

NATIONAL INSTITUTE OF TECHNOLOGY
GOA -403401

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

Tender Enquiry

Enquiry No: NITGOA/LT/DeanP&D/2018-19/ 383

Date: 26-06-2018

Important Dates

To

Event	Date	Time
Pre-bid Conference	-	-
Last Date of submission of quotation	06-07-2018	10:30AM
Technical Bid Opening date	06-07-2018	11:00AM
Financial Bid Opening date	06-07-2018	02:30PM

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
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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 window in D3 Hostels (Girls Hostel)	15
2.	Repairing of windows in D3 Hostels (Girls Hostel)	02
3.	Providing and fixing window in D1 Hostels (Boys Hostel)	01
4.	Providing and fixing window in D6 Hostels (Boys Hostel)	10
5.	Providing and fixing glass in D6 Hostels (Boys Hostel)	15

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 Name of Item: Providing and fixing Windows, glasses and repairing of windows in Hostels Enquiry No. NITGOA/LT/DeanP&D/2018-19/ 383

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: 06-07-2018	Time: 10.30AM
iii.	Opening of techno-commercial bid:	Date: 06-07-2018	Time: 11:00AM
iv.	Opening of Financial bid:	Date: 06-07-2018	Time: 02:30PM

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

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

- 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 expiration of warranty period.

Note: Performance security should be in the form of Demand Draft in favour of “Director NIT Goa” or will be adjusted against EMD amount, bill amount.

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.)

Form PPIM-1B
[Para 1.17 (ii)]

**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 Name of Item: Providing and fixing Windows, glasses and repairing of windows in Hostels** 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 **Name of Item: Providing and fixing Windows, glasses and repairing of windows in Hostels** vide Enquiry No. **NITGOA/LT/Dean P&D/2018-19/383** dated 26-06-18 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.

2. Conditions of the bid

- 2.1 The rates quoted should preferably be net, inclusive of all taxes and charges.
- 2.2 The requirement specified in the document is customized and should adhere to the requirement of the hostels. The windows after the repair should firmly fit without any problem. The bidders are advised to visit the site for measurement before bidding and the kind of repair needed for the windows.
- 2.3 The quote by the bidders is deemed to be treated as they have seen the existing conditions of the windows before quoting and they have clarified of all the requirements before quoting.
- 2.4 The execution of the work should be as per the requirement of the Institute.
- 2.5 Filling of PFMS Mandate form mentioned at the end of tender document is compulsorily.
- 2.6 Quality of the work will be checked based on the specification mentioned in document.
- 2.7 The work should be completed within 10 days of receiving the order.
- 2.8 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.
- 2.9 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
- 2.10 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.

- 2.11 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.
- 2.12 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.
- 2.13 Director NIT Goa also reserves the right to recover the liquidate damage @0.5% of undelivered goods per week or part thereof OR to recover the liquidate damage @0.5% of order value per week for the work completed beyond scheduled time whichever is applicable.
- 2.14 The successful bidder may be required to execute a contract, where applicable.
- 2.15 Payment (100 percent) will be made by Account Payee Cheque/Bank Draft, within 30 days from the successfully completion of work.
- 2.16 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.
- 2.17 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 Technical bid eligibility criteria
 - 2.19.1 PAN No: (With photo copy).
 - 2.19.2 Photocopy of GST Registration Certificate.
 - 2.19.3 Signed and stamped copy of Annexure I
 - 2.19.4 Signed and stamped copy of Tender document
 - 2.19.5 Filled bidder information sheet mentioned at the end of Tender document
 - 2.19.6 Valid EMD
 - 2.19.7 Filling of PFMS Mandate Form
- 2.20 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: Providing and fixing Windows, glasses and repairing of windows in Hostels

1. Providing and fixing window in D3 Hostels (Girls Hostel)

<u>Sr. No</u>	<u>Description of Items</u>	<u>Unit</u>	<u>Qty</u>	<u>Yes/ No</u>
1	Window size: 3.3sq.ftx3.3sq.ft (06 windows) Window size: 3.3sq.ftx1.65sq.ft (09 windows)	Nos.	15	

2. Repairing of windows in D3 Hostels (Girls Hostel)

<u>Sr. No</u>	<u>Description of Items</u>	<u>Unit</u>	<u>Qty</u>	<u>Yes/ No</u>
1	Repairing of windows	Nos.	2	

3. Providing and fixing window in D1 Hostels (Boys Hostel)

<u>Sr. No</u>	<u>Description of Items</u>	<u>Unit</u>	<u>Qty</u>	<u>Yes/ No</u>
1	Window Size:3.55sq.ftx1.95sq.ft	Nos.	01	

4. Providing and fixing window in D6 Hostels (Boys Hostel)

<u>Sr. No</u>	<u>Description of Items</u>	<u>Unit</u>	<u>Qty</u>	<u>Yes/ No</u>
1	Window Size: 05sq.ft x 04 sq.ft	Nos.	10	

5. Providing and fixing glass in D6 Hostels (Boys Hostel)

<u>Sr. No</u>	<u>Description of Items</u>	<u>Unit</u>	<u>Qty</u>	<u>Yes/No</u>
1	Window Size: 1.1 sq.ft x 1.15 sq.ft	Nos.	15	

Note: The window size may vary so it is advised for the bidders to measure the size of window

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

Price Bid

Name of Item: Providing and fixing Windows, glasses and repairing of windows in Hostels

Sr. No		Unit	Qty	Rate per unit in Rs.	Total in Rs.
1	Providing and fixing window in D3 Hostels (Girls Hostel)	Nos.	15		
2	Repairing of windows in D3 Hostels (Girls Hostel)	Nos.	02		
3	Providing and fixing window in D1 Hostels (Boys Hostel)	Nos.	01		
4	Providing and fixing window in D6 Hostels (Boys Hostel)	Nos.	10		
5	Providing and fixing glass in D6 Hostels (Boys Hostel)	Nos.	15		
<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”

Date:-

PFMS Mandate Form

Sr. No	Details Required	Information
1	Name of Vendor/Supplier	
2	Payment in Favor of	
3	Bank Name & Branch	
4	Account No	
5	IFSC Code	
6	Swift Code	
7	GST No	
8	PAN No	
9	Aadhar No (If any)	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible.

Stamp/ seal and Signature of Vendor/Supplier