

**NATIONAL INSTITUTE OF TECHNOLOGY
GOA -403401**

(Form to be used for purchases above Rs.2.50 lakhs and below Rs. 25 lakhs)

Limited Tender Enquiry

Enquiry No: NITGOA/HOSTELS/2017-18/OW/ 14

Date: 09-01-2018

Important Dates

To

Event	Date	Time
Pre-bid Conference	-	-
Last Date of submission of quotation	29-01-2018	12:30PM
Technical Bid Opening date	29-01-2018	02:30PM
Financial Bid Opening date	30-01-2018	10:00AM

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:

Director NATIONAL INSTITUTE OF TECHNOLOGY GOA-403401
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Yours sincerely,



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.	Name of Equipment	No's Required
1.	Hostel Mess Table	12

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 **Hostel Mess Table** Enquiry No. NITGOA/HOSTELS/2017-18/OW/ 14
dated 09-01-2018

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: ____ - ____	Time: ____ - ____
ii.	Last date for receipt of quotation:	Date: 29-01-2018	Time: 12.30 P.M.
iii.	Opening of techno-commercial bid:	Date: 29-01-2018	Time: 02.30 P.M.
iv.	Opening of Financial bid:	Date: 30-01-2018	Time: 10.00 A.M.

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

8(a) **GST:** The Institute is not authorized to give any forms related to tax. GST should be charged according to applicable rates.

8(b) **Entry Tax:** The State of Goa charges entry tax on all goods entering the State. Please include it in your quotation.

- 8 (c) **Custom and Excise Duty:** The Institute is authorized to give Custom and Excise Duty Exemption Certificate. **Custom and Excise Duty** should be charge accordingly (if applicable).
9. **Bid Security** (See Item 2.8 of instructions): **Rs. 10,000/-**
10. **Performance Security** (See Item 2.10 of instructions): **05%** 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

OR

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

13. For clarifications if any, please mail to grprashanth@nitgoa.ac.in

National Institute of Technology Goa
Farmagudi, Ponda-Goa 403 401

(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 Hostel Mess Table** and their offer/rates in clear terms without ambiguity and EMD should be enclosed in separate envelope super scribed as “EMD”.
- 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 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 may mail to grprashanth@nitgoa.ac.in at least 15 days 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 **Hostel Mess Table** vide Enquiry No. **NITGOA/HOSTELS/2017-18/OW/ 14** dated **09-01-18** 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 The Director NIT GOA and its successors reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

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 are required to be delivered at the indenting Department of NIT Goa, and must be dispatched 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 beyond the above period shall be treated as unresponsive. In case the delivery 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. The installation of the equipments and training cum demo should be provided.
- 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 Annexure-I.
- 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 Any Liability regarding GST will be of supplier of products.
- 2.10 Period of guarantee/warranty, where applicable, should be specified in the bid.
- 2.11 The successful bidder must 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.

- 2.12 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 per month or part thereof, subject to a maximum of 5 percent of the value of undelivered goods. 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.
- 2.13 The successful bidder may be required to execute a contract, where applicable.
- 2.14 Payment (*100 percent*) will be made by Account Payee Cheque/Bank Draft, within 30 days from the installation or receipt of the goods in good condition or receipt of the bill, commissioning of the equipment, where applicable, whichever is later/latest.
- 2.15 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.
- 2.16 The Director NIT GOA and its successors reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.
- 2.17 The bid document/resultant contract will be interpreted under Indian Laws.
- 2.18 Any disputes arising out of this enquiry shall be dealt in the Goa jurisdiction.
- 2.19 After installation, it is the responsibility of the bidder to look into the issue that the system functions without any problem as per the Institute requirements.
- 2.20 Criteria for Evaluation in Technical Bid
a) Proof of establishment of Firms/shop/business/ manufacturing unit etc.
b) Valid EMD
c) PAN No: (With photo copy) of firms/proprietor.
d) Photocopy of GST Registration Certificate.
e) Technical Specification- The bidder will qualify technically if the bidder meets technical specifications of all the items. The committee reserves the right to look into the compatibility issues with respect to the technical specifications quoted.
- 2.21 Criteria for Evaluation in Financial Bid
The financial bid(s) shall be evaluated on the basis of the total lowest rates quoted for all the equipments mentioned in schedule of requirements.
The words in price bid such as extra will entitle for disqualification of bidders.
Conditional bids will not be accepted and will be liable for disqualification.



Director
NIT-Goa

Annexure-I

Name of the Equipment: HOSTEL MESS TABLE

Sl.No	<u>Specification of Equipment</u>	Vendor	
		Technical specification (YES / NO)	Remark
1.	Top made out of St. Steel, 16 Swg With Six St. Steel round chair (three on either sides). The table legs, supporting Pipe and the chair legs are 1.5" dia S.S. Pipe. The legs of the table and chair are provided with adjustable nylon bullet Feet. Size: 72"x 30"x 30" Ht		

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

Price Bid

S.No	Name of item with Description	Rate/Unit	Quantity	Total in Rs.
<u>1</u>	Hostel Mess Table		12	
Installation, Commissioning and Testing- charges (if any)				
Total in Rs. (Before taxes)				
Taxes				
Others charges if any, please specify				
Grand Total Amount in Rs. (All Inclusive)				

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

