



**NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI - 620 015**

**ESTATE MAINTENANCE DEPARTMENT  
NOTICE INVITING QUOTATION**

File No.	NITT/Convocation2024/Infrastructure/09	Date:	25.07.2024
----------	--	-------	------------

**To**

(Supplier Address)

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

<b>Name of the Item</b>	:	<b>Floral decoration with pots for the Convocation stage in GJCH at NIT-Trichy.</b>
<b>Quantity Required</b>	:	Lumpsum
<b>Specification</b>	:	(As per enclosed Schedule Annexure – I)
1. Quotation Reference No.	:	NITT/Convocation2024/Infrastructure/09
2. Last date and Time for receipt of quotation	:	29.07.2024 before 11.00 AM
3. Date & Time of opening of Quotation	:	29.07.2024 at 11.30 AM
4. EMD Amount	:	Nil
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. Abhijeet Kumar</b>
Phone	:	0431- 250 3830, 94860 01178
E-mail	:	<a href="mailto:emd@nitt.edu">emd@nitt.edu</a> , <a href="mailto:abhijeet@nitt.edu">abhijeet@nitt.edu</a>

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” (Floral decoration with pots for the Convocation stage in GJCH at NIT-Trichy) NITT/Convocation2024/Infrastructure/09</b> <b>Kind attention to: Shri. Abhijeet Kumar</b> Mention the Name, Contact Number & E-mail on the cover. <b>Last date and Time for submitting of quotation: 29.07.2024 before 11.00 AM</b>
---



**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.	You are invited to submit your most competitive quotation for the supply of goods according to the specifications and delivery terms as given.
3.	Bidders may send the quotations in sealed covers with the quotation reference number and last date for receipt of quotations duly super scribed on the cover. <b>Kind Attention to: as mentioned in the Page Number 1.</b> NB: Mention the company Name, Contact Number & E-mail id on the cover.
4.	Quotation will be opened on due date at <b>29.07.2024 at 11.30 AM 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)
5.	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.
6.	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
7.	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
8.	National Institute of Technology, Tiruchirappalli reserves the right to modify the quantity specified in this enquiry.
9.	Startup company exempted from prior turnover & prior experience (startup certificate registered with DIPP should be enclosed)
10.	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.



11.	<p><b>Bid Price</b></p> <p>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.</p> <p>b. Post work orders &amp; completion certificate should be submitted, wherever applicable.</p> <p>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.</p> <p>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.</p> <p><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></p> <p>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</p> <p>g. Quotations containing conditions like “subject to prior sale” may not be considered.</p> <p>h. Delivery period required for supplying the material should be invariably specified in the quotation</p> <p><b>i. Bids without quoting GST (unless exempted) will be treated as invalid &amp; disqualified.</b></p> <p><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></p>
12.	<p><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 &amp; conditions and specifications; and (iii) price offered are competitive.</p>
13.	<p><b>Award of contract</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
14.	<p><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.</p>



**NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI - 620 015**

15.	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
16.	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
17.	Startup company exempted from Prior Turnover & Prior Experience (Startup certificate registered with DIPP should be enclosed)
18.	<b>GST as applicable</b>

**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 and Purchase Section on all working days during 10 AM to 5 PM.

For further detail related to Technical specifications, **kindly contact**

**Shri. Abhijeet Kumar (Purchase initiator), ESTATE MAINTENANCE**

**DEPARTMENT, NITT/Convocation2024/Infrastructure/09, abhijeet@nitt.edu,**

**9486001178, 0431-2503830.**

(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) Bank Mandate Form	Annexure – III
4) Bid security form	Annexure - IV



