



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA-769008**

Tender for supply of Furniture for Lecturer Halls

Tender Notice No. – NITR/PW/10/44

Date: 03/05/2010

NIT, Rourkela, invites sealed quotations from reputed manufacturers / Suppliers for supply of class room furniture(Quantity : 600 sets) as per specification and terms and conditions given below.

Provisional Specification of item

- Two-seater desk and bench with top, shelf, seat and back panels.
- Top, seat and back panel made up with 25mm post formed (half round) particle board and 0.8mm lamination. Shade should be dark.
- Shelf to be provided with 18mm pre-laminated particle board.
- Frame structure to be made of 25 x 25x1.6mm thick M.S/C.R steel pipe (square or circular).
- All metallic components to be epoxy powder coated.
- Overall size :1200mm (L)x 900mm(D) x 750 mm(H)

The bidders may give details of their designs during the pre-bid meeting.

Final specification on dimension, materials and other details will be frozen after the pre-bid meeting.

Terms & Conditions

- i) Sealed proposal containing the technical specifications, material specification, documents supporting the quality of the item and the leaflet mentioning the item(s) as product of the company must be submitted. The model should be clearly mentioned in the document. The quotations and other documents must reach the Registrar, NIT, Rourkela on or before the stipulated date.
- ii) The bidders should quote their offer/rates in clear terms without ambiguity.
- iii) The materials are required to be delivered at the indenting site of NIT, Rourkela, within 45 days from the date of placement of the order under the risk and arrangement of the bidder.

- iv) **Terms of Payment:** 95% payment will be made after delivery of the material. Balance 5% shall be retained with NIT, Rourkela as performance guarantee till completion of the warranty/ guarantee obligations.
- v) **Period of guarantee/warranty:** One Year.
- vi) **VAT/CST:** The Institute is not authorized to give C or D for. CST or VAT should be charged according to applicable rates.
- vii) **Entry Tax:** The State of Orissa charges entry tax on all goods entering the state. Please include it in your quotation as separate item. Entry Tax will be reimbursed on production of proof of payment.
- viii) All materials must be of superior quality. The raw materials brands should be specified.
- ix) 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, Rourkela 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 maximum of 5 percent of the value of undelivered goods. Alternatively, it will also be open to the Director, to arrange procurement of the required goods from any other source at the risk and expenses of the bidder.

Instruction to the Bidders

- i) The validity of quotation shall be for 30 days.
- ii) The pre-bid meeting will be held in the board room of the institute as per the date and time mentioned in this notice. Intending bidders may ask questions or give design suggestions in the pre-bid meeting. Resulting changes, if any, will be intimated to the bidders at the end of the said meeting. Financial matters will not be discussed in the meeting.

Attending pre-bid meeting is mandatory and it should be attended by technical personnel of the bidding organization.

- iii) The bids must be submitted in two packets mentioning the following details
 - a. **Part-I** : Containing the detailed technical specification, drawings, quality and source of raw materials, maintainability.
 - b. **Part-II** : Containing the price bid.
- iv) The interested suppliers/ manufacturers are required to provide the samples(s) of the item that they quote for. The samples should be available along with the sealed quotation. The suppliers/ manufacturers who fail to provide the samples will be considered ineligible for the process.

Details including the prescribed format for qualification and specifications are available in our website <http://www.nitrkl.ac.in/tender.asp>. The qualification will be decided by a committee formed by the institute after scrutiny of the documents and discussion with the bidders, if necessary.

Performance Security: A performance guarantee of 5% of the gross order value shall be deducted from the bill and retained with NIT, Rourkela, till the warranty/guarantee period is over.

Jurisdiction and Right to amend Rules :

- i) The Institute reserves the right to amend rules whenever and wherever considered necessary and appropriate. The same shall be intimated to the supplier in due course.
- ii) The Institute rules shall be binding for execution of the order. Further, in case of any dispute arising out of or in connection with the aforesaid order either during subsistence of the order or thereafter, the Director, NIT, Rourkela is the sole arbitrator to decide the same and his decision is final and binding on both the supplier and the institute as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Rourkela only.

