

राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी  
कारैक्काल – 609 605  
**NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY**  
**Karaikal – 609 605**  
Union Territory of Puducherry



**Tender Document**

**For**

**Purchase of Wooden Stools for Lab**

**at**

**National Institute of Technology Puducherry**  
**Thiruvattakudy, Karaikal – 609 609**  
**India.**

National Institute of Technology Puducherry @ Karaikal an autonomous Institute established under Ministry of Human Resource Development, Government of India would like to procure the following items.

<b>Item</b>	:	<b>Wooden Stools For Lab</b>
<b>Tender Enquiry No</b>	:	<b>NIT-PY/LAB FUR/2016-17/04, dated : 26.08.2016</b>
<b>Due Date (For submission of bids)</b>	:	<b>03.00 P.M. 16.09.2016</b>
<b>Technical Bid Opening time</b>	:	<b>04.00 P.M. 16.09.2016</b>
<b>EMD</b>	:	Earnest Money Deposit (EMD) for Rs.10,000/- (Rupees fifteen thousand only) in the form of Demand Draft drawn in favour of <b>"The Director, NIT Puducherry" payable at Karaikal</b>
<b>Eligibility Criteria</b>	:	The Contractors / Tenderers should have experience in supply of similar item with <b>ONE</b> similar work of Rs.4,00,000/- or above (or) <b>TWO</b> similar works each of Rs.2,00,000/- (or) above executed during the <b>last 3 years</b> with reputed educational institutions, organizations, etc., along with the copy of orders.
<b>Submission of Offer</b>	:	<b><u>Two Bid System:</u></b> Two bid system will be followed for this tender. In this system the bidder must submit his offer in <b>two separate sealed envelopes</b> . Both the technical bid and commercial bid envelopes should be securely sealed and stamped separately and clearly marked as <b>"Envelope No : 1 – Technical Bid"</b> and <b>"Envelope No : 2 – Commercial Bid"</b> respectively. EMD should be placed in the Envelope No : 1, Technical Bid.
<b>Place of Submission</b>	:	The Registrar (i/c) National Institute of Technology Puducherry Thiruvattakudy, Karaikal – 609 609 Union Territory of Puducherry India.

## Terms and Conditions

1. The Bidders are requested to give detailed tender in their **own forms** in two bids.  
**Part-1** : **Technical Bid**  
**Part-2** : **Commercial Bid**
2. Tenders, which are submitted without following the two bid offer system will summarily be rejected.
3. The tender document can be downloaded from the National Institute of Technology Puducherry website [www.nitpy.ac.in](http://www.nitpy.ac.in)
4. **Envelope No-1 : Technical Bid**  
The technical offer **should not contain any price information**. The technical offer should comprise of the following:
  - i) Earnest Money Deposit (EMD).
  - ii) The technical bid should be comprehensive and shall indicate all specification of the all products and services. Each page of the bid and cutting / corrections shall be duly signed and stamped by the bidder. Failure to comply with this requirement may result in the bid being rejected.
  - iii) If the bid is for branded makes, an authorization letter from principals clearly indicating that the vendor is competent and authorized to sell and provide services towards the items shall be enclosed.
  - iv) List of deliverables / bill of materials and services.
  - v) Bids should have a validity of **90 days**.
5. **Envelope No-2 : Commercial Bid**  
This should contain only the price information along with commercial terms and conditions. The commercial bids of **only the shortlisted bidders** shall be considered for further processing.
6. **Technical Evaluation Committee**
  - i) A committee duly constituted by The Registrar (i/c), NIT Puducherry will go through the technical aspects of the tender and recommend short listed firms. The recommendation of the technical committee shall be final and binding on all the parties.
  - ii) The technical committee will examine all the technical aspects of the bids received. Further, the technical committee may seek additional information from the existing users at NIT Puducherry or from other Institutes and also call for technical presentations from the bidders if required.
  - iii) The bidders are required to submit the sample for evaluation before the stipulated time.
  - iv) No cost will be paid by NIT Puducherry for sample.

## 7. **Opening of Commercial Bids**

- i) NIT Puducherry will open commercial bids of only the shortlisted bidders in the presence of the bidders or their authorized representatives who choose to attend the commercial bid opening. The date and time of opening the commercial bid will be intimated only to pre-qualified and technically acceptable bidders for the item at a later date. The representatives of shortlisted firms only will be allowed for commercial bid opening.
- ii) No sub-contracting is allowed with regard to installation, commissioning, training, warranty, maintenance and after sales service. This is the sole responsibility of the principals / their authorized agents.
- iii) The NIT Puducherry reserves the right to accept the offer in full or in parts or reject summarily or partly.