ESTATE MAINTENANCE DEPARTMENT

Annexure- I

Specifications of the Items

Ref: NITT/Convocation2024/Infrastructure/09

Date: 25.07.2024

	Specification of NIT-T		Specification of the Supplier
Sl.No	Description	Qty	
1.	<p>Supplying and fixing floral arrangement using exotic flowers like Gerbera, Cumation etc., as detailed below including fillers like asparagus for the welcome board with the total length of 40' as per the instruction of section in charge using foam bricks for holding water. The rate includes cost of hire charges for the stand transportation, loading, unloading and other incidental charges etc., complete.</p> <p>Gerbera (Each bunch contains 20 Nos) -45 Bunches Dracaena (Each bunch contains 10 Nos) -20 Bunches Asparagus (Each bunch contains 10 Nos)-30 Bunches Foam bricks (Each box contains 20 Nos)-02 Boxes</p>	1 Job	
2.	<p>Supplying and fixing floral arrangement using exotic flowers like Cut rose, Caration, Orchids, rose etc., as detailed below including fillers like asparagus for NIT Trichy logo for 3'-4' dia. NIT logo placed on a (approximate) 45 sloped steel structure to give even look as per the instruction of section in charge using foam bricks for holding water, The rate includes cost of hire charges for the stand transportation, londing. unloading and other incidental charges etc., complete.</p> <p>Cut rose (Each bunch contains 20 Nos) -20 Bunches Carnation (Each bunch contains 20 Nos) -90</p>	1 Job	



**NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI - 620 015**

	<p>Bunches Asparagus (Each bunch contains 10 Nos)-05 Bunches Foam bricks (Each box contains 20 Nos)-02 Boxes Cut rose (Each bunch contains 20 Nos) -20 Bunches Carnation (Each bunch contains 20 Nos) -90 Bunches Asparagus (Each bunch contains 10 Nos)-05 Bunches Foam bricks (Each box contains 20 Nos)-02 Boxes</p>		
3.	<p>Supplying and fixing of floral arrangement using exotic flowers like Gerbera, Carnation, Anthurium, Gladiolus etc., as detailed below including fillers like asparagus for the 6 tiers flower stand (size 4 feet height-2 Nos and 3 feet height-4 Nos) as per the instruction of section in charge using foam bricks for holding water. The rate includes cost of hire charges for the stand transportation, loading, unloading and other incidental charges etc., complete.</p> <p>Gerbera (Each bunch contains 20 Nos) -25 Bunches Golden rod/Fishtail leaves (Each bunch contains 20 Nos) -10 Bunches Anthurium (Each bunch contains 10 Nos) -18 Bunches</p>	1 Job	
4.	<p>Supplying and fixing of arrangement using exotic flowers like Orchids, Gladiolus, as detailed below like asparagus in the side concrete walls on both sides of main balcony with total length of 124 meters opposite balcony wall for a length of 140 bottom portion using foam bricks for holding water and other incidental charges for the stand transportation, loading, unloading and other incidental charges etc., complete.</p> <p>Gerbera (Each bunch contains 20 Nos)-190 Bunches Fishtail/Asparagus (Each bunch contains 10 Nos) -30 Bunches</p>	1 Job	



**NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI - 620 015**

	Foam bricks (Each box contains 20 Nos) -10 Boxes		
5.	Supplying and fixing of arrangement using exotic flowers like Gladiolus, Carnation, and Orchids etc, as detailed below including fillers like asparagus in the podium & centre table using foam brieks for holding water. The rate includes cost of hire charges for the stand transportation, loading, unloading and other incidental charges etc., complete.  Gladiolus (Each bunch contains 20 Nos) - 06 Bunches Dracaena (Each bunch contains 10 Nos) - 10 Bunches Carnation (Each bunch contains 20 Nos) - 08 Bunches Asparagus (Each bunch contains 10 Nos) -10 Bunches Foam bricks (Each box contains 20 Nos) - 05 Boxes	1 Job	
6.	Supply of Ornamental plants like Crotons (Petra), Aipinia, Schefflera variegated, Dieffenbachia exotica, 200 Dieffenbachia mariana, Maranta zebrina, Calathena ornate etc., of 1.5 to 20 feet height with manamadurai plants the rate including the cost of plants, transport, loading & unloading, etc., complete. (Variety of plants attached in annexure).	200 Nos	

**Technical Specifications & Tender Conditions:**

1. List of major clients serviced by the vendor in the past 2 years shall be enclosed.
2. No other charges except this can be claimed. Agency shall plan to quote accordingly.
3. All the arrangements shall be made ready one day before the event ie., before 03-08-2024 (07.00 am).





**NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI - 620 015**

S.No	Other requirements related to the Work	NITT Requirement	Supplier commitment
1.	Fixing Required	<b>Yes</b>	
2.	Contract Period	<b>1 day</b>	
3.	Previous Experience	Should have completed similar works within last one year	
4.	Delivery Date	<b>3<sup>rd</sup> Aug 2024 (07 AM)</b>	
5.		Shipment terms	<b>At NIT-T</b>
6.		Payment Terms	<b>100% Payment after satisfactory delivery/fixing</b>

**Signature & Seal of Vendor with Date**

**Note:**

Proof for the supplier's specification may be enclosed along with the quotations. (catalogue, brochure, and product website link, photos if any)



**NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI - 620 015**

**ESTATE MAINTENANCE DEPARTMENT**

**Annexure- II**

**PRICE BID FORMAT FOR BIDDERS**

Tender No. & Date : NITT/Convocation2024/Infrastructure/09

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.
					SGST	CGST	IGST	
1.	Supplying and fixing floral arrangement using exotic flowers like Gerbera, Cumation etc., as detailed below including fillers like asparagus for the welcome board with the total length of 40' as per the instruction of section in charge using foam bricks for holding water. The rate includes cost of hire charges for the stand transportation, loading, unloading and other incidental charges etc., complete.  Gerbera (Each bunch contains 20 Nos) -45 Bunches Dracaena (Each bunch contains 10 Nos) -20 Bunches Asparagus (Each bunch contains 10 Nos)-30 Bunches Foam bricks (Each box contains 20 Nos)-02 Boxes	Job	1					
2.	Supplying and fixing floral arrangement using exotic flowers like Cut rose, Caration, Orchids, rose etc., as detailed below including fillers like asparagus for NIT Trichy logo for 3'-4' dia. NIT logo placed on a (approximate) 45 sloped steel structure to give even look as per the instruction of section in charge using foam bricks for holding water, The rate includes	Job	1					



	<p>cost of hire charges for the stand transportation, loding. unloading and other incidental charges etc., complete.</p> <p>Cut rose (Each bunch contains 20 Nos) -20 Bunches Carnation (Each bunch contains 20 Nos) -90 Bunches Asparagus (Each bunch contains 10 Nos)-05 Bunches Foam bricks (Each box contains 20 Nos)-02 Boxes</p> <p>Cut rose (Each bunch contains 20 Nos) -20 Bunches Carnation (Each bunch contains 20 Nos) -90 Bunches Asparagus (Each bunch contains 10 Nos)-05 Bunches Foam bricks (Each box contains 20 Nos)-02 Boxes</p>										
3.	<p>Supplying and fixing of floral arrangement using exotic flowers like Gerbera, Carnation, Anthurium, Gladiolus etc., as detailed below including filless like asparagus for the 6 tiers flower stand (size 4 feet height-2 Nos and 3 feet height-4 Nos) as per the instruction of section in charge using foam bricks for holding water. The rate includes cost of hire charges for the stand transportation, loading, unloading and other incidental charges etc., complete.</p> <p>Gerbera (Each bunch contains 20 Nos) -25 Bunches Golden rod/Fishtail leaves (Each bunch contains 20 Nos) - 10 Bunches Anthurium (Each bunch contains 10 Nos) -18 1Bunches</p>	Job	1								



NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI - 620 015

4.	<p>Supplying and fixing of arrangement using exotic flowers like Orchids, Gladiolusto, as Supplying detailed below like asparagus in the side concrete walls on both sides of maing Fourwith total length of 124 anders hepposite balcony wall for a length of 140 bottom portion using foam bricks for holding water dan escore charges for the stand transportation, loading, unloading and other incidental charges etc., complete.</p> <p>Gerbera (Each bunch contains 20 Nos)-190 Bunches</p> <p>Fishtail/Asparagus (Each bunch contains 10 Nos) -30 Bunches</p> <p>Foam bricks (Each box contains 20 Nos) -10 Boxes</p>	Job	200								
5.	<p>Supplying and fixing of arrangement using exotic flowers like Gladiolus, Carnation, and Orchids etc, as detailed below including fillers like asparagus in the podium &amp; centre table using foam brieks for holding water. The rate includes cost of hire charges for the stand transportation, loading, unloading and other incidental charges etc., complete.</p> <p>Gladiolus (Each bunch contains 20 Nos) - 06 Bunches</p> <p>Dracaena (Each bunch contains 10 Nos) - 10 Bunches</p> <p>Carnation (Each bunch contains 20 Nos) - 08 Bunches</p> <p>Asparagus (Each bunch contains 10 Nos) -10 Bunches</p>	Job	1								



**NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI - 620 015**

	Foam bricks (Each box contains 20 Nos) - 05 Boxes							
6.	Supply of Ornamental plants like Crotons (Petra), Aipinia, Schefflera variegated, Dieffenbachia exotica, 200 Dieffenbachia mariana, Maranta zebrina, Calathena ornate etc., of 1.5 to 20 feet height with manamadurai plants the rate including the cost of plants, transport, loading & unloading, etc., complete. (Variety of plants as mentioned below).	Nos.	200					
7.	Total price (Supplying and Fixing at NIT-T)							
8.	Net cost to be paid by NIT-T							
<b>Note:</b> 1. The above rates inclusive of transportation, shifting, loading & unloading, etc. No other charges expect this can be claimed. Agency shall plan to quote accordingly.								