Procedure of Selection

- i) The selection process will consist of two stages. In the first stage the quality and suitability of the product/item will be judged by a committee set up by NIT Rourkela and this judgment will be made by inspection of the committee and the specifications provided by the supplier/manufacturer. This will carry a score of 70. The minimum score to qualify for the financial bidding is 50.
- ii) The second stage of selection will be on the basis of the price quoted. This will carry a score of 30. The bid with the lowest quote will be awarded 30 and others will be awarded proportionately.
- iii) The bidders with highest score will be the winner.
- iv) In case of any ambiguity, the decision of the Director NIT, Rourkela will be final and binding.
- v) However, the decision on procurement of any items(s) lies with the authority of NIT, Rourkela.

Important Dates :

Pre bid meeting : ***May 10, 2010, 11.00 A.M***

Submission of Bid (Part-I & Part-II) : ***May 17, 2010, 11.00 A.M***
(To reach the Registrar, NIT Rourkela)

Opening of Technical Bid (Part-I) and : ***May 17, 2010, 11.30 A.M***
Evaluation of samples

Declaration of scores on Bid-I & Samples : ***May 18, 2010, 11.00 A.M***
and Opening of Financial Bid

The institute reserves the right to cancel or reject any or all offers without assigning any reason thereof.

Sd/-
Registrar

CHECK LIST FOR PRE-QUALIFICATION

Forms to be filled in properly.

1. Form-A: This form (check list)
2. Form-B: Letter of Transmittal
3. Form-C
4. Form-D
5. Photocopy of documents to be attached.
 - a) Valid license
 - b) Work orders executed of last 3 years.
 - c) VAT Clearance Certificate & PAN Card
 - d) Performance report from the client(S)

(Signature of the Agency)

PRE-QUALIFICATION INFORMATION

LETTER OF TRANSMITTAL

(To be typed on the Agency's Letterhead)

To

The REGISTRAR

National Institute of Technology

Rourkela-769008.

SUB : EXPRESSION OF INTEREST FOR SUPPLY OF FURNITURE FOR HOSTELS.

Sir,

Having examined the details of pre-qualification document, I hereby submit the pre-qualification documents and other relevant information.

1. I hereby certify that all the statements made and information supplied in the enclosed forms A to E and accompanying statements are true and correct to the best of my knowledge. I understand that if any information is found incorrect, the application is liable to be cancelled.
2. I have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I certify that my firm is not **blacklisted/banned** from business by any organization.
4. I hereby accept the rules and procedures of the Institute for pre-qualification of Contractor and agree that the Institute has the right to accept or reject any application without assigning a reason thereto.

(Signature of the Agency)

APPLICATION FOR PRE-QUALIFICATION

1. NAME OF AGENCY/FIRM: - _____
2. ADDRESS: - _____
3. FAX/TELEPHONE NUMBER: - _____
4. PREQUALIFICATION REQUESTED FOR: - _____
(PLEASE TICK APPROPRIATE BOXES)
5. ORGANIZATION STRUCTURE
(PLEASE ATTACH SEPARATE SHEETS)
6. SPECIAL QUALIFICATION FOR TECHNICAL PERSON _____
7. DETAILS OF REGISTRATION _____
8. VOLUME OF BUSINESS IN LAST THREE FINANCIAL YEARS
2007-08 Rs _____
2008-09 Rs _____
2009-10 Rs _____
9. IMPORTANT JOBS EXECUTED IN GOVT./PSU INCLUDING SPECIFICATIONS,
MATERIALS USED ETC.
10. FIELD OF SPECIALIZATION.
11. VALID INCOME TAX CLEARANCE CERTIFICATE (ITCC).
12. ANY OTHER INFORMATION REGARDING TECHNICAL CAPABILITY.

(Signature of the Agency)

Annexure to application for pre-qualification

WORKS COMPLETED AND IN PROGRESS DURING THE LAST 3 YEARS (INCLUDING ALL WORKS AWARDED)

{ADD ADDITIONAL SHEETS, IF NECESSARY}

Sl. No.	Name of Work & Agreement No	Date of start	Date of Completion		Tendered Cost	Complete address of the Authority for whom the Work was done
			<u>Stipulated</u>	<u>Actual</u>		