

**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI
ESTATE MAINTENANCE DEPARTMENT
TIRUCHIRAPPALLI – 620 015**

Tender No: NITT/EMD/30/2013

Name of Work : Supply and erection of temporary shed (1200seater capacity) including wooden flooring, synthetic carpeting, seating, lighting, ceiling fan and audio arrangements etc. for the First Year Orientation Program to be held on 29th July 2013 at the Mechanical Engineering Block Quadrangle in NIT Tiruchirappalli.

Cost of Tender Schedule : Rs. 575/-

Earnest Money Deposit : Rs. 6,000/-

Last Date and Time of Receipt : **Date: 22 - 07 - 2013**
Time: 3.00 P.M

Date and Time of Opening : **Date: 22 - 07 - 2013**
Time: 3.30 P.M

Certified that the tender document contains 7 (Seven) pages only and no alterations and additions have been made by me / us in the tender document.

Signature of the Contractor

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI

TIRUCHIRAPPALLI - 620 015

Tender No: NITT/EMD/30/2013

On behalf of the Director, National Institute of Technology Tiruchirappalli, tenders are invited for Supply and erection of temporary shed (1200seater capacity) including wooden flooring, synthetic carpeting, seating, lighting, ceiling fan and audio arrangements etc for the First Year Orientation Program to be held on 29th July 2013 at Mechanical Engineering Block Quadrangle in NIT Tiruchirappalli, conforming to the specifications and scope of work given in Annexure–1 of this schedule.

1. The tender document can be downloaded from the Institute website (<http://www.nitt.edu/home/other/tenders/>). The tender document shall be submitted along with two demand drafts, one demand draft for **Rs.575/- drawn in favour of The Director, NIT Tiruchirappalli towards cost of tender schedule and the other demand draft for Rs.6,000/- drawn in favour of The Director NIT Tiruchirappalli, Tiruchirappalli-15 towards Earnest Money Deposit (EMD)**. If you are in a position to quote in accordance with the requirements stated in the attached schedule, please submit your tender by specifying your rates in the space provided in the prescribed tender form itself along with demand drafts (obtained on or after the date of issue of tender).

2. Preparation of Tender:

- 2a. In the event of space on the schedule form being insufficient for the required purpose, you have to submit the rates in the letter head of your company clearly mentioning S.No. and other relevant particulars. Each such additional page must be numbered consecutively, bearing the Tender Number and be fully signed by you. In such cases reference to the additional pages must be made in the tender form.
- 2b. You should quote your rate only for our scope / specification requirements in the format issued.

3. Signing of Tender:

The Tender is liable to be rejected if complete information is not given therein or if the particulars and the date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and important conditions referred to in Annexure enclosed herewith. Each page of the tender documents required to be signed and bears the official seal of the tenderers.

4. Delivery of Tender:

- 4a. The Original copy of the Tender is to be submitted in a single cover.
- 4b. The cover should be sealed and addressed to the Director, NITT

The tender cover should be sent to:	THE DIRECTOR NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI TIRUCHIRAPPALLI-600 015
LAST DATE for receipt of Tender	22-07-2013 before 3.00 PM.

4c. The Tender Cover should be superscribed on the left hand side **"TENDER No. NITT/EMD/30/2013"**.

4d. Tender which fails to comply with the above instructions is liable to be rejected.

4e. Tender should be sent either by REGISTERED POST WITH ACKNOWLEDGEMENT DUE OR THROUGH A MESSENGER. If the Tender is sent through a messenger, the same has to be dropped in the DISPATCH SECTION in the office of the Registrar (Administrative Building, NIT Tiruchirappalli) before 3.00 PM on the due date.

5. Opening of Tenders: You are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and the date specified in the Schedule. Tenders will be opened on 22.07.2013 at 3.30pm in the administrative building of NITT

6. Validity: The tender rate should be kept valid for **Ninety (90) days** from the due date of submission thereof and not to make any modifications in terms and conditions.

7. Prices:

- 7a. The prices quoted must be net per unit shown in the schedule and must include delivery charges and other statutory levies.
- 7b. **The prices quoted by the Tenderer should be inclusive of Sales Tax / Service Tax /VAT and other statutory levies.**
- 7c. **No price revision, changes in the scope / specification already given or changes in the terms and conditions etc during the contract period is acceptable.**

8. Terms of Delivery: The complete scope of work defined in this tender document shall be completed by 28th July 2013 FN for inspection and verification by Institute authorities.

9. Right of Acceptance: The National Institute of Technology, Tiruchirappalli-620 015 does not bind itself to accepting the whole or any part of the Tender or portion of the quantity offered.

10. Communication of Acceptance: Acceptance by the Institute will be communicated by Post, if required, and the Company's acceptance to be communicated to us formally in writing. The Institute shall not be responsible for the late receipt of tender documents due to postal and or any other delay.

Annexure - 1

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI 620 015 ESTATE MAINTENANCE DEPARTMENT

In the event of the date of opening of tender being declared a closed holiday for the National Institute of Technology Tiruchirappalli the due date for opening will be in the following working day.

