



## NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus, Barfung, South Sikkim 77139

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

Tender No: NITS/02/CSE/Cloud Lab Purchase/15-16

Date: 10.04.2015

### SUPPLY AND INSTALLATION OF FURNITURE & FIXTURES

*(For Contracts value estimated to cost less than Rs.25lakhs)*

<b>Closing Data &amp; Time for submission of bid</b>	27.04.2015 (11.am)
<b>Opening Date &amp; Time (Technical bid)</b>	27.04.2015 (1:30 pm)
<b>Bid to be submitted to</b>	Assistant Registrar, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
<b>Place of opening of bid</b>	Conference Hall, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
<b>Tender fee</b>	` 500 (non refundable) in form of a Demand Draft drawn in favor of DIRECTOR, NIT Sikkim
<b>Earnest Money Deposit (EMD)</b>	<b>Rs.6000/-</b> (Six THousand only) in form of a Demand Draft drawn in favor of DIRECTOR, NIT Sikkim payable at Ravangla South Sikkim, and valid for a period of 45 days beyond the final bid validity period

To,

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National Institute of Technology (NIT) Sikkim, Ravangla, South Sikkim invites most competitive bid for following goods/equipments. The bid documents for technical bid and price bid separately should 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 Delivery	Installation required, if any
1	<b>Furniture &amp; Fixtures</b> a. Construction of Computer table, b. Chair, c. Revolving chair, d. White board (3x4 ft) e. Curtain & Fitting, f. Room Oil fill Heater <i>detailed specification attached at Annexure-B</i>	21 no 21 No 1 No 1 No 4 No 1 No	NIT Sikkim	Yes

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 financial bids should be quoted separately and put in different sealed envelopes marked "**Technical bid**" and "**Financial bid**" as applicable **for items** and are to be put in separate envelopes, which should be properly sealed. The respective EMD as per items mentioned above and Tender fee should be enclosed in the **technical bid** in the form of A/C payee DD in favors of "**Director, NIT Sikkim**".

1. The financial bid should include the cost of main equipment/item and its accessories. If there is any separate cost for installation, warranty extension etc. that 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 printed literature and catalogue/brochure giving full technical details should be included with the technical bid to verify the specifications quoted in the tender. 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.
4. 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.
5. Quotation received after the closing date/time will not be considered.
6. 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.
7. The supplier/firm must be either original equipment manufacturer (OEM) or authorized dealer/sole distributor of quoted items, the certificate to this effect must be attached.
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 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.
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.
11. If the successful bidder fails to supply the goods/equipments within stipulated time, then the EMD may be forfeited.
12. Successful bidder shall have to deposit PBG of 10% after the P.O. is endorsed to the suppliers.
13. **Interested bidder for Construction of computer table** may visit the lab room at Ravangla Campus for details specification, estimation and clear understanding from 6<sup>th</sup> April to 17<sup>th</sup> April 2015 during working hours by informing the undersigned in advance.

**The technical and financial bids should be addressed to**

Assistant Registrar

National Institute of Technology Sikkim

Ravangla Campus, Barfung Block, South Sikkim 737139.

Email: [ram.nitsikkim@gmail.com](mailto:ram.nitsikkim@gmail.com)

**The Technical bid will be opened on 27.04.2015.** 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.

**Price bids of only those bidders will be opened whose technical bids 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.

**General Terms and conditions:**

**Clarifications:**

In case the bidder requires any clarification regarding the specification/tender document, they are requested to contact Balaji Naik (e-mail: [balajinaik07@gmail.com](mailto:balajinaik07@gmail.com)), Assistant Professor, or the undersigned, NIT Sikkim on or before 24.07.2015.

**Pre – Qualification Criteria:**

- a. Bidders should be the manufacturer / authorized dealer. Letter of Authorization from original equipment manufacturer (OEM) on the same and specific to the tender should be enclosed for items as required.
- b. The bidder must be a registered/authorised firm with VAT registration clearly mentioning the scope of items authorised to supply from the registration authority.

**Prices:**

The Prices quoted should be inclusive of all taxes or duties, packing, forwarding, freight, insurance, delivery and commissioning etc. at destination site (NIT Sikkim, Ravangla, Sikkim). **Prices should be quoted separately Exclusive Excise Duty.** 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 120 Days. The Bidders should be ready to extend the validity, if required.

