



NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus, Barfung, South Sikkim 77139

www.nitsikkim.ac.in/ (Ph): 03595-260042

Tender No: NITS/95/Admn/furniture purchae/14-15

Date: 10.04.2015

ON SITE CONSTRUCTION OF FURNITURE S AT NIT SIKKIM, RAVANGLA

Closing Data & Time for submission of bid	28.04.2015 (11.am)
Opening Date & Time (Technical bid)	28.04.2015 (1:30 pm)
Bid to be submitted to	Assistant Registrar, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
Place of opening of bid	Conference Hall, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
Tender fee	` 500 (non refundable) in form of a Demand Draft drawn in favor of DIRECTOR, NIT Sikkim
Earnest Money Deposit (EMD)	NOT REQUIRED

To,

National Institute of Technology (NIT) Sikkim, Ravangla, South Sikkim invites most competitive bid for following goods/equipments. The bid documents should be inclusive of technical and price (**single bid system**) be sent directly to the undersigned under Sealed Cover marked "Tender Reference No., Date", and "The Due Date:

Sl. No.	Brief description of goods/equipments	Quantity	Place of work	Installation required , if any
1	Furniture's a. Wooden Executive table, b. Wooden executive Chair, c. Wall side file cabinet, d. Reception cum help desk e. Overhead cabinet, f. Director board <i>detailed specification attached at Annexure-B</i>	1 No 1 No 1 No 1 No 1 No 1 No	NIT Sikkim	Yes, onsite work

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Noncompliance with specifications/ instructions in this document may disqualify the bidders from the tender process.

Assistant Registrar,
National Institute of Technology Sikkim

Instructions to Bidders

The technical and price bids should be quoted and put in single sealed envelopes marked “**tender bid document**” and are to be put in envelopes, which should be properly sealed. The Tender fee should be enclosed along with the tender bid documents in the form of A/C payee DD in favors of “**Director, NIT Sikkim**”.

1. The price bid should include the cost of materials, labour, transportation and its accessories. Only applicable taxes should be quoted separately.
2. The quotations shall be submitted in a sealed envelope duly marked “Tender reference no, Date and due date on the corner of the envelope.
3. The specification indicated at Annexure B is on assumption basis, the interested firms/vender should visit the campus site for detail measurement and material estimates from 13th April to 24th April 2015 at the office of Assistant Registrar NIT Sikkim.
4. The bidders should submit copies of suitable documents in support of their reputation, credentials and past performance. The rates should be quoted in figures (typed or printed) and cutting should be avoided. The final amount should be in figures as well as in words. If there are overwriting, they should be duly initialed, failing which the bids are liable to be rejected. No alternate price will be entertained in the quotation.
5. All tender documents should have to be sent through courier, speed post or registered post only or may be dropped in the tender box at NIT Sikkim.
6. Quotation received after the closing date/time will not be considered.
7. While sending rates, the firm shall give an undertaking to the effect that “*the terms/conditions mentioned in the inquiry letter/Tender Notice against which the rates are being given are acceptable to the firm.*” In case the firms do not give this undertaking, their rates will not be considered.
8. The quantity shown against the item is tentative and may vary as per dynamic requirement of the Institute.
9. In the event of any dispute or difference(s) between the vender Institute (NIT Sikkim) and the vendor(s) arising out of non-supply of material or works not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to “The Director, NIT Sikkim”, Sikkim who may decide the matter himself.
10. All tenders in which any of the prescribed conditions is not fulfilled or any condition is put forth by the tenderer shall be summarily rejected.

The sealed bids should be addressed to

Assistant Registrar

National Institute of Technology Sikkim

Ravangla Campus, Barfung Block, South Sikkim 737139.

Email: ram.nitsikkim@gmail.com

The bid will be opened on 28.04.2015. The bidders or their authorized representative may also be present during the opening of the Bid, if they desire so, at their own expenses.

In exceptional situation, an authorized committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.

General Terms and conditions:

Clarifications:

In case the bidder requires any clarification regarding the specification/tender document, they are requested to contact the undersigned, NIT Sikkim on or before 27.04.2015.

Pre – Qualification Criteria:

- a. The bidder must be a registered/authorised firm in furniture supply/works clearly mentioning the scope of items authorised to supply from the registration authority.
- b. Bidder should have experience of wooden quality, skilled manpower for quality finishing.

Prices:

The Prices quoted should be inclusive of material, labour and transportation at destination site (NIT Sikkim, Ravangla, Sikkim). The taxes or duties as applicable may quote separately in the specific annexure. The rates shall be firm and final. Nothing extra shall be paid on any account.

Validity:

The bid should be valid for acceptance for a period of 60 Days. The Bidders should be ready to extend the validity, if required.

Delivery:

The works shall be starts within the period as specified in the work order and be ready for use within 6 weeks of the issue of purchase order unless otherwise prescribed.

Liquidated Damage:

If the bidder fails to starts the work and complete the assignment by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.

BID PROPOSAL SHEET**Annexure A**

(ON THE LETTER HEAD OF THE BIDDER)

To**Assistant Registrar****National Institute of Technology Sikkim****Ravangla Campus, Barfung Block, South Sikkim 737139.**Subject: **“ON SITE CONSTRUCTION OF FURNITURE S”** at NIT Sikkim, Ravangla Campus.

