



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA-769008 (ODISHA)**

An Institute of National Importance under Ministry of HRD, GOI

NOTICE INVITING TENDER

Tender Notification No: NITR/EM/15/M/462 Dated: 24.06.2015

The National Institute of Technology Rourkela invites sealed bids from the eligible bidders for the supply of consumable materials for Estate Management (Civil & Electrical Items separately).

Last date of Submission of Bid: **28.07.2015 at 02.00 PM**

Opening date of Bid: **28.07.2015 at 03.00 PM**

Details: http://www.nitrkl.ac.in/Jobs_Tenders/9Equipment/Default.aspx

Contact: (i) **Er. Arunima Dutta (for Civil), Er. R.K. Sahoo (for Electrical)**; Ph: 0661-2462074 / 2089; Email: duttaa@nitrkl.ac.in, sahoork@nitrkl.ac.in

REGISTRAR



NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA-769008

No:
NITR/EM/15/M/
462
Date:24.06.2015

Sealed Tenders are invited from MANUFACTURERS, AUTHORISED DEALERS/ STOCKISTS/AGENTS, ESTABLISHED STORES WITH PROPER STREET ADDRESS AND GOVT. REGISTRATION, VENDORS, SPECIFICALLY GENERAL VENDOR SUPPLIERS REGISTERED WITH NIT, ROURKELLA for civil & electrical items(those registered under CPWD,OPWD,RSP (SAIL) and any other PSU or Govt. Organization,DGS&D, National Small Industries Corporation may be given priority) having sound financial status and experience for supplying consumable materials for Estate Management at NIT , Rourkela.

Name of Work: Supplying of consumable materials for Estate management (Civil& Electrical separately).

Agency/suppliers can submit quotation group(one or more) wise both for civil & electrical items. Non- quoting rates of a single item from any group will be disqualified for that group of items.

Eligibility Criteria: The Tender must possess the following: The true copies of all documents are to be sent along with the Tender.

- (a) Valid Class of registration certificate from appropriate authority
- (b) Valid Value added tax clearance from local sales tax authority in form No-612
- (c) Permanent account number (PAN) issued by income tax dept.

The bid must be submitted in double cover system (1st part :EMD for Rs5000.00 in shape of D.D in favor of “ NIT ROURKELA” , 2nd : Techno Commercial Bid,3rd Part:, Price Bid) in separate sealed covers, super scribing on the top of the envelopes addressed to the Registrar, NIT Rourkela-769008:(

SUPPLY OF CONSUMABLE MATERAILS FOR ESTATE MANAGEMENT (CIVIL&ELECTRICAL)
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The tender papers may be downloaded from NIT website (i.e. www.nitrkl.ac.in).

The prequalification shall be based on an objective evaluation of details regarding past performance in specific job areas, technical and financial capabilities and resources of the suppliers/agencies including possession of appropriate.

The time of supply is firm, and penalty under liquidated damage clause will be charged for any delay in supply. **The validity of the tender shall be 60 days from the date of opening of the bids.**

Details including our prescribed format for pre- qualification, and bidding Document etc. are available in our website at <http://www.nitrkl.ac.in/tender.asp>. NIT reserves the right to qualify or deny prequalification of any or all applicants without assigning any reasons.

(REGISTRAR)

CHECK LIST FOR PRE-QUALIFICATION

Forms to be filled in properly.

1. Form-A: Letter of Transmittal
2. Form-B
 - a. Photocopy of documents to be attached.
1. Valid license
2. Supply orders for experience of related supply.
3. Vat Clearance Certificate, PAN Card

FORM-A/

PRE-QUALIFICATION INFORMATION
LETTER OF TRANSMITTAL

To

The REGISTRAR
National Institute of Technology,
Rourkela-769008.

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 B 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 contractors and agree that the Institute has the right to accept or reject any application without assigning a reason thereto.

(Signature of the Agency)

FORM-B/

**NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA
APPLICATION FOR PRE-QUALIFICATION**

1. NAME OF AGENCY/FIRM:- _____

2. ADDRESS:- _____

3. FAX/TELEPHONE NUMBER:- _____

4. DETAILS OF REGISTRATION WITH
OTHER GOVT/PSU ORGANISATION:-

- NAME OF THE DEPARTMENT/ORGANISATION
- CLASS OR CATEGORY
- ENLISTMENT AUTHORITY
- DATE OF VALIDITY

1. VOLUME OF BUSINESS IN LAST FINANCIAL YEARS

2. Important jobs executed in Govt./P.S.U including specifications, materials used, quality adherence, methods of testing including test/inspection certificates.

3. Valid Income Tax clearance certificate (ITCC).

10. Any other information regarding technical capability and financial soundness.

(Signature of the
Agency)

UNDERTAKING

I/We hereby undertake that I/we have gone through the “BID DOCUMENTS “for purchase of materials for Estate Management office of National Institute of Technology, Rourkela and accordingly, have quoted the price. (Only for brands as quoted in tender paper)

(Signature of Agency)

PRICE BID

(To be submitted in the Letter Pad of firm)

To
The HOD
Estate Maintenance
NIT, Rourkela – 769008.
Odisha

Sub: Supply of consumable materials for Estate Management (for Civil & Electrical items)

Ref: i) Notice No: NITR/

Dear Sir,

We are hereby submitting the price bid for supplying of consumable materials for Estate Management consisting the following components.

<u>Sl. No.</u> <u>(Rs.)</u>	<u>Name of Materials</u>	<u>Quoted Price</u>
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	Supply of consumable materials for Estate Management (Civil& Electrical) at NIT, ROURKELA-8.	
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Signed in the capacity of duly authorized to sign tenders for and behalf of

Name of Firm

Signature

Name & Address **TelephoneNo**

.....

