



NOTICE INVITING TENDER

National Institute of Technology Sikkim invites tender in sealed envelope for **Supply of Electrical Items as per Specification** given in this tender notice to be delivered 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.

Schedule of Requirement

S.No.	Particulars
1	As per Annexure A

<i>Detailed Information</i>	
Bidding System	Two Bid System: Technical Bid & Financial Bid (separate sealed)
Tender Floating Date	03 rd November 2020
Tender Closing Date & Time	24 th November 2020, 12:00 Noon
Technical Bid Opening Date & Time	24 th November 2020, 3:00 PM
Financial Bid Opening Date & Time (Tentative)	25 th November 2020 at 03:00 PM (Tentative)/ Shall be announced at the time of technical bid opening
EMD (Earnest Money Deposit)	Rs. 25,000/- (Rupees Twenty Five Thousand Only) By Demand Drafts in favour of "The Director, NIT Sikkim" payable at State Bank of India, Ravangla Branch (IFSC SBIN0007218).
Address for communication	The Registrar, NIT Sikkim, Barfung Block, Ravangla, South Sikkim - 737139
Tender Submission	Tender/Bid may be deposited in the tender box or submitted in the Administrative Block at Reception/Registrar office.
For any Clarification	registrar.office@nitsikkim.ac.in
Website	www.nitsikkim.ac.in
Number of Pages in the Tender Document	12

Registrar

Note Carefully: The Bidders are required to read carefully and understand all the terms and conditions, specifications, formats, instructions, etc. given in the Tender/Bid document with full understanding of its implications. Failure to furnish all information required for submission of a bid or bids not substantially responsive in every respect may result in outright rejection. The Bidder is required to give confirmation of their acceptance of all the terms and conditions mentioned in the Tender/Bid document. Failure to do so may result in rejection of Tender/Bid submitted by the Bidder.

General Terms and Conditions

1. In this tender document the Institute means “National Institute of Technology Sikkim (NIT Sikkim)”; the **Buyer** means **NIT Sikkim** and **Seller/Supplier** means the successful bidder awarded the Purchase Order (PO)/work order; The word “**Tender**” and “**Bid**” is used interchangeably having same meaning. Here, the word **Supply/Agreement/Contract/Project** means the **Purchase Order** for the goods given in the scope of the work. Goods/Items/Works means the items/service mentioned in the scope of work. A Tender/Bid Document means all the pages of this document consisting of Terms and Conditions, Specifications, Bid Formats, Undertaking, etc.

2. **Scope of Work:**

Suppliers of electrical materials and agency carrying out similar materials supply may bid for the tender.

3. **Format for submission of bid:**

The bid shall be submitted only in the *forms and formats* attached with this bid document and every page of the bid document should be signed and stamped by authorized person. The bid should be forwarded by the bidders under their original memo/letter head inter alia furnishing all the required details like GST number, PAN, Bank details etc. and complete contact details (Postal address, email and contact numbers) of their office. All bidding documents and rate quotations must be in English. One signed copy of the tender document, with bidding firm seal, agreeing to the terms & conditions and declaration etc. must also form part of the submitted bid.

4. **Two Bid system:**

The bidding process shall consist of **Two Bid System**. The bid must be submitted in two parts comprising:

Part-I: Technical Bid (Annexure-B) & Part-II: Financial/Commercial/Price Bid (all have same meaning) (Annexure-E).

The Part-I (Technical bid) should contain the EMD, compliance/non-compliance of detailed technical specifications as per the Bid/Tender document along with other desired information/certificate, etc. **The Part-II (Financial Bid)** shall only contain the price offered in the Bid format provided with document along with other desired information/certificate, etc, if any.

Both the Bids should be properly placed in two **separate sealed envelopes** and marked accordingly (**must super-scribed “Technical Bid” or “Financial Bid” on the top of each respective envelope**) for their proper identification. These should again be sealed in a third bigger **envelope super-scribing, “Bid for Supply of Electrical Items”**.

