

NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

Silchar – 788 010 (ASSAM)

No: NITS/PS-621/EE/Laboratory Equipment/18

Date: 08/10/2018

NOTICE INVITING TENDER

FOR SUPPLY AND INSTALLATION OF LABORATORY EQUIPMENT FOR ELECTRICAL
ENGINEERING DEPARTMENT AT NIT SILCHAR



LAST DATE & TIME OF SUBMISSION : 09/11/2018 up-to 01.00 PM

DATE & TIME OF OPENING : 09/11/2018 at 03.30 PM



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

Tel.No. Director: (03842) 224879

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NOTICE INVITING TENDER

Adv. No: NITS/PS-621/EE/Laboratory Equipment/18

Sealed Tender/Quotations are invited from reputed Firms/Agencies/Manufacturer/Authorized Dealer **FOR SUPPLY AND INSTALLATION OF LABORATORY EQUIPMENT FOR ELECTRICAL ENGINEERING DEPARTMENT AT NIT SILCHAR** along with Earnest Money Deposit (EMD) @2% of the total bid value in the form of Demand Draft/Bank Guarantee in favour of "The Director, NIT Silchar", Payable at Silchar. No Interest shall be paid on EMD at the time of return.

Detail specification of the item/items is given in **(Annexure – A)**.

Tender documents can be obtained from Purchase Section, NIT Silchar or may be downloaded from our website www.nits.ac.in or <http://eprocure.gov.in>. The cost of tender document is Rs.1,000/- (Non-refundable) to be submitted in the form of DD in favour of The Director, NIT Silchar-788010, Payable at Silchar. The last date and time for submission of Tender document will be 09/11/2018 up-to **01.00PM** and tender will be opened on the same date at **03.30 PM** in office of HOD, ELECTRICAL ENGINEERING Dept., NIT SILCHAR.

The offers without Cost of Tender & Earnest Money Deposit (EMD) shall be out rightly be 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 Faculty-In-Charge, Purchase
National Institute of Technology, Silchar-788 010, Cachar, Assam
Email : purchasecell.nits@gmail.com

Registrar, NIT Silchar

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Credential Criteria:

- The bidder should have provided similar nature of services to IITs/NITs/Govt. Departments/Semi Govt. Departments/PSU/Educational Institutions of National Importance etc. during last 3(three) years. **Duly certified copies are to be enclosed.**
- 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 will summarily be rejected & returned to the bidder if the sealed envelope containing the quotation is not super scribed as above].

- **Genuine Pricing** (Both foreign & indigenous) :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 recently, particularly to IIT/Institutes and other Government Organization.
- **No Part Delivery:** Part shipment for any items will not be allowed.
- **Any Optional item quoted by the supplier will not be entertained.**
- **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 be reputed firm and having all necessary certificates, viz. GST registration certificate, PAN, Registration, Sale Tax clearance Certificate, Authorized Dealership/Distributorship certificate, etc. The photocopies of all the certificates should be attached with the tender.
2. The firm should be an original equipment manufacturer (OEM) in the business of manufacture or supply of equipment for minimum 3-5 years. The firm should submit audited financial statements for latest three financial years in support of this claim.
3. The items being quoted should be of Original Manufacturer and no non-standard item should be quoted. All detailed specifications with make & model 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.
4. The firm should have satisfactorily manufactured or supplied equipment, as requisitioned in this tender, to IITs/NITs/Govt. Departments/Semi Govt. Departments/PSU/Educational Institutions of National Importance etc. during the last 3(three) years ending the last day of March 2018.
5. **The rate quoted must be both in words and figures and F.O.R. / Destination National Institute of Technology Silchar -788010, Assam inclusive of all charges i.e. packing, forwarding, octroi, surcharge, insurance, installation, demonstration and other charges if any. 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. Charges of Custom Duty (after concession as per govt. of India), IGST, Custom Clearance without any fine /damarage/ penalty shall be paid by the Institute on actual basis subject to submission of original supporting bill/ vouchers. Necessary documentation like DSIR, CDE, GST Concession Certificate, Declaration Certificate, Authorization letter regarding transportation of cleared consignment up-to NIT Silchar shall be provided by the Institute on submission of Order Acceptance and**

Proforma Invoice. Necessary documents will be furnished if required on demand by the Tenderer(s). Rate quoted for any other destination shall not be accepted and the bid will summarily be rejected. All the custom clearing issues and delivery of ordered items up-to destination i.e. NIT Silchar must be handled by the supplier only.

6. Quoted rate should be inclusive of all taxes. Nothing extra will be paid by the Institution. If there is any increase / decrease of statutory taxes will be reimbursed accordingly.
7. **Payment:** Payment 100% shall be made only after receipt of ordered items as per specification and quantity and after successful installation, demonstration, training (where applicable) and commissioning.
 - In connections to foreign items payment shall be made through wire transfer / irrevocable Letter of Credit (90% through LC and 10% after receipt of ordered items as per specification and quantity and after successful installation, demonstration, training (where applicable) and commissioning).
8. 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.
9. 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.
10. Guarantee/Warranty period offered for the tendered item is to be clearly specified.
11. The rates to be quoted by the agency should be valid for a period of **6(six) months** after the deadline date specified in the tender.
12. The quantity against each item mentioned in the tender may vary according to the actual requirements at the time of placing Purchase Order.
13. **Each bidder should clearly specify that the bidder agrees to abide by the conditions of this tender document on their printed letter head duly sealed & signed by an authorized person.**
14. **Bid Price**
 - a) **The contract shall be for the full quantity as described above. Corrections, if, shall be made by crossing out, initialing dating and rewriting.**
 - b) **The bidder should quote the total price for each item inclusive of packing and forwarding, all duties, levies, insurance, installation, demonstration and any other charges, etc. only taxes & (discount if any) should be mentioned separately.**
 - c) **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.**
15. **Each bidder shall submit only one quotation and each vendor should quote all the items.**
16. All necessary documents shall be furnished along with the bid.
17. **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.
18. **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 have to be taken 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.
19. **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.

