

**NATIONAL INSTITUTE OF TECHNOLOGY
GOA -403401**

(Form to be used for purchases above Rs.1.0 lakh)

Limited Tender Enquiry

Enquiry No: NITGOA/LT/DeanP&D/2018-19/10w/1258

Date: 18/4/2018

Important Dates

To

Event	Date	Time
Pre-bid Conference	-	-
Last Date of submission of quotation	25-04-2018	03:00PM
Technical Bid Opening date	25-04-2018	03:30PM
Financial Bid Opening date	26-04-2018	10:00AM

Dear Sir,


We intend to purchase the commodities mentioned below and invite bids 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

Yours sincerely,



Registrar I/C

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 Items</u>	<u>Qty.</u>
1.	Providing and fixing PVC blinds (EX126)	140
2	Providing and fixing vertical blind (02 Ivory)	837

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 SUPPLYING AND FIXING VERTICAL BLINDS IN VARIOUS ROOMS OF NIT GOA Enquiry No. NITGOA/LT/DeanP&D/2018-19/ _____

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: 25-04-2018	Time: 03:00PM
iii.	Opening of techno-commercial bid:	Date: 25-04-2018	Time: 03:30PM
iv.	Opening of Financial bid:	Date: 26-04-2018	Time: 10:00AM

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. 6,000/-** (Rupees Six thousand only).

10. **Performance Security** (See Item 2.10 of instructions): **05%** of gross order value. This will be refunded within two months after a period of one year from the date of work completion period.
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 mail to dean.pd@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 and fixing of goods mentioned in Annexure-I.
- 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 SUPPLYING AND FIXING VERTICAL BLINDS IN VARIOUS ROOMS OF NIT GOA** 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.
- 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 work 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 dean.pd@nitgoa.ac.in
- 1.9 Bids received after the deadline of receipt indicated in tender document, 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 **SUPPLYING AND FIXING VERTICAL BLINDS IN VARIOUS ROOMS OF NIT GOA** vide Enquiry No. NITGOA/LT/Dean P&D/2018-19/ ___ dated ___ 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.

2. Conditions of the bid

- 2.1 The samples of the blinds to be put in the various rooms of NIT Goa have been kept in the administrative office. The bidders should quote according to the material required by NIT Goa.
- 2.2 The quote by the bidders is deemed to be treated as they have seen the sample before quoting.
- 2.3 The supply and fixing will be strictly as per specification
- 2.4 The rates quoted should preferably be net, inclusive of all taxes and charges.
- 2.5 The work should be completed within 07 days of receiving the order.
- 2.6 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.
- 2.7 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
- 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 should 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 period of one year of successful work completion.

- 2.10 If the successful bidder, on receipt of the work order, fails to execute the order within the stipulated period, in full or part, it will be open to the Director, NIT Goa to cancel the order at any time thereafter and contractor will have no claim over the Bill payment.
- 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 work.
- 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 NIT GOA reserves the right to reject any or all bids without assigning
- 2.15 The bid document/resultant contract will be interpreted under Indian Laws.
- 2.16 Any disputes arising out of this enquiry shall be dealt in the Goa jurisdiction.
- 2.17 Technical bid eligibility criteria
- 2.17.1 PAN No: (With photo copy).
- 2.17.2 Photocopy of GST Registration Certificate.
- 2.17.3 Signed and stamped copy of Annexure I
- 2.17.4 Signed and stamped copy of Tender document
- 2.17.5 Filled bidder information sheet mentioned at the end of Tender document.
- 2.18 2.18 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 item together.
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



Registrar I/C
NIT-Goa

ANNEXURE-I

Name of Item: SUPPLYING AND FIXING VERTICAL BLINDS IN VARIOUS ROOMS OF NIT GOA

Sr. No	Description of Items	Unit	Yes/ No
1	Providing and fixing PVC blinds (EX126)	Sq. Ft.	
2	Providing and fixing vertical blind (02 Ivory)	Sq.Ft	

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

Price Bid

Name of Item: SUPPLYING AND FIXING VERTICAL BLINDS IN VARIOUS ROOMS OF NIT GOA

Sr. No	Description of Items	Unit	Qty	Rate per unit	Total in Rs.
1	Providing and fixing PVC blinds (EX126)	Sq. Ft	140		
2	Providing and fixing vertical blind (02 Ivory)	Sq.Ft	837		
<u>Total in Rs. (before taxes)</u>					
<u>Taxes</u>					
<u>Grand Total in Rs. (in words)</u>					
<u>Grand Total in Rs. (in figures)</u>					

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

Bidder Information Sheet

<u>1</u>	<u>Company Name</u>	
<u>2</u>	<u>company Registration Number</u>	
<u>3</u>	<u>Registered Address</u>	
<u>4</u>	<u>Name of Partners / Directors</u>	
<u>5</u>	<u>BidderType</u>	
<u>6</u>	<u>City</u>	
<u>7</u>	<u>State</u>	
<u>8</u>	<u>Postal Code</u>	
<u>9</u>	<u>PAN/TAN Number</u>	
<u>10</u>	<u>Company's Establishment Year</u>	
<u>11</u>	<u>Company's Nature of Business</u>	
<u>12</u>	<u>Company's Legal Status</u>	
<u>13</u>	<u>Company Category</u>	
<u>14</u>	<u>Contact Person Name</u>	
<u>15</u>	<u>Date Of Birth (DD/MM/YYYY)</u>	
<u>16</u>	<u>Correspondence Email</u>	
<u>17</u>	<u>Designation</u>	
<u>18</u>	<u>Phone</u>	
<u>19</u>	<u>Mobile</u>	

Note: If the information is not pertaining to the bidder, in third column he should specify as “Not Applicable” the information sheet should be sealed and signed