



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA-769008, ODISHA

Tender Notice No: NITR/CT-12 /2014-15

SUPPLY AND INSTALLATION OF KITCHEN EQUIPMENT (BOUGHT OUT ITEMS) TO VARIOUS HALLS OF RESIDENCE

1. Eligibility Criteria:

Firms who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.

- i. The equipment shall be of reputed brands for which credential are to be submitted for verification. The Institute's decision on quality and equivalence of quoted products to suggested brands as per advertisement shall be binding and cannot be challenged.
- ii. Original equipment manufacture's certificate should be submitted.
- iii. Details of market share should be submitted.

- 1.1 The firms should have supplied similar products of comparable specifications to at least 05 institutions in India during the past 3 years.
- 1.2 If at least 3 firms do not meet above criteria, the institute committee may relax the number of institutions served. Still if sufficient numbers of vendors (at least 3 qualified) are not found, the Institute can relax other norms to include smaller firms and ensure price competition.

2. Other Conditions

- 2.1 Firms may quote for any number of items as per their line of business.
- 2.2 Institution representatives may inspect sites where such equipment have been installed by the firm and decide on the quality of product sold, functionality, maintainability and satisfaction of clients.
- 2.3 The institute reserves the right to accept or reject any or all the firms or cancel the tender, if deemed necessary.
- 2.4 Validity of Tender - 120 days

3.0 Submission of Tender

- 3.1 Details of Notice Inviting Tender including the prescribed format for Pre-qualification, Terms of Payment, Technical Specifications, General Conditions of Contract etc. are available and can be downloaded from NIT, Rourkela's website at <http://www.nitrkl.ac.in/tender.asp>
- 3.2 For submission of tender, the complete tender document addressed to "The Registrar, National Institute of Technology Rourkela, PO: Rourkela-769008, Odisha, should reach before last date & time of submission. The tender document should be submitted in three separate sealed Envelopes all enclosed in one sealed Cover Envelope superscribing "Tender Notice No and Subject" on the top of each Envelope as mentioned below. Any delay in submission of tender document whatsoever is the reason shall not be entertained.

Envelope No-I: - To be marked as "**Earnest Money Deposit**" The Earnest Money of Rs.3.0 Lakh may be deposited in the form of Demand Draft of a Nationalized Bank (Payable at Rourkela in favour of Director, National Institute of Technology, Rourkela).

A part of earnest money is acceptable in the form of bank guarantee also. In such case, 50% will have to be deposited in the shape of Demand Draft and balance amount in shape of Bank Guarantee of any nationalized bank having branch at Rourkela. The intending bidder has to fill all the details such as Banker's name, Demand Draft, Bank Guarantee number, amount and date. The Bank Guarantee submitted as a part of Earnest Money shall be valid for a period of six months or more from the date of submission of the tender.

Envelope No-II: - To be marked as "**Techno-Commercial Bids**" and shall contain **technical bid** supported by technical data sheets, catalogues & literatures of offered equipments **and commercial bid** including Income Tax & Sales Tax clearance certificates, other tender documents (Tender Notice Clauses, Technical Specifications, Performance Report (Work Executed), General Conditions of Contract etc.) attached to the tender duly signed and stamped on all pages confirming tenderer's acceptance. The Tenderer should clearly specify **Exclusions / Deviations** from Scope of Work and Terms & Conditions, if any.

Envelope No-III: - To be marked as "**Price-Bid**" and shall contain Price-Bid with signature in each & every page of the BOQ

- 3.3 On due date & time of opening of tenders, Envelope No-I will be opened in presence of Tenderer whosoever like to be present. Subsequently, Envelope No-II of those Tenders' will be opened only after the contents in Envelope No-I are verified and found to be acceptable in line with above. After evaluation of Techno-Commercial Bids, the Envelope No-III of techno-commercially acceptable tender will be opened at a later date.
- 3.4 In case due date of tender opening becomes a holiday of NIT Rourkela, the next working date shall be the schedule date for tender opening.

