

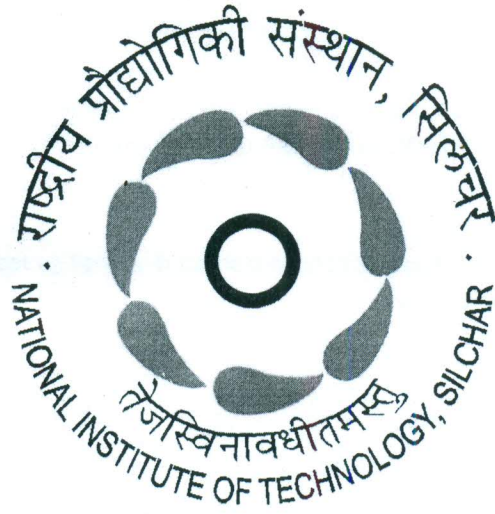
NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR
Silchar – 788 010 (ASSAM)

No: NITS/PS-404/Dean SW/Hostel/Kitchen Equipment/16

Date : 18.07.2016

NOTICE INVITING TENDER

FOR SUPPLY AND INSTALLATION OF KITCHEN EQUIPMENT AT NIT SILCHAR



LAST DATE & TIME OF SUBMISSION : 19.08.2016 up-to 02.00PM

DATE & TIME OF OPENING : 19.08.2016 at 03.30PM



**NATIONAL INSTITUTE OF TECHNOLOGY
SILCHAR - 788 010**

Tel.No. Director: (03842) 224879

Fax: (03842) 224797

NOTICE INVITING TENDER

Adv. No: NITS/PS-404/Dean SW/Hostel/Kitchen Equipment/16

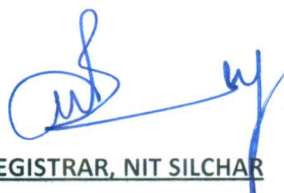
Sealed Tender/Quotations are invited **FOR SUPPLY AND INSTALLATION OF KITCHEN EQUIPMENT AT NIT SILCHAR** along with **Tender Fee Rs. 1000/- & Earnest Money Deposit (EMD) @2% of the Bid Value** in the form of **Demand Draft in favour of "The Director, NIT, Silchar", Payable at Silchar. No Interest shall be paid on EMD.** EMD shall be forfeited if the firm refuses or neglects to execute the contract or fails to furnish the required Performance Security as specified by the institute. Detail specification of the item/items is given in **(Annexure -A)**.

The last date and time for submission of Tender documents will be **19.08.2016** up-to **02.00PM** and tender will be opened on the same date at **03.30 PM** in the Office of the Dean SW, NIT Silchar. No tender shall be entertained by e-mail/FAX.

The offers without Cost of Tender & Earnest Money Deposit (EMD) shall be outright rejected. Director, NIT Silchar reserves the right to extend the date, or cancel the tender, accept or reject any/all quotations or not to purchase all or any of the items.

Quotations are to be sent/submitted in sealed covers addressed to :-

**The Purchase Officer
National Institute of Technology, Silchar
788 010 (Assam)**


REGISTRAR, NIT SILCHAR

NOTICE INVITING TENDER

Credential Criteria :