Item No	Description of item	Unit	Quantity	Rate per unit in Rs (Figures & words)	Amount in Rs
1.	Hire charges for supply and erection of temporary shed / tent using prefabricated steel structure with G.I. sheet roofing as approved by NIT Tiruchirappalli. The size of shed shall be 40m x 20m. The contractor shall obtain prior approval from NIT Tiruchirappalli for the shed / tent layout, design and other fixture. The rate quoted shall be inclusive of G.I sheet covering for the structure, NITT approved neat and ambient fabric for tent / shed ceiling, plywood wooden flooring with frame and Jackie system, carpet over plywood flooring including entrance path, ensuring high level of human comfort and necessary safety arrangements, labour charge, transportation & Installation, materials and taxes and levies etc, complete.	Sqm	800		
2.	Hire charges for supply of good quality armless plastic chairs as approved by NIT Tiruchirappalli.	Each	1500		
3.	Hire charges for supply of Ceiling Fans as approved by NIT Tiruchirappalli - installation, and operation, labour etc... complete..	Each	80		
4.	Hire charges for supply of Tube Lights as approved by NIT Tiruchirappalli - installation, and operation, labour etc... complete..	Each	80		
5.	Hire charges for mike and speaker system, installation, and operation, labour etc... complete.	Job	1		
Total amount in Rs					

Total amount in words

(Rs).....only

IMPORTANT NOTE:

1. All pages of tender documents should be filled in and returned duly signed.
2. All the above works should be completed within the time frame as given in S.No.8 Page No.3.
3. **Fax & E-mail quotations will not be accepted.**
4. Total inclusive price should be quoted in nearest Rupee.
5. After completion of the function, the place shall be neatly cleaned by the contractor. No debris / foreign materials will be allowed to be left inside the campus.
6. The contractor shall make sure proper safety arrangements in the temporary shed / tent during erection, commissioning and function of the shed.

Signature of the Contractor

IMPORTANT CONDITIONS

The following instructions are to be followed meticulously FAILING WHICH YOUR OFFER WILL NOT BE CONSIDERED:

1. Please mention the TNGST/CST/VAT No and Area Code. All of your future correspondences including Invoices should bear the TNGST/CST/VAT No. and Area Code.
2. Quotations should be submitted in Wax Sealed Cover. The quotation should be duly filled in the space provided in the issued format only. Quotes given by the tenderers in their own format/letter heads will not be considered at all.

3. **Delivery Period:**

The delivery of item should be made only on receipt of purchase order from the Institute. The work should be completed within **the time schedule given in the S.No:8 / page:3 of this document.** No extension of time will be allowed. Any delay beyond the time indicated above will be viewed seriously and EMD amount will be forfeited and further action will be taken for removing them from our future enquiry.

4. No Advance Payment will be made for the purchase.

ANNEXURE -2

INSTRUCTIONS & SPECIAL CONDITIONS

(To be returned by Tenderer along with the Tender duly signed)

1. GENERAL:

Tenderer should furnish clear declaration as follows:

We declare that I am/we are (tick appropriate sl no.)

- i) An individual;
- ii) A proprietary;
- iii) A Firm in partnership;
- iv) A Limited Company or Corporation.

2. CONDITIONS OF CONTRACT:

Printed or cyclostyled of such terms and conditions of the tenderer, not appearing in the body of the tender will not be considered as forming part of the tender. Tenderer should quote on the basis of the conditions referred to in Para No.1 of the invitation to tender and tender papers.

3. PRICE:

- i) Prices must be in Rupees and Paisa.
- ii) The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit.
- iii) Prices quoted should be for Hire charges and supply at NIT Tiruchirappalli.
- iv) Discount has to be indicated prominently in terms of percentage only.
- v) **No price revision, changes in the specification will be entertained after the opening of the tender.**

4. TRANSIT AND ANY OTHER INSURANCE:

The Purchaser will not pay separately for transit and any other Insurance.

5. PAYMENT:

- i) Payment will be made only after completion of all works including removal of sheds, fixture and cleaning of venue to the entire satisfaction of the Institute authorities.
- ii) No Advance Payment will be made.

6. TENDERER SHALL SUBMIT ALONG WITH HIS TENDER:

- i) PAN No. of the company along with proof of PAN card.
- ii) Name and full address of the Banker and their swift code and other bank details.
- iii) Proof of having ISO or other equivalent certification given by appropriate authorities.
- iv) Proof of registration with sales tax /VAT authorities like registration/ TIN number, range etc. in clear terms.

7. SECURITY DEPOSIT:

Earnest Money Deposit (EMD)	Rs.6000/- (Rupees six thousand only)in the form of demand draft drawn in favour of The Director, National Institute of Technology, Tiruchirappalli.
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EMD has to be paid along with the tender in the form of Demand Draft drawn in favour of The Director, National Institute of Technology Tiruchirappalli 620 015 payable at the State Bank of India, NIT Branch, Tiruchirappalli 620 015. This Earnest Money will be returned to the unsuccessful tenderer after the final disposal of the tenders. EMD will not carry any interest. The EMD will be retained in the case of successful tenderer. The EMD paid will be refunded only after the completion of all works including removal of sheds, fixture and cleaning of venue to the entire satisfaction of the Institute authorities. EMD will not be waived under any circumstances. EMD will be forfeited in the case of non-execution of the order within the due date. Non submission of EMD will lead to rejection of tender at the opening stage itself.

8. JURISDICTION:

All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the Tiruchirappalli jurisdiction only.

9. ACKNOWLEDMENT

It is hereby acknowledged that we have gone through all the points listed in the main Pages No. 1 to 5, those in the accompanying note on "Important Conditions" in Page No. 5, and under "Instructions & Special Conditions" in Page No. 6 & 7 outlined above, and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-compliance of the conditions.

Signature of the Contractor