

**NATIONAL INSTITUTE OF TECHNOLOGY
GOA -403401**

(Form to be used for works below Rs.5 lakh)

Limited Tender Enquiry

Enquiry No: NITGOA/LT/IRA/2017/OW/ 246 .

Date: 05/05/2017 .

Important Dates

To

Event	Date	Time
Pre-bid Conference	-	-
Last Date of submission of quotation	25-05-2017	05:00PM
Technical Bid Opening date	26-05-2017	11:00AM
Financial Bid Opening date	29-05-2017	11:00AM

Dear Sir,

We intend to purchase the commodities specified below and invite quotations in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer with prices and complete terms within the time mentioned above.

Please send your quotation to:

<p>Director NATIONAL INSTITUTE OF TECHNOLOGY GOA-403401</p>

Yours sincerely,

RLC M
Director

National Institute of Technology
Goa

Encl:

- (1) Schedule of requirement, specifications, dates etc.
- (2) Bid document containing detail terms and conditions.

1. **Schedule of requirements**

Sl. No.	<u>Name of Work</u>
1.	Making sitting arrangement for staff of Administrative section in NIT Complex at Farmagudi

2. **Specifications and allied Technical Details**

Enclosed at Annexure – I

3. **Format of Quotation** (tick appropriate box)

It is a Single bid; please give all technical specifications and price bid in one envelope.

OR

It is a two-part bid with separate techno-commercial and price bids. Please see item 1.12 of instructions for method of bidding.

4. The bid envelope should be super-scribed with

Bid for Making sitting arrangement for staff of Administrative section in NIT Complex at Farmagudi Enquiry No. NITGOA/LT/IRA/2017/OW/ 246

5. Quotations should be valid for a period of 90 days from the closing date of the bid.

6. **Some important dates:**

i.	Pre-bid Conference:	Date: <u> </u> - <u> </u> - <u> </u>	Time: <u> </u> - <u> </u>
ii.	Last date for receipt of quotation:	Date: 25-05-2017	Time: 05:00PM
iii.	Opening of techno-commercial bid:	Date: 26-05-2017	Time: 11:00AM
iv.	Opening of Financial bid:	Date: 29-05-2017	Time: 11:00AM

7. **Warranty** as applicable must be provided.

8(a) **Excise Duty:** Please state applicable excise duty as a separate item.

8(b) **Taxes and Duties:** Any taxes should be quoted inclusive in price bid/schedule column in Price Bid

9. **Bid Security** (See Item 2.8 of instructions): **Rs. 10,000** /- (Rupees Ten thousand only).

10. **Performance Security** (See Item 2.10 of instructions): **5%** of gross order value.

11. Please go through the enclosed "bid document" carefully for other bidding instructions.

12(a) Please send your quotations by Registered/Speed Post to:

Director National Institute of Technology Goa -403401
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OR

(b) drop the quotation in the office of the normal working hours of the Institute.

13. For clarifications if any, please contact **0832-2404206**

(Contd.)

NATIONAL INSTITUTE OF TECHNOLOGY
GOA-403401
BID DOCUMENT

1. Instructions to the bidders

- 1.1 Sealed bids are invited on behalf of the Director, National Institute of Technology (NIT), Goa – 403401, from the intending bidders for supply of the goods/stores/ equipments/ services for the Institute as detailed in the enquiry letter.
- 1.2 The bidders should quote the technical and financial bid separately in two separate envelopes duly superscripted on the envelope as **Technical bid/ financial bid for Making sitting arrangement for staff of Administrative section in NIT Complex at Farmagudi** and their offer/rates in clear terms without ambiguity and EMD should be enclosed in Technical Bid envelope.
- 1.3 The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible. Manufacturer's price-list, where applicable, should be submitted along with the bid.
- 1.4 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 1.5 The last date for receipt of the bid is marked in the enquiry. In case the above date is declared a holiday for NIT Goa, and the bids will be received up to the appointed time on the next working day.
- 1.6 There may be a pre-bid conference in the office of the Department as per schedule given under at the top of the document. NIT Goa for clarifying issues and clearing doubts, if any, about the specification and other allied technical details of the plant, equipment and machinery projected in the bidding document. The prospecting bidders may attend this pre-bid conference at the appointed date, time and place. In case the said date is declared a holiday for the NIT Goa, the pre-bid conference shall be held at the appointed time and place on the next working day.
- 1.7 The bids may be sent by registered or speed post, so as to reach the office NIT Goa before the last date of receipt, or alternatively, be dropped in the office of the normal working hours of the Institute.
- 1.8 If a prospective bidder requires any clarification in regard to the bidding documents, he/she can contact on 0832-2404206 before the deadline for receipt of bids.
- 1.9 Bids received after the deadline of receipt indicated in para 1.5 above, shall not be taken in to consideration.