The Part-I (Technical Bid) will be opened on the date of tender opening and the Part-II (Financial Bid) after evaluation of Part-I. The Part-II (Financial Bid) of only technically qualified bidders shall be opened, as decided by the Technical Evaluation Committee. The decision of the Technical Evaluation Committee (TEC) shall be final and binding on all the bidders.

5. Enclosures:

The bidder must attach the suitable supporting documents. The **Technical and Financial Bids** will be submitted in the specific formats enclosed with this tender document in separate sealed envelopes. All the enclosures attached with the bid shall also be signed and stamped. Please ensure following:

(a) **Technical bid** must comprise of following:

- (i) A clause by clause compliance on Terms and Conditions of the contract and the technical specifications, drawings, etc.
- (ii) Duly filled, signed and stamped **Technical bid** on the Letter Head of the **Bidder (Annexure-B)**.
- (iii) Duly filled, signed and stamped **Compliance statement** on the Letter Head of the Bidder (**Annexure-C**).
- (iv) Duly filled, signed and stamped **Undertaking** on the Letter Head of the Bidder (**Annexure-D**).
- (v) All the certificates and declarations required under the Specific Conditions of this Tender/Bid document.
- (vi) The bidder may submit/supply records and satisfactory installation certificate of completing similar materials in Central Government Organization.
- (vii) EMD in the form of Demand Draft must be enclosed with the Technical Bid.
- (viii) The **GST registration** number and photocopy of certificate and other local authority registration as applicable.
- (ix) **The PAN** of proprietor/firm/company with photocopy of the PAN card.
- (x) Dealership agreement for quoted items if any, may be enclosed with the technical bid.
- (xi) The enclosed formats in original should be used for the Bids. All sheets submitted must be signed by the authorized signatory of the company and duly affixed with firm's stamp. Additional sheets, duly authenticated may be attached to elucidate specific issue, if any.

Non-compliance of any of the above may result in rejection of the bid summarily and no query in this regard shall be entertained.

(b) **Financial Bid/Price Bid:**

Financial bid will comprise of duly filled, signed and stamped Financial Bid in the format given at **Annexure-E**. Financial Bid/Price Bid only and must be placed in separate envelope duly sealed and signed. This envelop must be super-scribed with "**Financial Bid for Supply of Electrical Items**".

6. Bid Security:

The Bid Security (i.e. Earnest Money Deposit, EMD) in the form of Demand draft for Rs.25,000/- (Rupees Twenty Five Thousand Only) from any scheduled bank drawn in favor of "**The Director, NIT Sikkim**" payable at Ravangla, South Sikkim-737139 must accompany with **Technical Bid**. **No interest shall be paid on the submitted EMD**. Offer without EMD will be rejected summarily except in case of exempted bidders holding valid MSME/NSIC license exempting such bidders from furnishing of EMD.

Withdrawal of Bid Submitted:

Bidders unwilling to participate in the bidding process after submitting the bid must ensure that intimation to this effect must be reached to the Registrar, NIT Sikkim before the due date and time of the opening of the Bids, failing which the defaulting Bidder may be delisted and will result in forfeiture of EMD.

7. Force Majeure:

During the pendency of the service agreement if the performance in whole or part thereof, by either party is prevented/delayed by causes arising due to any war, hostilities, civil commotion, act of public enemy, sabotage, fire, floods, explosion, epidemics, non-availability of raw material and other consumables, or any other causes including breakdown of equipment beyond their reasonable control. Neither of the two parties shall be made liable for loss or damage due to delay or failure to perform the contract during the pendency of forced conditions provided that the happenings are notified in writing within 7 days from the date of occurrence. The supply of materials shall be resumed under the contract as soon as possible after the restoration of normalcy. The Institute reserves the right to grant time period extension on the request of bidder or otherwise.

8. Jurisdiction of Courts:

In all matters and disputes arising here under, the appropriate Courts at Sikkim only shall have jurisdiction to entertain and try them only after the failure of arbitration process, if any.

Other Terms & Conditions

1. The place of delivery shall be NIT Sikkim campus Ravangla, South Sikkim. The seller must ensure supply of materials at NIT Sikkim Ravangla campus within 10 days of purchase order given from time to time.
2. Bidder should have valid GST registration for the financial year 2020-21. Only invoices/bill with serial numbers and printed with GSTIN number shall be accepted.
3. The bidder may submit proof of experience of supply of similar materials in Central Government/PSU/Autonomous body with the bid if any.
4. Dealership agreement with the principal manufacturer of the quoted materials if any may be submitted with the Technical Bid.
5. The bidder must quote for one of the various alternative brands mentioned in the schedule of requirements. The goods supplied must also be only from the mentioned brands in the tender document failing which the goods shall not be accepted and EMD forfeited.
6. Bid or Tender may be cancelled or delivered materials may be not accepted fully or partially at any time if it is found that **materials differ** or deviate from NIT Sikkim's mentioned and accepted specification in the bid. Any action under this clause shall make the EMD/security deposit liable to be forfeited.
7. **Packing, forwarding, insurance (if any), transportation charges should be inclusive in the price.** For any damage/loss during transit, **supplier** will be solely responsible and damaged/lost material must be replaced by supplier at their own cost.
8. **Validity:** Bids shall remain valid for 180 days from date of the Tender closing Date.
9. All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway.

10. The information/orders/notices, etc. communicated through **E-mail** provided by the firms/suppliers shall be treated authentic means of communication for all purposes. Providing the **correct contact details (Telephone/mobile Nos., official E-mail IDs, address, etc.)** shall be the sole responsibility of the bidders/firms/suppliers.
11. If supplier fails to deliver the material within the delivery period, NIT Sikkim may cancel full order or parts of the order and EMD value may not be returned to the bidder. NIT Sikkim also reserves the right to place the Purchase Order to other bidder or supplier in case of failure of the successful bidder. The EMD shall be forfeited in case the supplier withdraws his tender offer during the validity period of the bid.
12. Bidder may choose authorized representative with proper authorization letter for attending tender document opening.
13. NIT Sikkim reserves right to award Contract/Purchase order to one or more bidder.
14. Delivery of the materials shall be to the satisfaction in all terms of NIT Sikkim, else no payment will be made. The decision of competent authority of NIT Sikkim shall be final and binding on Firms/Suppliers. NIT may ask for proof of bills or other relevant document for purchase of the material as per desired standard specification.

15. **Liquidated Damages (LD) and Penalty Clause for Delay:**

In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the materials/works/goods and conduct trials, installation of equipment, training, etc. as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the delivery/supply as per the contract. The **Buyer** may also deduct any amount from the **Seller** (successful bidder) payment due as deemed necessary. Liquidated damages for the delayed/undelivered goods/services/installation as mentioned above, subject to the maximum value of the Liquidated Damages being not higher than 10% of the total project cost/contract value.

In case of delay attributed solely to the negligence of the firm (service provider) in the execution of supply of goods, service, etc., penalties at the following rates shall be imposed. The delay shall be based on the agreed implementation schedule as per the service level agreement/bid document:

- (a) 1% of the total cost for delay upto 15 days;
- (b) 2% of the total cost for delay more than 15 days but less than 30 days;
- (c) 5% of the total cost for delay more than 30 days but less than 60 days;
- (d) 10% of the total cost for delay more than 60 days;

The competent authorities of the Institute reserve the right to increase the supply/installation/service etc. time period on the request of the firm or its own reasons or waive off the penalty. Maximum delay of 75 days is tolerable, beyond which the order/agreement is liable to be cancelled. The loss incurred due to non-performance of the firm/vendor will be recovered from the firm/vendor.

16. **Payment Terms:**

It will be mandatory for the Bidders to provide bank details for e-payment. 100% payment shall be made in Indian Rupees and in favor of Seller/Supplier through cheque/e-payment after delivery.

17. **Advance Payments:** No advance payment(s) will be made.