**Signature & Seal of Vendor**

**Note: The price bid should be submitted only as per the above format. No row shall be left blank. Please indicate 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.**



Potted Plants

S.no	Name of the Plants	Quantity required
1.	Crotons	20
2.	Aglaonema Pink sp	06
3.	Calathea sp	04
4.	Thauma tophyllum xanadu	10
5.	Areca Palms	10
6.	Begonia rex - Purple	10
7.	Begonia rex - light grey	06
8.	Dieffenbachia seguine	04
9.	Dieffenbachia oerstedii	10
10.	Dieffenbachia bowmannii	06
11.	Dracaena Janet Craiy	06
12.	Dracaena white Jewel	04
13.	Dracaena warnocle	10
14.	D.Francans (mass cane)	06
15.	Cycus revoluta	04
16.	Ground orchid purple	14
17.	Peacelily pink & white	10
18.	Anthrrium	10
19.	kalanchoe	10
20.	Rain lily yellow	16
21.	Oxycardium plant – yellow, purple	14
22.	Lauhearth flower	10



**NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI - 620 015**

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

**Annexure – III**

**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.
-----	---	--

1. Name of the Party / Firm / Company / Institute :
2. Address of the Party :
3. City \_\_\_\_\_ Pin Code \_\_\_\_\_
4. E-Mail \_\_\_\_\_ Mobile No: \_\_\_\_\_
5. GST 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**

---



**NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI - 620 015**

**(Annexure – IV)**

**PROCESS COMPLIANCE/ACCEPTANCE OF TENDER CONDITIONS FORM**

**The Form has to be submitted in the Letter Head of the Firm/Company/Enterprises along with appropriate Sign & Seal)**

**The Director,  
National Institute of Technology,  
Trichy – 15**

Sub : Acceptance to the Process related & Terms and Conditions for the- Limited tendering  
Ref. : The Terms & Conditions for e-Tendering mentioned in Tender.  
No. : \_\_\_\_\_

Sir,

We hereby confirm the following.

The undersigned is authorized representative of the company. We have carefully gone through the NIT Tiruchirappalli, Tender Documents and the Rules governing the Limited Tender along with this document. We have examined and have no reservations to the Bidding Documents, including addendum (if any). We offer to supply in conformity with the Bidding Documents and in accordance with the condition of contact specified in this tender document. We will honour the Bid submitted by us during the Limited Tender. We give undertaking that if any mistake occurs while submitting the bid from our side, we will honour the same.

Bid Securing Declaration: - We accept that if we withdraw or modify Bids during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in this bids document, we will be suspended / blacklisted / banned for contracts with National Institute of Technology, Tiruchirappalli

We are aware that if NIT Tiruchirappalli has to carry out e-tender again due to our mistake, NIT Tiruchirappalli has the right to disqualify us for this tender when re floated. Our bid shall be valid for the period from the date fixed for the bid submission deadline & it shall remain binding upon us and accepted at any time before the expiration of bid validity period as per this tender.

We understand that this bid, together with your written acceptance thereof included in your notification of award/placement of order, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive. We accept that the competent authority in NIT Tiruchirappalli will have full right to reject any/all offer(s) without assigning any reason thereof and does not bind itself to accept the lowest or any other tender and full authority to postpone the tender issue date, submission /opening date or to alter any other condition of tender /cancellation of this tender, as per policy/committee recommendations of NIT Tiruchirappalli at any stage without assigning any reason thereof for which no claim from whomsoever will be entertained. I/We the undersigned have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein. The decision of competent authority of NIT Tiruchirappalli with respect to this Tender-Result will be fully agreeable and binding on us.

This letter can be treated as signed and acceptance copy of tender documents and the forms submitted as signed by competent authority of firm submitting this tender and there is no need to submit separate signed copy of tender document.

Competent Authority of the Firm/Company/Enterprises to sign:

Name

Designation

Contact Details

Date with stamp & seal of organization: