



**NATIONAL INSTITUTE OF TECHNOLOGY**  
**ROURKELA-769008, ORISSA**

(Form to be used for purchase above Rs. 1.00 lakh to be sent at least six firms)

**Department : Student Activity Centre**

**Enquiry No.: NITR/ SA / SASO (G&S)/2014 /L/503**

**Date : 27/05/2014**

**Important Dates**

To
M/S.

<b>Event</b>	<b>Date</b>	<b>Time</b>
Pre-bid conference	-	-
Last Date of Submission of quotation	23/6/2014	3.00PM
Quotation opening date	23/06/2014	3.30PM

Dear Sir,

We intended to purchase the commodities specified below and invite qualifications in accordance with items and condition details overleaf. If you are interested, kindly send your offer in prices and complete terms within the time mentioned above.

Please send your quotation to :

**President, Student Activity Centre**  
Attn.: Student Activity and Sports Officer  
**NATIONAL INSTITUTE OF TECHNOLOGY**  
**ROURKELA- 769008, ODISHA**

**Yours Sincerely**

**SAS Officer**

Encl:

- (1) Schedule of requirement, specifications, dates etc.
- (2) Bid document containing details terms and conditions

**1. Schedule of requirements**

Sl. No.	Description of Goods/Service	Quantity
	Details In Annexure -I	

**2. Specifications and allied Technical Details**

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**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 <b>Games and Sports Materials</b> vide
Enquiry No. NITR/SA/SASO (G&S/ 2014 /L /503/(I-X) dated 27.05.2014

**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: 23.06.2014      Time: 3.00PM
- iii. Opening of techno-commercial bid:      Date: \_\_\_\_\_      Time: \_\_\_\_\_
- iv. Opening of Financial bid:      Date: 23.06.2014      Time: 3.30 PM

**7. Warranty** of \_\_\_\_\_ years must be provided.

**8(a) Excise Duty:** The Institute is exempt from 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 Orissa charges entry tax on all goods entering the State. Please include it in your quotation as a separate item. Entry Tax will be reimbursed on production of proof of payment.
- 9. Bid Security** (See Item 2.8 of instructions): \_\_\_\_\_% of gross bid value.
- 10. Performance Security** (See Item 2.10 of instructions): \_\_\_\_\_% 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 or Courier Service to:

**President, Student Activity Centre**  
Attention: **Student Activity and Sports Officer**  
**National Institute of Technology, Rourkela – 769 008**

OR (b) drop the quotation in the Tender Box kept in the office of the Department during the normal working hours of the Institute. Please do not hand over the quotation to any person by hand.

- 13.** For technical details, you may contact

**Dr. Pranakrishna Rout**  
**Student Activity and Sports Officer**  
**Student Activity Centre**  
**National Institute of Technology,**  
**Rourkela – 769 008**  
**Phone: 0661-2462171**



**NATIONAL INSTITUTE OF TECHNOLOGY  
ROURKELA – 769 008, ORISSA**

**BID DOCUMENT**

**1. Instructions to the bidders**

- 1.1 Sealed bids are invited on behalf of the Director, National Institute of Technology (NIT), Rourkela – 769 008, Orissa, from the intending bidders for supply of the goods/stores/ equipments for the Institute as detailed in the enquiry letter.
- 1.2 The bidders should quote 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, Rourkela, 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, Rourkela 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, Rourkela, 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 or by courier service, so as to reach the concerned department before the last date of receipt, or alternatively, be dropped in the tender box kept at the Department office. The name of the Department is mentioned in the Enquiry.
- 1.8 The bidder may modify his bids before the last date appointed for receipt of the bids by sending an amendment to the bid. No bid shall be modified after the deadline for receipt of the bids.

- 1.9 If a prospective bidder requires any clarification in regard to the bidding documents, he may make a request the concerned officer or faculty member at least 15 days before the deadline for receipt of bids.
- 1.10 Bids received after the deadline of receipt indicated in para 1.5 above, shall not be taken in to consideration.
- 1.11 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
- 1.12 (In respect of high value plant, machinery etc. of a complex and technical nature). The bids may be submitted in two parts, viz., technical bid and financial bid. The above two bids may be sealed by the bidder in separate cover duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed any duly super-scribed. The bidding format is specified in the quotation enquiry.
- 1.13 The cover containing the bid must be sealed and super-scribed "Bid for Games & Sports Materials vide No. NITR/SA/SASO(G&S)/L/503(X) dated 27/05/2014" as given under item 4 of the enquiry.
- 1.14 The bids shall be opened in the Departmental 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, Rourkela, the bids will be opened at the appointed time and place on the next working day.
- 1.15 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. In case these charges are quoted extra in addition to the quoted rates, the amount thereof or advalorem rate must be specified. Packing, forwarding, freight, entry tax etc., when quotes separately are reimbursable at actuals. If external agencies are employed, their receipts must be enclosed with the invoice.
- 2.2 Duties and Taxes are to be quoted separately. Advalorem rates thereof should be clearly indicated with reference to the relevant Acts and Rules. Entry Tax, if any paid, shall be reimbursed on production of proof. Entry Tax should be shown as a separate component.

**It may be noted that the Institute is exempt from paying Excise Duty vide Government Notification No. 10/97 dated 01.03.1997 [Registration No.: TU/V/RG-CD(227)/2001, dated 10.12.2001]. The Institute is not authorized to issue C or D forms. CST and VAT may be charged at applicable rates.**

- 2.3 The goods are required to be delivered at the indenting Department of NIT, Rourkela, and must be dispatched within 30 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.

- 2.4 The bid should remain valid for a period of 60 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 4 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, which may be enclosed, in the form of Account Payee Demand Draft, Fixed Deposit Receipts, Banker's Cheque or unconditional Bank Guarantee en-cashable on demand from the Director, NIT, Rourkela from any Commercial Bank with validity period of forty-five days beyond the final bid validity period. The bid security shall be in favour of the Director, NIT, Rourkela. 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, Fixed Deposit Receipts and/or unconditional Bank guarantee en-cashable on demand from the Director, NIT, Rourkela, 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, Rourkela, 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, 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 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 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. If the payment is not made by the Institute within this stipulated date, the vendor may claim compensation at rates fixed by the Institute.
- 2.15 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT, Rourkela shall be final.
- 2.16 The bid document/resultant contract will be interpreted under Indian Laws.