4.0 TENDERED PRICE:-

- 4.1 The tender price quoted by a Tenderer shall be kept strictly confidential by them and shall not be divulged to any other party even approximately before the time limit for delivery of tender. The only exception be for obtaining an insurance quotation, you may give your insurance company or agent any essential information they ask for, so long as it is done in strict confidence. No information about others tender price should be obtained and no arrangement with anyone else should be made whether or not he submitted the tender.
- 4.2 Tenderer in his price must include all Taxes & Duties by the Central Government, State Government and Local Authority as applicable, VAT, Entry Tax, Cess etc. except Service Tax.
- 4.3 The quoted price shall be 'firm' during the entire contract period and no escalation shall be admissible, whatsoever price-rise or increase in cost of input of manpower and materials or revision in taxes & duties.
- 4.4 Rates for any extra items, if executed during the contract period, if not covered under the contract and schedule shall be settled mutually.

5.0 GUARANTEE:-

The Contractor shall guarantee the design, materials, quality, workmanship and satisfactory performance of all the equipments, accessories, etc. under his scope of work for a period of 12 (Twelve) calendar months from the date of

installation. Any defects noticed during the guarantee period shall be replaced / rectified immediately without any extra cost to the Purchaser.

6.0 TERMS OF PAYMENT:-

- 6.1 Seventy (70) percent of contract value along with EMD on delivery of complete plant & equipment with all accessories received in good condition at site.
- 6.2 Twenty (20) percent of contract value against successful completion of installation and satisfactory demonstration.
- 6.3 Ten (10) percent of the contract value will be released after warranty period.

7.0 Completion Schedule:-

- 7.1 Time is the essence of this contract. The entire job is to be completed and commissioned within a time frame of **four (4) calendar months** from the date of issue of letter of acceptance. The Tenderer shall submit a Bar Chart indicating starting and completion dates of various activities such as supply and installation.

8.0 Liquidated Damage:-

- 8.1 Liquidated damage, but not by way of penalty, at the rate of one (1) percent of the contract value every week, subject to maximum ten (10) percent of the contract value, shall be levied for any delay in supply beyond the agreed completion schedule due to the fault of contractor or his sub-contractor / vendor.
- 8.2 National Institute of Technology, Rourkela, reserves the right to extend the last date of tender submission, due date of tender opening, re-tender the work or to cancel this tender without assigning any reason thereof.

REGISTRAR
National Institute of Technology
Rourkela-769008 (Orissa)
Fax: 0661-2472022
Ph No: 0661-2472021

Contact Person: Dr. A.K Panda, Ph: 0661-2462751

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 5 years.
 - c) Vat Clearance Certificate & PAN Card
 - d) Performance report from authority/officer to be submitted from clients.

(Signature of the Agency)

PRE-QUALIFICATION INFORMATION

LETTER OF TRANSMITTAL

(To be typed on the Tenderer's Letter Head)

To
The Registrar,
National Institute of Technology,
Rourkela - 769008

Sub: SUPPLY AND INSTALLATION OF KITCHEN EQUIPMENT (BOUGHT OUT ITEMS) TO VARIOUS HALLS OF RESIDENCE

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 D and accompanying statements are true and correct to the best of my knowledge. I understand that if any information 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)

NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA
APPLICATION FOR PRE-QUALIFICATION

Sub: SUPPLY AND INSTALLATION OF KITCHEN EQUIPMENT (BOUGHT OUT ITEMS) TO VARIOUS HALLS OF RESIDENCE

1. Name of Agency/Firm :- _____
2. Address:- _____
3. FAX/Telephone Number: - _____
4. Special Qualification of Technical Persons _____
5. Details of Registration _____
6. Volume of business in last three financial years.
Yr: 2011-12, Rs: _____
Yr: 2012-13, Rs: _____
Yr: 2013-14, Rs: _____
7. Important jobs executed, Purchase Order Reference, Name of Client, Name of Job, including specifications, machine & materials supplied, Performance Report from clients etc. with Documentary evidence.
8. Field of Specialization.
9. Valid Income Tax clearance certificate (ITCC).
10. Any other information regarding technical capability.

(Signature of the Agency)

ANNEXURE TO APPLICATION FOR PRE-QUALIFICATION

Sub: SUPPLY AND INSTALLATION OF KITCHEN EQUIPMENT (BOUGHT OUT ITEMS) TO VARIOUS HALLS OF RESIDENCE

SIMILAR WORKS COMPLETED AND IN PROGRESS DURING THE LAST 5 YEARS

{PROOF OF DOCUMENTS MUST BE ENCLOSED }

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
			Stipulated & Actual			

(Signature of the Agency)