Note Carefully: The Bidder is required to read and examine all the terms and conditions, specifications and instructions given in the Tender/Bid document with full understanding of its implications. Failure to furnish any information required for submission of a bid or bids not substantially responsive in every respect may result in outright rejection. The Bidder is required to give and undertaking of understanding and acceptance of all the terms and conditions mentioned in the Bid document. The sole responsibility in all respect lies with the bidder and NIT Sikkim shall not be held responsible in any respect in this regard.

**Registrar
NIT Sikkim**

(Annexure –A)

The Detailed Schedule of Requirement.

S. No.	Item	Details	Quantity (Approx.)	Brand
1	False ceiling light	12 W White Light Square	50 pcs	Gold Medal, Philips, Havells, Syska
2	False ceiling light	18 W White Light Square	50 pcs	Gold Medal, Philips, Havells, Syska
3	PVC board	4*7	40 pcs	Ajonta/Equivalent
4	PVC board	6*8	80 nos	
5	MCB DB BOX	12WAY	6 nos	Anchor, Gold Medal, Havells L&T
6	MCB DB BOX	16WAY	4 nos	
7	MCB	6 A SP	20 nos	
8	MCB	10 A DP	40 nos	
9	MCCB	4 pole 160A	1 nos	
10	MCB	4pole63A	8 nos	
11	Aluminum Cable	3.5 core 50 sqmm	30 mtr	
12	Aluminum Cable	3.5 core 25 sqmm	50 mtr	
13	Wire	0.75sqmm	30 coil	
14	Wire	1 sqmm	40 coil	
15	Wire	4 sqmm	40 coil	
16	Wire	6 sqmm	20 coil	
17	PVC Conduit pipe	3/4	200 pcs	Barelia, Jaguar or equivalent
18	PVC conduit fitting	elbow	200 pcs	
19	PVC conduit fitting	TEE	200 pcs	
20	PVC Saddle (Clamp)		400 pcs	
21	Switch	6A	250 pcs	Anchor, Gold Medal, Havells Legrand
22	Socket	6A	500 pcs	
23	Switch	16A	75	
24	Socket	16A	75	
25	Flexible pipe	¼ inch	20 coil	
26	Flexible pipe	½ inch	20 coil	
27	Flexible pipe	¾ inch	20 coil	
28	Chemical Earthing with Electrodes	40mm*6 ft	10 set	True power/Equivalent
29	LED street light	30W	30	Anchor, Gold Medal, Havells, Philips
30	LED street light	20W	20	
31	LED flood light	100W	10 pcs	

Note:

1. The quantity of materials is in approximate term. It may increase or decrease based on the actual and dynamic requirement of the Institute.
2. The above-mentioned quantity shall be procured in batches over a period of the validity of bid. The order for each batch shall be placed through a purchase order.
3. The bidder has no right to claim minimum quantity for each batch and the decision on the quantity shall be decided by the Institute authorities which is final.

(Annexure-B)

Part-I: Format for Submission of Technical Bid

(On the Letter Head of the Bidder)

S. No.	Particulars	Fill-in Details	Ref No./ remarks if any
1	Name and address of the Firm/ Company/ Agency		
2	Whether the firm is Proprietary/ Partnership Firm /Private Ltd./Public Ltd. /Others.		
3	Name of Proprietor/Partner of the firm/ Agency		
4	Name & Contact detail of Authorized representative: (Designation, Address, Mobile No., E-mail ID)		
5	Month and Year of Establishment of Firm		
6	Number of years of experience in this field		
7	Registration Number of the Firm		
8	Valid GSTIN Number		
9	PAN number of the firm or Proprietor		
10	Warehouse/Outlet Address		
11	OEM/Authorized Dealership (Brand) (Original Equipment Manufacturer), if Any		
12	Other relevant documents as mentioned under "Submission of Tender Document" & Terms & Condition		

Signature & Seal of the Company/Firm/Agency

(Annexure-C)