**Delivery:**

The Equipment should be delivered and installed within the period as specified in the purchase 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 deliver and place any or all the Equipment or perform the service 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.

**Warranty**

Bidders must give the comprehensive onsite warranty as required from the date of successful installation of Equipment against any manufacturing defects and also give the warranty declaration that *"everything to be supplied by us hereunder shall be free from all defects and faults in material, workmanship and shall be of the highest quality and material of the type ordered, shall be in full conformity with the specification and shall be complete enough to carry out the experiments, as specified in the tender document."*

Any deviation in the material, 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 and demonstrate at the their own cost.

**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: **“SUPPLY & INSTALLATION OF FURNITURE & FIXTURES FOR CLOUD COMPUTING LAB (CSE DEPARTMENT)”** 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 and Installation of **FURNITURE & FIXTURES FOR CLOUD COMPUTING LAB (CSE DEPARTMENT)** at NIT Sikkim, Ravangla Campus Sikkim do hereby propose to supply the required products and services.

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

(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) **CONTRACT PERFORMANCE SECURITY:** We hereby declare that in case the contract is awarded to us, we shall submit the performance Guarantee Bond in the form of Bank Guarantee for the amount mentioned at tender document of the total order value.

(v) **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 .....

Date:

Signature and Seal of the Manufacturer/Bidder

## Technical Compliance of Goods/Equipment

(In the letter head of the bidder)

Sno	Descriptions/Specification	Quantity	Compliance (Yes/No)	Quoted Model
<b>1</b>	<p><b>ITEM GROUP A: FURNITURES</b>  <i>Mention SPECIFICATIONS against these parameters            (One may extend their specifications beyond these parameters)</i></p> <p>a. Construction of wall side attached Computer table of outline finished boards with half inch thickness, total length size 22 meter L x 2.5 ft top space and with dust cover panel , sufficient hole point for electrical and cable connection, should have adjustable drawer for keyboard, Construction in four part of the lab on capacity of adjustment for 21 computer .</p> <p>b. Chair in tool shape of iron structure with 16"height having foam cover on seating space (Branded)</p> <p>c. Revolving chair with seat adjusting facility and arm rest (Branded)</p> <p>d. White board size:3x4 ft with wall mounting clips.</p> <p>e. Curtain with fitting for four window (4 x5 Ft)</p> <p>f. Oil fill room heater</p>	<p><b>1 unit construction (Equivalent to 21 nos of table)</b></p> <p><b>21 Nos</b></p> <p><b>1 No</b></p> <p><b>1 No</b></p> <p><b>4 unit</b></p> <p><b>1 No</b></p>		

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

Date:

Signature and Seal of the Manufacturer/Bidder

Note:

1. Preference will be given to ISO 9001-2000 certified manufacture/supplier, who can ensure the manufacturing of the machine as per the required testing standards/tender specifications within the specified tolerance limit.
2. Bidders should provide copies of original Memorandum and Articles of Association, defining the constitution of legal status, place of registration and place of business of the company.

**ANNEXURE-C**

**PRICE BID**

(ON THE LETTER HEAD OF THE BIDDER)

SlNo	Brief Description of goods/equipments	Quantity	Quoted price in Rs.	Total Amount (in words)
1	<b>Furniture</b> Construction of Computer table  Chair Revolving chair White board (3x4 ft) Curtain & Fitting Room Oil fill Heater	1 Unit ( equivalent to 21 tables)  21 Nos 1 No 1 No 4 Nos 1 No		
	Taxes & other levies Slno 1			

We agree to supply the above goods/equipments in accordance with the technical specifications for a total contract price of Rs \_\_\_\_\_ (Pls specify the Item groups) \_\_\_\_\_ within the period specified in the Invitation for Quotations.

Date:

Signature and Seal of the Manufacturer/Bidder

Note:

1. Preference will be given to ISO 9001-2000 certified manufacture/supplier, who can ensure the manufacturing of the machine as per the required testing standards/tender specifications within the specified tolerance limit.
2. Bidders should provide copies of original Memorandum and Articles of Association, defining the constitution of legal status, place of registration and place of business of the company.

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## ANNEXURE-D

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

Sno	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]**