

**NATIONAL INSTITUTE OF TECHNOLOGY
GOA -403401**

(Form to be used for purchases above Rs2.50 lakh)

Limited Tender Enquiry

Enquiry No: NITGOA/PUR/LT/2017/192

Date: 12/04/2017

Important Dates

To

Event	Date	Time
Pre-bid Conference		-
Last Date of submission of quotation	27-04-2017	05:00 PM
Technical Bid Opening date	28-04-2017	11.00 AM
Financial Bid Opening date	01-05-2017	11.00 AM

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.	Description of Goods/Service	units	Quantity
1	Providing and placing L-Shaped workstation made up of 25mm thick marine ply with lamination with pvc edge bending with minifix fittings table top size 1350mm x 1350mm xht.750mm(Total height 1000mm)along with MS key board,cpu trolley and electrical points of 6A X 230 Volt 5 pin socket 2nos outlet point controlled by 2.no. 10/16 A Switch for UPS power supply fixed at modular partition along	Per Person	4
2	Providing and placing Linear workstation made up of 25mm thick marine ply with lamination with pvc edge bending with minifix fittings table top size 900mm x 600mm xht.750mm(Total height 1000mm)along with MS key board,cpu trolley and electrical points of 6A X 230 Volt 5 pin socket 2nos outlet point controlled by 2.no. 10/16 A Switch for UPS power supply fixed at modular partition along with electrical wiring above table	Per Person	66
3	Providing and placing Lab table made up of 25mm thick marine ply with lamination with pvc edge bending with minifix fittings table top size 1800mm x 1200mm xht.750mm along with granite work top with half moulding all four side & Mobile pedestal below with 2 drawers of size w.400mm x dt.400mm ht 600mm	nos	1
4	Providing and placing Mobile pedestal with 2 drawers below of size w.400mm x dt.400mm ht 600mm	nos	70
5	Providing and supplying low back chair, PP Arms, silver powder metal base, Gas lift, seat and back fabric tapestry.	nos	70

2. Specifications and allied Technical Details

As above

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 Furniture vide	Enquiry No.
NITGoa /PUR/LT/2017/_____	dated

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 27-04-2017 | Time: 5.00 PM |
| iii. Opening of techno-commercial bid: | Date: 28-04-2017 | Time: 11.00 AM |
| iv. Opening of Financial bid: | Date: 01-05-2017 | Time: 11.00 AM |

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

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

- 8(b) **VAT/CST:** The Institute is not authorized to give C or D form. CST or VAT should be charge according to applicable rates.

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

9. **Bid Security** (See Item 2.8 of instructions): 60,000/-.

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 mail to grprashanth@nitgoa.ac.in

**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 duly superscripted on the envelop and their offer/rates in clear terms without ambiguity.
- 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 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 for Furniture vide _____ Enquiry No. **NITGOA/PUR/LT/2017/_____** dated _____ as given under item 4 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 sign in full at all pages of the bidding document.

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.
- 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.
- 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 Period of guarantee/warranty, where applicable, should be specified in the bid.
- 2.10 The successful bidder has to 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 six months after the completion of warranty period.

- 2.11 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.
- 2.12 The successful bidder may be required to execute a contract, where applicable.
- 2.13 The bidder has to furnish up to date VAT and Income Tax Clearance Certificate along with the bid.
- 2.14 Balance Sheet for last three years. The firm should have turnover of one crore and above.
- 2.15 Payment (*100 percent*) will be made by Account Payee Cheque/Bank Draft, within 30 days from the date of receipt of the goods in good condition or receipt of the bill, commissioning of the equipment, where applicable, whichever is later/latest.
- 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 Those firms who are not registered with NIT- Goa should attach :
 - 2.19.1 Proof of establishment of Firms/shop/business/ manufacturing unit etc. and Dealership certificate from the principals etc.
 - 2.19.2 Proof of registration with any other central government organization (if any)

or

 - 2.19.3 Photocopies of purchase orders worth of 20 lakhs per year received from any central govt. organization to the firm.

Director