



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

**ESTATE MAINTENANCE DEPARTMENT
NOTICE INVITING QUOTATION**

File No.	NITT/Convocation2024/Infrastructure/10	Date:	25.07.2024
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To

(Supplier Address)

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

Name of the Item	:	Providing Shamiana, Carpet & Chairs, etc., for the 20th Convocation - 2024 in Golden Jubilee Convention Hall (GJCH) at NITT.
Quantity Required	:	Lumpsum
Specification	:	(As per enclosed Schedule Annexure – I)
1. Quotation Reference No.	:	NITT/Convocation2024/Infrastructure/10
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
Kind attention to	:	Shri. Akhil Kumar L
Phone	:	0431- 250 3830, 94890 66207
E-mail	:	emd@nitt.edu , akhil@nitt.edu

1. Quotations should be submitted in the format given in Annexure – I and Annexure-II
2. The envelope should contain the following details:

<p style="text-align: center;">“QUOTATION AGAINST ENQUIRY” (Providing Shamiana, Carpet & Chairs, etc., for the 20th Convocation - 2024 in Golden Jubilee Convention Hall (GJCH) at NITT.) NITT/Convocation2024/Infrastructure/10</p> <p>Kind attention to: Shri. Akhil Kumar L Mention the Name, Contact Number & E-mail on the cover.</p> <p>Last date and Time for submitting of quotation: 29.07.2024 before 11.00 AM</p>



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 superscribed on the cover. Kind Attention to: as mentioned in the Page Number 1. NB: Mention the company Name, Contact Number & E-mail id on the cover.
4.	Quotation will be opened on due date at 29.07.2024 at 11.30 AM at the Store and Purchase Section, NIT, Tiruchirappalli 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>Bid Price</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 & 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>e. If any arithmetic mistake in total / GST calculation is observed, the same shall be corrected by the purchaser with an intimation to bidder</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>i. Bids without quoting GST (unless exempted) will be treated as invalid & disqualified.</p> <p>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.</p>
12.	<p>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.</p>
13.	<p>Award of contract</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>Payment: 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>



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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.	GST as applicable

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. Akhil Kumar L (Purchase initiator), ESTATE MAINTENCE DEPARTMENT,
NITT/Convocation2024/Infrastructure/10, akhil@nitt.edu, 9489066207, 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)

Enclosures: 1) Specifications of the equipment	Annexure – I
2) Price Format	Annexure - II
3) Bank Mandate Form	Annexure – III
4) Bid security form	Annexure - IV



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Annexure- I

Specifications of the Items

Ref: NITT/Convocation2024/Infrastructure/10

Date: 25.07.2024

	Specification of NIT-T		Specification of the Supplier
Sl.No	Description	Qty	
1.	Providing Shamiana of good quality firmly erected at the locations identified by NITT.	2800 S.ft	
2.	Providing back drop or side covering with good quality Shamiana at the locations identified by NITT.	6000 S.ft	
3.	Providing stage made up of steel /quality wood frame work with wooden top neatly levelled without any undulations including matching steps at the location identified by NITT.	2688 S.ft	
4.	Providing and spreading new coir mat/carpet on the floor/stage or as directed by NITT.	22315S.ft	
5.	Providing and placing in position PVC molded uniform color chairs as required by NITT at the identified location.	6000 Nos.	
6.	Providing and placing in position of series of rectangular table covered with decent cloth at top as required by NITT at the identified location. (8x4 feet size & 6 feet height - 3 Nos & other sizes as per the requirement)	450 S.ft	
7.	Providing and placing in position of series of temporary stalls made up of aluminum box section of appropriate sections as vertical and horizontal fitted with one side laminated water-resistant panels of decent shade as vertical wall and sloped roof top as required by NITT.	1668 S.ft	



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8.	Providing and placing in position of 200-liter capacity PVC Dustbins with lid as required by NITT at the identified location.	5 Nos.	
9.	Providing and Fixing in position of MS/ERW flag posts on hire basis, for the followings and size of satin cloth color flags heights for functions at required locations.	130 Nos.	
10.	Hiring charges for the video stands (8x12 Feet Size & 4 Ft. Hight – 2 Nos and 10x16 Feet Size & 6 Ft. Hight – 4 Nos) covered with black cloth.	6 nos.	
11.	Providing the following thickness water proof plywood of required sizes for various function on hire basis, 1" Inch thick plywood.	7.4 Sqm	
12.	Providing frill cloth of any color on hire basis for the tables and Teapots of various colors for function arrangements at NITT.	2548 S.ft	
13.	Providing floor mat at identified locations as required by NITT.	14400 S.ft	

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 02-08-2024 (1 pm).



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S.No	Other requirements related to the Work	NITT Requirement	Supplier commitment
1.	Installation required	Yes	
2.	Contract Period	1 day	
3.	Previous Experience	Should have completed similar works within last one year	
4.	Delivery Date	2rd Aug 2024 (01 PM)	
5.		Shipment terms	At NIT-T
6.		Payment Terms	100% Payment after satisfactory delivery/Installation

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)



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Annexure- II

PRICE BID FORMAT FOR BIDDERS

Tender No. & Date : NITT/Convocation2024/Infrastructure/10
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.	Providing Shamiana of good quality firmly erected at the locations identified by NITT.	S.ft	2800					
2.	Providing back drop or side covering with good quality Shamiana at the locations identified by NITT.	S.ft	6000					
3.	Providing stage made up of steel /quality wood frame work with wooden top neatly levelled without any undulations including matching steps at the location identified by NITT.	S.ft	2688					
4.	Providing and spreading new coir mat/carpet on the floor/stage or as directed by NITT.	S.ft	22315					
5.	Providing and placing in position PVC molded uniform color chairs as required by NITT at the identified location.	Nos.	6000					
6.	Providing and placing in position of series of rectangular table covered with decent cloth at top as	S.ft	450					



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	required by NITT at the identified location. (8x4 feet size & 6 feet height - 3 Nos & other sizes as per the requirement)							
7.	Providing and placing in position of series of temporary stalls made up of aluminum box section of appropriate sections as vertical and horizontal fitted with one side laminated water-resistant panels of decent shade as vertical wall and sloped roof top as required by NITT.	S.ft	1668					
8.	Providing and placing in position of 200-liter capacity PVC Dustbins with lid as required by NITT at the identified location.	Nos.	5					
9.	Providing and Fixing in position of MS/ERW flag posts on hire basis, for the followings and size of satin cloth color flags heights for functions at required locations.	Nos.	130					
10.	Hiring charges for the video stands (8x12 Feet Size & 4 Ft. Hight – 2 Nos and 10x16 Feet Size & 6 Ft. Hight – 4 Nos) covered with black cloth.	nos.	6					



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11.	Providing the following thickness water proof plywood of required sizes for various function on hire basis, 1" Inch thick plywood.	Sqm	7.4						
12.	Providing frill cloth of any color on hire basis for the tables and Teapots of various colors for function arrangements at NITT.	S.ft	2548 S						
13.	Providing floor mat at identified locations as required by NITT.	S.ft	14400						
14.	Total price (delivery, installation and commissioning at NIT-T)								
15.	Net cost to be paid by NIT-T								
Note: 1. All the above items are on hiring basis only for one day (03.08.2024) and All the arrangements shall be before ie., 02-08-2024 (1 pm). 2. The above rates inclusive of transportation, shifting, loading & unloading, etc. No other charges expect this ca 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.



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(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.
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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. 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



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(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 refloats. 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: