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.
12. **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.
13. ***The Institute may at its own discretion extend the last date for the receipt of bids.***
- 14.. 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.
15. 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.

16. The bidder should give the following declaration while submitting the Tender.

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

17. Any other details required may be obtained from the contact person given in the notice inviting tender during the office hours.

SECTION: 2 CONDITIONS OF CONTRACT

1. The rates should be quoted in Indian Rupee FOR NIT, Trichy for supply within India.
2. The bidder shall indicate the excise duty exemption for the goods, if applicable
3. The rate quoted should be on unit basis. Taxes and other charges should be quoted separately, considering exemptions if any.
4. Rate quoted should be inclusive of Transport, loading, unloading and numbering of furniture.
5. **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 security deposit by supplier which will be released after expiry of the warranty period.
6. Guarantee and Warrantee period should be specified for the complete period conforming to the section 3 of this tender document.
7. Period required for the supply of item should be specified conforming to the section 3 of this tender document.
8. In case of dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.

SECTION: 3 SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

Name of the Component to be procured	: Supply of furniture to MBA Lecture Hall
Specifications	: As per Section 6
Quantity	: As per Section 6
Warranty period required	: 1 year
Delivery schedule expected after release of purchase order	: Within 30 days from the date of purchase order
EMD (in Rupees)	: Rs 25,000/=
Performance Security to be given by Successful bidder after release of purchase order (in Rupees)	: 5% of the cost of the furniture

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. Unit Price in Rupees :

- 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 :

Signature of the Bidder :

Name and Designation :

Business Address :

.....

.....

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

SECTION : 6 : SPECIFICATION AND QUANTITY

S.No.	Specification	Quantit	Sketch
1	<p>Conference Hall cushioned chair and back with 19mm Tubular frame bottom with horizontal and vertical tension spring covered with PU foam cushion and with approved Fabrick and colour LGS made of 25mm rounded tubular frame power coated to give scratch resistance and long lasting finish with both side PU arm rest with recreatable writing half pad – 4 chairs joined in a row.</p>	92 Nos.	