- The Bidder should be a firm of reputation having sufficient expertise and experience in the subject tender with sound warranty / service support capability and authorization from manufacturers of all major items. The firm should also have the capability & facility to take total responsibility on turnkey basis in execution of the contract in NIT SILCHAR.
- Quotations are to be submitted in **TWO PARTS i.e. (a) Technical Bid and (b) Price Bid**, in two separate properly sealed covers; and both these covers will have to be again put in to a single sealed cover. Also, the address of the firm submitting the quotation must appear distinctly on both the inner sealed covers, indicating also TECHNICAL BID/PRICE BID as may be applicable. The outer most cover shall be super scribed as
 - **"QUOTATION FOR SUPPLY & INSTALLATION OFFOR.....NIT SILCHAR.**
 - **VIDE TENDER REF NO NITS/PS-....., DATED.....DATE OF OPENING**
[The bid may be summarily rejected & returned to the bidder if the sealed envelope containing the quotation is not super scribed as above].
- **Submission of Compliance Certificate: Duly filled and signed Compliance Certificates (as per formats at Annexure I(A & B) are must with the Technical bid.**
- **The Bidder has to quote for all the items in the Tender as a package and the comparative statement will be made as a package only.**
- **The Bidder has to Quote for all the items in the Tender as per the given Tender Specification, Bidders who do not quote for all the items as per the given Tender Specification are subject to be disqualified.**
- Bidders who do not meet the criteria given above are subject to be disqualified, if they have made untrue or false representation in the forms, statements and attachments submitted in proof of the qualification requirements or have a record of poor performance, not properly completing the contract, inordinate delays in completion or financial failure, etc.
- **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
- **Genuine Pricing** (Both foreign & indigenious) :Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to IIT/Institutes and other Government Organization. Copy of the latest price list or Order copy(if any) for the quoted item, applicable in India, must be enclosed with your offer.
- **No Part Delivery** : Part shipment for any items will not be allowed.
- **Termination for default:** Default is said to have occurred -
- If the supplier fails to deliver any or all of the items/services within the time period(s) specified in the purchase order or any extension thereof granted by NIT Silchar, the Institute may terminate the contract / purchase order in whole or in part and forfeit the EMD/PBG as applicable.

TERMS & CONDITIONS:

1. The bidding agency should have all necessary certificates, viz. VAT registration certificate, PAN for Income Tax, Authorized Dealership/Distributorship/OEM certificate, etc. The photocopies of all the certificates should be attached with the tender. The firm/agency should not have been debarred and / or blacklisted by any govt. dept./organization.
2. The items being quoted should be of Original Manufacturer and no non-standard item should be quoted. All detailed specifications with make & model /part no. of the items accompanied by proper leaflets should be clearly mentioned and attached with the offer. In case of proprietary or patented

item, necessary certificates in support of the same should be attached. The bidder must submit the Compliance Statement and Deviation Statement of technical specification. In case of imported item, the bidder (if Indian Agent) must furnish Authorization Letter in the Letter Head of the Principal manufacturer.

3. **The bidder is to submit necessary work orders** from NITs / IITs / Centrally funded Research Institutes and or Laboratories/ State Govt. institutes or colleges/ IISc/ Central Universities for justification of their quoted rates. Work orders prior to 2013 A.D. need not be enclosed.
4. **The rate quoted must be both in words and figures and F.O.R. / Destination National Institute of Technology, Silchar inclusive of packing, forwarding etc. Octroi, surcharge, insurance, Installation and any other charges.** Educational discount, if any should be indicated clearly. Tenderer(s) may note that the Government of India exempts this Institute from paying custom duty/excise duty on selected items. Necessary documents will be furnished if required on demand by the Tenderer(s). **Rate quoted for any other destination shall not be accepted.**

Rates : Rates quoted in the **Price Bid** should be on **DOOR DELIVERY NIT Silchar basis**, as per details below :

Sl.	Particulars	Rate Per Unit(Rs.)	Qty.	Total Price (Rs.)
1	Basic Price (per unit)			
	Total			
	Taxes(pl. give break up)			
	Grand Total			

5. Assam Sales Tax must be quoted as extra in the tender wherever applicable. **VAT deduction at source:** In case of suppliers within Assam, VAT deduction at source, as per Order/ notification of the Govt. of Assam will be applicable.
6. NIT Silchar will not provide educational concession Central Sales Tax Form 'D', wherever applicable.
7. **Payment Terms :** Payment shall be made only after receipt of the materials/articles in good and working conditions as per specifications and after satisfactory installation and commissioning of the equipment/machinery/accessories.
8. **Payment for Imported Goods :** By an irrevocable letter of Credit at CIF/CIP Kolkata value negotiable through any overseas branch of State Bank of India/any Schedule Bank of India.

Note: Please note LoC will not be opened unless and until Letter of Acknowledgement in original is received at NIT Silchar, Assam directly from the principal (Even in case of firms having subsidiary office in India).