Dear Sir,

We, the undersigned Tenderers, having read and examined in detail the specifications as specified in this document in respect of **ON SITE CONSTRUCTION OF FURNITURE** at NIT Sikkim, Ravangla Campus Sikkim do hereby propose to work and supply the required products and services.

Tender No:				
Tender Fee : Submitted		YES/NO (Please strike off whatever is not applicable)		
Amount	No (DD/Ch/BC)	Date of Issue	Name of Bank	Valid up to
	Demand Draft			

(i) **BID PRICING:** We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document. We further understand that the quantities as specified in this Tender may increase or decrease at the time of Award of Purchase Order as per the requirements of NIT Sikkim.

(ii) **QUALIFYING DATA:** We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.

(iii) **PAYMENT TERMS:** We hereby declare that in case the contract is awarded to us, we agree with payment terms specified in the tender documents.

(vi) **CERTIFICATE AND DECLARATION:**

a) I/We certify that no addition/modification/alteration has been made in the Original Tender Document. If at any stage addition /modification /alteration is noticed in the Original Document, I/We will abide by the terms and conditions contained in the original tender document, failing which NIT Sikkim reserves the right to reject the tender and/or cancel the contract

b) It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that NIT Sikkim is authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.

c) In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims. Further NIT Sikkim is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.

d) I / We assure the Institute that neither I /We, nor any of my /our workers, will do any act which is improper / illegal during the execution in case the tender is awarded to us.

- e) I / We assure the Institute that I / We will NOT be outsourcing any work specified in the tender document, to any other firm.
- f) Neither I / We, nor anybody on my /our behalf will indulge in any corrupt activities /practices in my /our dealing with the Institute.
- g) Our Firm / Company / Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.
- h) I/We certify that, I have understood all the terms & conditions as indicated in enquiry of the tender document, and hereby accept all the same completely.
- i) I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services,
- j) We understand that you are not bound to accept the lowest or any bid you may receive.
- k) I/We hereby declare that this tender on acceptance communicated by you shall constitute a valid and binding contract between us.
- l) I/We certify that the submitted quotation is duly paginated and contains from page no. 1 to And enclosed the necessary proof of documents alongwith.

Date:

Signature and Seal of the Manufacturer/Bidder

Technical Compliance of Goods/works

(In the letter head of the bidder)

S/no	Descriptions/Specification	Quantity	Compliance (Yes/No)
1	<p>ON SITE CONSTRUCTION OF FURNITURES <i>Mention SPECIFICATIONS against these parameters (One may extend the finer specification beyond these parameters on the basis of site visit)</i></p> <p>a. Working space of D- Shape with 3 ft x 8.6 ft, 2.6ft height double storage three drawer and side table 6 ft x 2 ft attached with four storage cabin with lock facility. Make with fine teak wood with engrave design in front and furnishing.</p> <p>b. Wooden chair, With 75cm. depth and standard back & arm rest of fine teak wood, matching fiber with above table. The seat and the backrest are made up of moulded polyurethane foam of the right density and thickness</p> <p>c. Wooden cabinet of 3.10ft Lx 8.6ft H x 20 Inch B, three shelf with two door locking facility.</p> <p>d. Reception cum help desk: Bhutan ply board make 7.ft L x 4 ft B x 3ft H, with top work space of 2.5ft, semi circular shape in one edge, multiple cabin for storage, complete furnishing and fixing.</p> <p>e. Overhead cabinet: Bhutan ply board make 7ft L x2ft H x 20inch B with two shelf having three door locking facility</p> <p>f. Director board: Wooden Board make size: 2.4ft B x 2.6ft L , Semi circular shape on top with wall mounting clip</p>	<p>1 No</p> <p>1 No</p> <p>1 No</p> <p>1 No</p> <p>1 No</p> <p>1 No</p>	

We also confirm that the normal commercial warrantee/guarantee of _____ months shall apply to the offered works/goods.

Date:

Signature and Seal of the Manufacturer/Bidder

Note:

1. Preference will be given to ISO 9001-2000 certified material and quality proof of timber.

ANNEXURE-C

PRICE BID

(ON THE LETTER HEAD OF THE BIDDER)

SINo	Brief Description of goods/equipments	Quantity	Quoted price in Rs.	Total Amount (in words)
1	On site Construction of furniture as below: a. Wooden Executive table, b. Wooden executive Chair, c. Wall side file cabinet, d. Reception cum help desk e. Overhead cabinet, f. Director board	1 Nos 1 No 1 No 1 Nos 1 No 1 No		
	Taxes & other levies			

We agree to supply & works the above goods & services in accordance with the technical specifications for a total contract price of Rs _____ within the period specified in the Invitation for Quotations.

Date:

Signature and Seal of the Manufacturer/Bidder

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ANNEXURE-D

PROFORMA FOR DIRECT PAYMENT/TRANSFER TO BANK ACCOUNT BY NIT SIKKIM

Sino	Particulars	Information
1	Firm (Beneficiary) Name	
2	Please enclose a cancelled cheque and copy of PAN card. Cancelled cheque & PAN card is to be submitted only once	
3	Complete Bank Account No. of the Firm [beneficiary]. [in case of change in bank account vendor should write to Account Office]	
4	Bank Name	
5	Bank Address	
6	IFSC Code no	
7	Mobile no (for SMS)	
8	Email ID (for information)	

We undertake that all information provided above is correct and NIT Sikkim will not be responsible in case of any error on the part of firm.

Note: This Performa shall be enclosed with price bid

[Seal and Signature of the firm]