- 1.10 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
- 1.11 The cover containing the bid must be sealed and super-scribed "Bid for **making sitting arrangement for staff of Administrative section in NIT Complex at Farmagudi** vides Enquiry No. NITGOA/LT/IRA/2017/OW/246 dated 05/05/2017 as given under item of the enquiry.
- 1.12 The bids shall be opened in the office at the date and time given on the top of the document. The bidders may send their authorized representatives to attend the bid opening, if they so desire. In the event of the above bid opening date being declared holiday for the NIT Goa, and then the bids will be opened at the appointed time and place on the next working day.
- 1.13 The bidder has to put seal and sign in full at all pages of the bidding document including all annexures and price bid failing which the bidder will be disqualified.
- 1.14 That the contractor shall comply with the provision of the contract labour (Regulation and abolition) Act 1970 and the rules made there under as extended by the contract labour (Regulation and Abolition) Rules 1974

2. Conditions of the bid

- 2.1 The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance and all other incidental charges mentioned separately.
- 2.2 The goods/works are required to be delivered/completed at the indenting Department of NIT Goa, and must be dispatched/completed within 21 days from the date of placement of the supply of order under the risk and arrangement of the bidder and offers with delivery/works beyond the above period shall be treated as unresponsive. In case the delivery/works time is higher, the same must be mentioned clearly in the quotation.
- 2.3 If insisted, samples shall be provided by the supplier at the entire cost and risk of the supplier.
- 2.4 The bid should remain valid for a period of 90 days from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation.
- 2.5 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
- 2.6 The goods offered should strictly conform to the specification and technical details mentioned in Para below.
- 2.7 The Institute may like to conduct pre-dispatch inspection of goods, where applicable.
- 2.8 The bid is to be accompanied with "Bid Security" (*Earnest Money*) for an amount stated in the enquiry, in the form of Account Payee Demand Draft, in favour of Director, NIT Goa from any Commercial Bank with validity period of 30 days beyond the final bid

validity period. The bid security shall be forfeited, if the bidder withdraws during the bid validity period.

- 2.9 The successful bidder may furnish "Performance Security" for an amount specified in the enquiry, in the form of Account Payee Demand Draft, and/or unconditional Bank guarantee en-cashable on demand from the Director, NIT Goa, from a Commercial Bank with validity period of sixty days beyond the date of completion of all contractual obligations of supplier including guarantee/ warranty obligations. The Performance Security is to be furnished in favour of the Director, National Institute of Technology ,Goa, within ten days of intimation, failing which his bid security will be forfeited.

Alternatively, fixed percentage of the cost of the stores as stated in the enquiry may be retained by the Institute in its Maintenance Fund towards performance security, which will be released One month after the completion of warranty period.

- 2.10 If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, it will be open to the Director, NIT Goa to recover liquidated damage from the firm at the rate of 1 percent of the value of undelivered goods/ uncompleted services per month or part thereof, subject to a maximum of 5 percent of the value of undelivered goods/ uncompleted services. Alternatively, it will also be opened to the Director, to arrange procurement of the required goods from any other source at the risk and expenses of the bidder.
- 2.11 The successful bidder may be required to execute a contract, where applicable.
- 2.12 Payment (100 percent) will be made by Account Payee Cheque/Bank Draft, within 30 days from the successfully completion of works/ installation or receipt of the goods in good condition or receipt of the bill, commissioning of the equipment, where applicable, whichever is later/latest.
- 2.13 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT Goa shall be final.
- 2.14 The bid document/resultant contract will be interpreted under Indian Laws.
- 2.15 Any disputes arising out of this enquiry shall be dealt in the Goa jurisdiction.
- 2.16 Intending Contractor/Firms should have completed at least one work of at least 4 lakh in the last one year in any central or state government organization.
- 2.17 Copy of registration of contractor either from CPWD or PWD, eligible to carry out the work as per the CPWD or PWD ceiling.(self-attested)
- 2.18 The bidder has to furnish following documents along with the bid
- 2.18.1 PAN No: (With photo copy).-(self-attested)
 - 2.18.2 Photocopy of VAT Registration Certificate (Renewed)-(self-attested)
 - 2.18.3 Photocopy of latest VAT Return (Self-certified)
 - 2.18.4 Photocopy of Income Tax Return for the last three Assessment year i.e. (A.Y. 14-15, A.Y. 15-16 and A.Y. 16-17)-self attested


Director

ANNEXURE-I

Name of Work: Making sitting arrangement of Administrative section in NIT Complex at Farmagudi

<u>Sl.N</u> <u>o</u>	<u>Description of Work</u>	Vendor	
		Technical specification (YES / NO)	Remark
1.	Providing and fixing powder coated aluminum partition using aluminum glazing clip, board, glass, screws, etc. complete (90 M ²)		

Note: The above format should be on letter head of the firm with the signature of Authorized Signatory.

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Price Bid

Sl.No	Name of item with Description	Unit	Qty.	Rate	Amount
1.	Providing and fixing powder coated aluminum partition using aluminum glazing clip, board, glass, screws, etc. complete	M ²	90		
Total					
VAT/CST @ _____					
Service Tax against the service portion					
Others charges (Mention if any)					
Grand Total Amount in Rs.					

Note: The above format should be on letter head of the firm with the signature of Authorized Signatory