9. ADDITIONAL TERM FOR IMPORTED GOODS

Following term besides the afore mentioned terms will be applicable in case of foreign purchases:

Rates: Prices quoted must be for destination including freight and insurance charges inclusive of free delivery up to the door of department/centre NIT, Silchar premises, as per details below:

Sl.	Particulars	Rate
A		
I	Basic Price (Ex work)	
II	FCA/FOB dispatch port,	
III	Total CIP/CIF Kolkata	
IV	CIP NIT Silchar Price (Freight and Insurance charge from Kolkata to NIT Silchar)	

V	Grand total on door delivery at NIT Silchar	
b		
	Installation & commissioning charge, if any	
	Custom Duty (Approximate)	
	Agency Commission (if any)	
	Annual Maintenance Contract rate (after expiry of warranty period)	

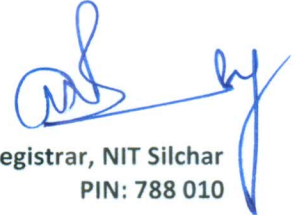
10. **Enquiry during the course of evaluation not allowed:** No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period of notice.
11. The acceptance of the quotation will rest solely with the Director, NIT Silchar, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
12. **Force Majeure:**
If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:
- Any law, statute or ordinance, order action or regulations of the Government of India,
 - Any kind of natural disaster, and
 - Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.
13. Manufacturer's/Company's name, it's trademark should be mentioned in the Tender and illustrative leaflets giving technical particulars, etc. should be attached in the tender.
14. Tenderer(s) registered with the State/Central Government must quote his registration numbers, if any, and submit a Xerox copy of registration along with the tender.
15. Guarantee/Warranty period offered for the tendered item is to be clearly specified.
16. **The rates to be quoted by the agency should be valid for a period of 6(six) months from the date of placement of order.**
17. The quantity against each item mentioned in the tender may vary according to the actual requirements at the time of placing Purchase Order.
18. It is not binding for the bidding agency to quote for all the items.
19. **Every page of this tender document shall be duly sealed & signed by an authorized person, on behalf of the bidding firm. The sealed & signed tender document should be submitted along with the bid.**
20. **Bid Price**
- The contract shall be for the full quantity as described above. Corrections, if, shall be made by crossing out, initialing dating and rewriting.
 - The bidder should quote the total price for each item inclusive of packing and forwarding, all duties, levies, insurance, installation, any other charges, etc. Only taxes & (discount if any) should be mentioned separately.**
 - The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
21. Each bidder shall submit only one quotation.

22. All necessary documents shall be furnished along with the bid.
23. **Validity of Tenders/Quotations:** Tenders/Quotations shall remain valid for a period not less than **6(Six) months** after the deadline date specified for submission of tender.
24. **Packing**
- a) The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
 - b) The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided for in the Contract including additional requirements.
25. **Evaluation of Quotations :**
NIT Silchar will evaluate and compare the quotations determined to be substantially responsive i.e. which
- a) are properly signed
 - b) conform to the terms and conditions, and specifications.
26. **Award of contract:**
NIT Silchar will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- a) The bidder whose bid is accepted will be notified of the award of contract by the NIT Silchar prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
 - b) Normal commercial Warranty/Guarantee shall be applicable to the supplied goods.
 - c) The goods (both indigenous & imported) should be insured against theft, loss or breakage during transit till destination.
 - d) Upon delivery of goods, the supplier shall submit Suppliers Invoice, Insurance certificate, Warranty Certificate, Installation Certificate or any other document.
27. **Acknowledgement of the Purchase Order :** The supplier shall give an acknowledgement of the Purchase Order within 10days of the date of the Purchase Order. In case, the supplier fails to acknowledge the Purchase Order within the stipulated time, the Institute is at liberty to cancel the Purchase Order.
28. No alternations in tender forms shall be made by the bidder and if any such alteration is made, the tender is liable to be rejected.
29. **Delivery Schedule:** Delivery schedule shall clearly be indicated in the quotation submitted by the supplier.
30. **Demurrages and penalty :** Demurrages and penalty if any, paid by the supplier shall not be borne by the Institute. In case of delay in delivery of ordered material **penalty @2%** of the total value of the order per one week shall be imposed.
31. The tenders submitted shall clearly mention the name of the firm/person in whose favour the purchase order is to be placed.
32. Contact details of the person for all post sales/installation maintenance support should clearly be given with **Name & Designation, Phone No, Fax No, Mobile, E-mail and official address.**
33. National Institute of Technology Silchar is not liable for non-receipt of the tender forms in time due to wrong address/ any delivery delay of the mail service provider/ force majeure. Tender documents received after the last date and time for receiving tenders will be summarily rejected.