## 8. **Delivery Period / Timelines**

The deliveries and installation must be completed within 04 - 06 weeks from the date of purchase order. The time is the essence of the contract. It is mandatory for the bidders who respond to this bid to meet this expectation, as this is linked to student's admission and shifting the college to permanent campus.

## 9. **Locations for the supply / services**

The items covered by this document is required to be supplied and installed at

National Institute of Technology Puducherry  
Thiruvattakudy, Karaikal – 609 609  
Union Territory of Puducherry  
India

10. NIT Puducherry will not provide any accommodation / transportation for the engineers / representatives for attending installation, commissioning and demonstration work. It is the absolute responsibility of the principal supplier / agent to make their own arrangements.

## 11. **Purchasers right to vary quantities at the time of award**

NIT Puducherry reserves the right at the time of award of contract to increase or decrease the quantity of items specified in the schedule of requirements without any change in price or other terms and conditions.

## 12. **Price**

The price quoted shall be considered firm and no price escalation will be permitted. The quote should be for **FOR Destination** at National Institute of Technology Puducherry, Thiruvattakudy, Karaikal – 609 609, Union Territory of Puducherry.

- i) The packing, forwarding, freight, insurance and commissioning charges, if any extra may be quoted separately in commercial bid.
- ii) The actual sales tax percentage (without form "C") if any, should be specified.

### 13. **Performance Bank Guarantee**

The vendor will have to furnish performance bank guarantee for 10% of the total purchase order value, to be valid for one year plus two months from the date of installation and acceptance.

### 14. **Installation**

- i) Bidder shall be responsible for installation / demonstration as applicable and for after sales service during the warranty and thereafter.
- ii) Installation and demonstration to be arranged by the supplier free of cost and the same is to be done within 15 days of the arrival of the equipment at site.

### 15. **Warranty / Support**

- i) The items supplied shall carry a minimum of **three year of comprehensive warranty** from the date of acceptance of the equipment.
- ii) The defects, if any, during the guarantee / warranty period are to be rectified free of charge by arranging free replacement wherever necessary. This includes cost, insurance, freight, custom duty, octroi, local taxes if any and should be borne by the beneficiary or his agent. A clear confirmation should be given for this item.

### 16. **Indemnity**

The vendor shall indemnify, protect and save NIT Puducherry against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc., or such other statutory infringements in respect of all the items supplied by him.

### 17. **Freight and Insurance**

The items to be supplied will be insured by the vendor against all risks of loss or damage from the date of shipment till such time it is delivered at NIT Puducherry permanent campus.

### 18. **Payment**

90% payment shall be made at site against delivery, installation, commissioning and acceptance as per purchase order and balance 10% shall be made after receipt of performance bank guarantee. If no bank guarantee is given, the balance 10% will be paid after the warranty period plus two months.

### 19. **Penalty for delayed services / LD**

- i) As time is the essence of the contract, delivery period mentioned in the purchase order should be strictly adhered to. Otherwise the NIT Puducherry will forfeit EMD and also LD clause will be applied / enforced.
- ii) If the supplier fails to supply, and fix the item as per specifications mentioned in the order within the due date, the supplier is liable to pay liquidated damages of 1% of order value for delay of every week or or parthere of subject to a

maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.

- iii) NIT Puducherry reserves the right to cancel the order in case the delay is more than 10 weeks. Penalty as at (ii) above, will be deducted from the security deposit.

**20. Jurisdiction**

The disputes, legal matters, court matters, if any, shall be subject to Karaikal Court Jurisdiction only.

**21. Force Majeure**

NIT Puducherry may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the contract, is the result of a force majeure.

**22. Arbitration**

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc., shall be referred by either party (NIT Puducherry or the bidder) after issuance of 30 days notice in writing to the other party clearly mentioning the nature of dispute and will be referred to the arbitrator to be nominated by The Registrar (i/c), NIT Puducherry, Karaikal. The Venue for arbitration shall be Karaikal, Union Territory of Puducherry, India.

**23. Interpretation of the clauses in the Tender Document / Contract Document**

In case of any ambiguity / dispute in the interpretation of any of the clause in this tender document, interpretation of The Registrar (i/c), NIT Puducherry, Karaikal shall be final and binding on all parties.

- 24. Purchase Order may be issued to the supplier based on the lowest price of the each item.

**-Sd-**  
**Registrar (i/c)**  
**NIT Puducherry**

## ITEMS REQUIRED

Sl.No.	Item	Specification	Quantity (in Nos)
1.	Laboratory stools	<ul style="list-style-type: none"> <li>• 300 x 300 x 530</li> <li>• Wooden stools.</li> </ul>	<b>157</b>

