



NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus

Barfung Block, Ravangla Sub Division, South Sikkim-737139

Tender No:512/NITS/Admn/Purchase of Furniture/Student Table 2018/126

Date: 26.07.2018

NOTICE INVITING LIMITED TENDER

National Institute of Technology Sikkim invites tenders in sealed envelope for supply of materials to be supplied at NIT Sikkim, Barfung Block, Ravangla, South Sikkim 737139. The tender Document can be downloaded free of cost from the website www.nitsikkim.ac.in or obtained from the office.

Tender Floating Date	July 26, 2018
Closing Date & Time for submission of bid	August 06, 2018 at 1:00 PM
Opening Date & Time of Technical Bid (Annexure-A)	August 06, 2018 at 2:00 PM
Opening Date & Time of Financial/Price Bid (Annexure-B)	To be notified later by email.
Bid to be submitted to	The Registrar, National Institute of Technology Sikkim, Ravangla Campus, Barfung Block, South Sikkim, Sikkim-737139
Place of opening of bid	Office of the Registrar, National Institute of Technology Sikkim, Ravangla Campus, Barfung Block, South Sikkim, Sikkim-737139
Earnest Money Deposit (EMD)	Rs.12000/- only in the form of Demand Draft(s) drawn in favour of "DIRECTOR, NIT Sikkim" payable at Ravangla South Sikkim, and valid for a period of 45 days beyond the final bid validity period.
For any Clarification	<i>Email Id: registrar.office@nitsikkim.ac.in</i>

S.No.	Item Description	Quantity
1	Square pipe 25 mm Stainless steel grade AISI 202 SS (Make JINDAL or better) and 16 Gauge (>1.5 mm)	3000 Kg Approx.

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

Registrar

Instructions to Bidders

1. The bids should be quoted separately and put in different sealed envelopes marked as “**Technical Bid**” and “**Financial Bid**” which are to be put in separate envelopes and should be properly sealed. The EMD should be enclosed with the Technical Bid in the form of Account payee DD in favour of “Director, NIT Sikkim”.
2. All tender documents should be sent through courier, speed post or registered post only or may be dropped in the tender box at NIT Sikkim.
3. Quotation received after the closing date/time will not be considered.
4. While sending bids, the firm shall give an undertaking to the effect that “*the terms/conditions mentioned in the enquiry 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.
5. The quantity shown against the item is tentative and may vary as per dynamic requirement of the Institute.
6. In the event of any dispute or difference(s) between the Institute (NIT Sikkim) and the Vendor(s) arising out of non-supply of material or supplies 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.
7. 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.
8. If the successful bidder fails to supply the goods within stipulated time, then the EMD may be forfeited.
9. The quoted price will remain valid for 3 month and no alteration/change in rate is allowed after issue of Work Order/Purchase Order.
10. The Bidders must submit the copy of (a) Firm Registration Certificate, (b) Trade License and (c) GST Registration along with bid. All these certificates must be in supply of construction Trade Materials/Hardware/Steel.
11. Quotations may either be on (a) letter head or (b) format but duly stamped by the authorized signatory along with a forwarding letter on letter head. Otherwise the bid shall stand rejected.
12. Payment shall be made only after the receiving of materials against the Purchase Order with satisfactory level ensuring all the specification and the quality of the material/items ordered.
13. Contact Nos. and E-mail IDs of Authorized persons of the firm must be given.
14. NIT Sikkim can cancel fully or partially the item based on their requirement or can increase or decrease the quantity. Bidder cannot claim any cost from NIT Sikkim.

[Signature & Seal of the Firm/Company/Agency]

15. The bidder should not have been blacklisted by any central/state government bodies. Declaration of the same to be enclosed along with tender document.
16. The price quoted should include transportation charges. The price quoted should be for NIT Sikkim, Ravangla. Please quote Taxes separately in the format as per existing rates.
17. The payment shall be released within 15 days of satisfactory delivery of the materials to the satisfaction of the institute committee.
18. Delivery period for all the items will be within 7 working days. The authority of NIT reserves the right to extend the delivery period on request with valid reason else following penalty clause shall be applicable.
19. Penalty Clause:
 - a) 1% of the bill amount for delay in supplying of materials up to 15 days.
 - b) 2% of the bill amount for delay in supplying of materials up to one month.
 - c) 5% of the bill amount for delay in supplying of materials more than one month.
20. The Technical and Financial bids should be addressed to:

**The Registrar
National Institute of Technology Sikkim
Ravangla Campus, Barfung Block, South Sikkim, Sikkim- 737139.
Email: registrar@nitsikkim.ac.in**
21. **The Technical Bid will be opened on 6th August, 2018.** The bidders or their authorized representative may also be present during the opening of the Technical Bid, if they desire so, at their own expenses. (Given at **Annexure–A**)
22. **Financial/Price Bids** (Given at **Annexure–B**) **of only those bidders will be opened whose technical Bids** (Given at **Annexure–A**) **are found suitable by the committee appointed for the purpose.** Date and time of opening of price bids will be decided after the committee has evaluated technical bids. In exceptional situation, an authorized committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.
23. **Pre – Qualification Criteria:**
 - a) Materials should be ISI marked.
 - b) The bidder must be a registered/authorized firm with GST registration clearly mentioning the scope of items authorized to supply from the registration authority.
 - c) Trade License should be valid for the financial year 2018-19.
24. **Prices:**

The Prices quoted should be inclusive of all taxes or duties, packing, forwarding, freight, insurance, delivery at destination site (NIT Sikkim, Ravangla, Sikkim). The rates shall be firm and final. Nothing extra shall be paid on any account. Taxes shall be applicable/deducted as per Central/state rule.

[Signature & Seal of the Firm/Company/Agency]

25. Delivery:

The materials should be delivered within the period as specified in the purchase order unless otherwise prescribed.

Any deviation in the material/item and the specifications from the accepted terms may liable to be rejected and the bidders need to supply all the goods in the specified form to the satisfaction/specifications specified in the order/contract.

26. Technical Specification

The technical specification for the material to be supplied is given below along with approx. quantity. The quantity can be increased or decreased.

S.No.	Item Description	Quantity
1	Square pipe 25 mm Stainless steel grade AISI 202 SS (Make JINDAL or better) and 16 Gauge (>1.5 mm)	3000 Kg (Approx.)

Registrar

[Signature & Seal of the Firm/Company/Agency]

BID PROPOSAL SHEET
(ON THE LETTER HEAD OF THE BIDDER)

To
Registrar
National Institute of Technology Sikkim
Ravangla Campus, Barfung Block, South Sikkim 737139.

Subject: **SUPPLY OF STAINLESS STEEL MATERIALS** at NIT Sikkim, Ravangla Campus, Sikkim

Dear Sir,

We, the undersigned Tenderers, having read and examined in detail the specifications as specified in this document in respect of “**SUPPLY OF STAINLESS STEEL MATERIALS**” at NIT Sikkim, Ravangla Campus, Sikkim do hereby propose to supply the required products and services.

EMD : Submitted		YES/NO (Please strike off whatever is not applicable)		
Amount	DD. No.	Date of Issue	Name of Bank	Valid up to

1. **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.
2. **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.
3. **Payment Terms:** We hereby declare that in case the contract is awarded to us, we agree with payment terms specified in the tender documents.
4. **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.

[Signature & Seal of the Firm/Company/Agency]

- 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 8.

Date:

[Signature and Seal of the Firm/Company/Agency]

[Signature & Seal of the Firm/Company/Agency]

Part A : Technical Bid

(ON THE LETTER HEAD OF THE BIDDER)

(i) Format for Profile of the bidder

S.No.	Particulars	Fill-in Details	Ref. No/ remarks if any
1	Name and Registered address of the Firm/Company/Agency		
2	Name of the Authorized Person and Contact Number		
3	Number of years of experience in this field*		
4	Registration Number of the Firm/Company/Agency*		
5	Valid GSTIN Number		
6	PAN number of the Firm/Company or Proprietor*		
7	Trade License related to Metal/Steel/Hardware (should be valid for financial year 2018-19)		

***All fields are mandatory to fill with the copy of duly signed and the above points together constitute eligibility criteria.**

(ii) Performa for direct payment/transfer to bank account by NIT Sikkim

S.No.	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 Financial/Price Bid.

[Signature & Seal of the Firm/Company/Agency]

Part B : Financial/Price Bid

(ON THE LETTER HEAD OF THE BIDDER)

SUPPLY OF STAINLESS STEEL MATERIALS									
Item No	Item with specifications	Qty.	Unit Price (₹)	Tax	Total unit Price (₹)	Total Price (₹)	Tax (%)	Grand Total (₹)	Quoted MATERIAL MAKE
1	Square pipe 25 mm Stainless steel grade AISI 202 SS (Make JINDAL or better) and 16 Gauge (>1.5 mm)	3000 Kg approx							

We agree to supply the above goods/items in accordance with the technical specifications for a total contract price of Rs. _____ (Rupees _____) within the period specified in the Invitation for tender.

Date:**[Signature and Seal of the Firm/Company/Agency]**

[Signature & Seal of the Firm/Company/Agency]