Compliance Statement

S. No.	Item	Details	Compliance Yes/No	Brand Quoted	Remarks, If Any
1	False ceiling light	12 W White Light Square			
2	False ceiling light	18 W White Light Square			
3	PVC board	4*7			
4	PVC board	6*8			
5	MCB DB BOX	12WAY			
6	MCB DB BOX	16WAY			
7	MCB	6 A SP			
8	MCB	10 A DP			
9	MCCB	4 pole 160A			
10	MCB	4pole63A			
11	Aluminum Cable	3.5 core 50 sqmm			
12	Aluminum Cable	3.5 core 25 sqmm			
13	Wire	0.75sqmm			
14	Wire	1 sqmm			
15	Wire	4 sqmm			
16	Wire	6 sqmm			
17	PVC Conduit pipe	3/4			
18	PVC conduit fitting	elbow			
19	PVC conduit fitting	TEE			
20	PVC Saddle (Clamp)				
21	Switch	6A			
22	Socket	6A			
23	Switch	16A			
24	Socket	16A			
25	Flexible pipe	¼ inch			
26	Flexible pipe	½ inch			
27	Flexible pipe	¾ inch			
28	Chemical Earthing with electrodes	40mm*6 ft			
29	LED street light	30W			
30	LED street light	20W			
31	LED flood light	100W			

Signature & Seal of the Company/Firm/Agency

(Annexure-D)

UNDERTAKING

(On the letter head of the bidder)

To
The Director
NIT Sikkim

Sub: Undertaking for Tender No:

Dear Sir,

This is to undertake that I / We, owner(s) of M/s, of (name of city) have read the above mentioned Tender document and have fully understood the Terms & Conditions and their implications. We undertake that if I/We am/were given the contract, I/We will abide by all the Terms & Conditions etc. of the tender in letter and spirit.

Signed by
(Name)

Authorized Signatory of M/s

Official Stamp:

Date:

Place:

(Annexure–E)

Part-II: Financial Bid
(On the letterhead of the bidder)

S. No.	Item with Specifications	Qty.	Unit Price (₹)	Tax With %	Total Unit Price (₹)	Total Price (₹)
1	False ceiling light 12w					
2	False ceiling light 18w					
3	PVC board 4*7					
4	PVC board 6*8					
5	MCB DB BOX 12 way					
6	MCB DB BOX 16 way					
7	MCB6 A SP					
8	MCB 10 A DP					
9	MCCB 4 pole 160A					
10	MCB 4 pole 63A					
11	Aluminium Cable 3.5 core 50sqm					
12	Aluminium Cable 3.5 core 25sqm					
13	Wire 0.75 sqmm					
14	Wire 1sqmm					
15	Wire 4sqmm					
16	Wire 6sqmm					
17	PVC Conduit pipe ¾					
18	PVC conduit fitting elbow					
19	PVC conduit fitting TEE					
20	PVC Saddle (Clamp)					
21	Switch 6A					
22	Socket 6A					
23	Switch 16A					
24	Socket 16A					
25	Flexible pipe ¼					
26	Flexible pipe ½					
27	Flexible pipe ¾					
28	Chemical Earthing with electrodes					
29	LED street light 30W					
30	LED street light 20W					
31	LED flood light 100W					

Total Amount (Rs.....)

Note:

- Total unit quoted price should be inclusive all charges (taxes, transportation, etc.). No extra charges will be paid. Rate quoted must be F.O.R. NIT Sikkim.

Signature & Seal of the Company/Firm/Agency

Performa For Direct Payment/Transfer To Bank Account By NIT Sikkim

(To be enclosed with the Financial Bid)

S.No.	Particulars	Information
1	Firm (Beneficiary) Name	
2	Complete Bank Account No. of the Firm (beneficiary)	
3	Bank Name & Address	
4	IFSC Code no.	
5	Mobile no (for SMS)	
6	Email ID (for information)	

*Please enclose a cancelled Cheque

**No overwriting or cutting in price quoted shall be acceptable and financial bid shall be treated invalid and rejected.

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.

Signature & Seal of the Company/Firm/Agency