..... **Mobile** **No**

.....

Date :

Fax No.

Form PPIM-1B**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA – 769 008, ORISSA**

(Form to be used for purchases above Rs.1.0 lakh;)

Advertised/Limited Tender Enquiry

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:

**REGISTRAR
NIT, ROURKELLA-769008**

Kind attention:-

Head, Department of: EATATE MANAGEMENT NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA – 769 008, ORISSA
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Encl :

- Schedule of requirement, specifications, dates etc.
- Bid document containing detail terms and conditions.

1. Schedule of requirements: - Copy Enclosed

2. Specifications and allied Technical details: - Copy Enclosed

3. Format of Quotation:-

It is a three part bid with separate EMD, techno-commercial and price bids.

4. The bid envelope should be super-scribed with

Bid for SUPPLY OF CONSUMABLE MATERIALS FOR ESTATE MANAGEMENT (CIVIL & ELECTRICAL) at NIT, ROURKELA-8.

5. Quotations should be valid for a period of 60(sixty) days from the closing date of the bid.
6. **Some important dates:**
- i. Last date for receipt of quotation
Date: 28.07.2015 Time: 2.00P.M
- ii. Opening of bids:
Date: 28.07.2015 Time: 3.00P.M
7. **Warranty as per recommendation** of the company
- 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. Please go through the enclosed "bid document" carefully for other bidding instructions.
- 10(a) Please send your quotations by Registered/Speed Post or Courier Service to: **REGISTRAR, NIT, ROURKELA-769008.**

Kind attention:-

Head, ESTATE MANAGEMENT
National Institute of Technology,
Rourkela - 769 008

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

11. For technical details, you may contact

Er. Arunima Dutta (for Civil), Er. R. K. Sahoo(for
Electrical)
ESTATEMANAGEMENT
National Institute of Technology, Rourkela - 769 008
Phone: 0661 - 2462074, 2462089
Fax: 0661 - 2462999



(To be typed on the Agency's Letterhead)

CERTIFICATION BY THE TENDERER

Name of Work: Supply of consumable materials for Estate Management (for Civil & Electrical) at NIT, ROURKELA

TENDER NOTICE NO: NITR/

I/We hereby certify the following:

1. I/We shall undergo through the Notice inviting tender, Bidding Documents for Purchase of NIT Rourkela, Materials to be purchased with brand for this tender etc, issued to me/us along with the tender set. I/We completely understood the entire tender conditions and their implications basing on which I/ we have quoted in the price bid
2. I/ We have filled up tenders and submitted in three parts containing Part- "A" EMD, Part- "B" Techno commercial bid with eligible attested copies of required documents and part- "C" (Price bid) in separate sealed covers as detailed in Tender.
3. I/We have signed all the pages of tender set with seal in the appropriate places.
4. I/We shall justify our rates (if so required by authority of NIT, Rourkela) quoted by me /us in the price bid (Part-"C"). There are no other conditions given for these rates other than tender conditions. These rates shall remain valid at east for a period of 2 (Two) months from the date of Opening of the price bids.
5. I/We shall be present during opening of the Techno commercial bid or send any of our authorized representatives with authorization letter for the purpose, failing which any decision taken up by authority of NIT, Rourkela in this regard shall be acceptable and binding to me/us.
6. I/We shall have no objection if the distribution of order will be in the descending order as per the quoted price ranking of the tenderers i.e L1 tenderer will highest share and last ranked tenderers (Within which the orders is to be distributed) will get smallest share.

Signature and seal of the
Tenderer

Name of the firm:
Address

registration No:
Date of Validity



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 office before the last date of receipt, or alternatively, be dropped in the tender box kept at the REGISTRAR office. The name of the office 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 SUPPLY OF **CONSUMABLE MATERIALS FOR ESTATE MANAGEMENT (CIVIL & ELECTRICAL) AT NIT, ROURKELLA** vide No. _____ dated _____" as given under item 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 advolerum 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.

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.

- 2.2 The goods are required to be delivered at the indenting office of NIT, Rourkela, and must be dispatched within 60 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 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.
- 2.4 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
- 2.5 The goods offered should strictly conform to the specification and technical details mentioned in para 4 below.
- 2.6 The Institute may like to conduct pre-dispatch inspection of goods, where applicable.
- 2.7 Period of guarantee/warranty, where applicable, should be specified in the bid.
- 2.8 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.
- 2.9 The successful bidder may be required to execute a contract, where applicable.
- 2.10 The bidder has to furnish up to date VAT and Income Tax Clearance Certificate along with the bid.
- 2.11 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.
- 2.12 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.
- 2.13 The bid document/resultant contract will be interpreted under Indian Laws.



Form PPIM-1C
[Para 1.25.3]

National Institute of Technology, Rourkela – 769 008 (Orissa)

Department:

Purchase

Requisition No.: NITR/PR/.....

Comparative Statement (Add additional pages if necessary)

(The lowest price on each item is encircled; List of Firms given on the Reverse)

Sl. No.	Brief Description of items (Same is in enquiry)	Unit	Firm 1	Firm 2	Firm 3	Firm 4	Firm 5

Recommendation: Order may be placed with the following firms for items mentioned against each.

1. for item No.

1. for item No.

Basis of selection: Lowest price Other (Please specify)

Lab./Office in charge

Chairman
Departmental Purchase Committee

For purchase above Rs.1.00 lakh, signature of all available members of the Purchase Committee may be given.