34. **Successful bidder shall give a performance security in the form of Bank Guarantee @ 5-10% of the order value.** The performance security shall be furnished after the order for supply is placed and before the final Payment. The proceeds of the Performance Security shall be payable to the purchaser as compensation for any loss resulting from the suppliers failure to complete its obligations under the contract.

35. **Applicable Law :** All legal disputes shall be under the jurisdiction of the Silchar Courts of Cachar District in the state of Assam.

- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Assam / India only.
- (b) Any dispute arising out of this purchase shall be referred to the Director NIT Silchar, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.



Registrar, NIT Silchar
PIN: 788 010

TECHNICAL SPECIFICATION OF ITEM

SI No.	Name of Item with Technical Specification		Qty (Nos.)
1.	Stock Pot Range (Single Burner LPG Oven)	24"X24"X24"h	22
2.	Double Burner Gas Cooking range	60"X24"X24"h	22
3.	Chapati Plate cum Puffer-LPG	Plate 36"X24" Puffer 24"X24"	13
4.	SS Work Table with 1 below shelves	60"X24"X33"h	15
5.	SS Clean Dish rack with 5 tier	48"X18"X72"h	11
6.	SS Platform Trolley	36"X24"X36"	13
7.	Masala Trolley-15 vessels	36"X24"X34"h	11
8.	Potato Pealer	10kg	11
9.	Onion/Potato Bin SS	36"X24"X36+6"h	11
10.	Wet Masala Grinder	10ltrs.	11
11.	Dough Kneader	25kg	11

Annexure -I

A. COMPLIANCE CERTIFICATE FOR NIT TERMS
(To be enclosed in the Technical bid)

Sl.	NIT Terms and Conditions	Yes/ No	Remark
01	Rate quoted as per instruction		
02	AMC rate after warranty provided		
03	Validity of quoted rate for 180 days agreed		
04	EMD submitted (appropriate certificate enclosed)		
05	PBG term agreed		
06	Payment term agreed		
07	Delivery terms agreed		
08	Warranty period agreed		
09	Literature: Printed Literature provided		
10	Dealership / distributorship certificate (in case of dealers/agents) provided		
11	Sales Service: address of after Sales Service centre in India (for imported goods)/ in the region provided		
12	Applicable law terms agreed		

Signature with Seal:.....

Vendor: M/s.....

B. COMPLIANCE CERTIFICATE FOR SPECIFICATIONS
 (One for each item must be enclosed in the Technical bid)

Item Sl. No.			
Specifications as per Annexure-IV		Quoted Item Specs.*	Complied (Yes/No)
Parameter	Specification		

Signature with Seal:.....

Vendor: M/s.....

* Vendor must quote the parameter specification of the quoted product in this column and not just copy the specification from the tender call document. Failure to do so will lead to rejection of the tender.

Annexure -II

PERFORMANCE BANK GUARANTEE

To:

National Institute of Technology Silchar

WHEREAS (Name of Supplier)
hereinafter called "the Supplier" has undertaken, in pursuance of Contract No..... dated,..... 20... to
supply..... (Description of Goods and Services) hereinafter called "the
order".

AND WHEREAS it has been stipulated by you in the said order that the Supplier shall furnish you with a Bank
Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's
performance obligations in accordance with the order.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a
total of (Amount of the Guarantee in Words and Figures) and
we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the order
and without cavil or argument, any sum or sums within the limit of (Amount of Guarantee)
as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum
specified therein.

This guarantee is valid until theday of.....20.....

Signature and Seal of Guarantors

.....
.....
.....
Date.....20....

Address:.....

.....
.....

All correspondence with reference to this guarantee shall be made at the following address:

National Institute of Technology Silchar.

Annexure -III
MANUFACTURERS'/ DISTRIBUTOR'S AUTHORIZATION FORM

No. _____

Dated _____

The Director
National Institute of Technology
Silchar-7880101, Assam

Dear Sir:

We..... who are established and reputable
Manufacturers/distributors ofhaving factories/office at-----

(address of factory/office) do hereby certify

that.....
.....(Name of the Authorised Dealer)is our authorized dealer to quote
against your tender enquiry no ,**Last Date of Submission is:**

Yours faithfully,
(Name)
(Name of Manufacturer/Distributor)