



NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus, Barfung, South Sikkim 737139

www.nitsikkim.ac.in

Tender No: 58/NITS/Works/Repair & Maintenance Vol-IV/17-18/ 883

Date: 23-11-2017

SUPPLY OF MATERIALS

Tender Floating Date	23-11-2017
Closing Date & Time for submission of bid	07-12-2017, 5 PM
Opening Date & Time (Technical bid)	08-12-2017, 2 PM
Opening Date & Time (Financial bid)	To be notified later by email.
Bid to be submitted to	Faculty In-charge of Construction & Maintenance Activities(FICMA), National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, Sikkim-737139
Place of opening of bid	Office of Registrar, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
Tender fee	Rs. 500 (non-refundable) in the form of a Demand Draft drawn in favour of "DIRECTOR, NIT Sikkim". The parties who have already paid the fees in tender no-58/NITS/Works/Repair & Maintenance Vol-IV/17-18/3 dated 18.10.2017 need not pay again.
Earnest Money Deposit (EMD)	Rs.11000 /- 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. The parties who have already paid the EMD in tender no-58/NITS/Works/Repair & Maintenance Vol-IV/17-18/3 dated 18.10.2017 need not pay again.
For any clarification	Email id: cma@nitsikkim.ac.in

**** Please note that for any query; please drop an email in the given email ID. Any kind of phone call or personal visit will not be entertained. If any kind of such activities are observed their tender will be canceled without assigning any reason.**


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Signature (in ink, with date) & Seal of Bidder/Tenderer

NOTICE INVITING LIMITED TENDER

National Institute of Technology (NIT) Sikkim, Ravangla, South Sikkim invites most competitive bid for the following item. 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. The detailed specifications are given below.

S. No.	Brief Description of the Goods	Specifications
1	MS Patti Quantity: 200 kg	6 mm thick, ISO mark
3(a)	GC sheet for truss covering wavy with one side green and one side white as photo enclosed (The total number of GC sheets required are 300nos. This may consist of any combination.) 	(3.5'X8') (0.5mm)
3(b)		(3.5'X9') (0.5mm)
3(c)		(3'X12') (0.5mm)
4	Fibre Plain Sheet Quantity: Approx 800 square feet(4rolls)	2mm thickness(48inch wide)

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.

Sd/-

(FICMA),

National Institute of Technology Sikkim

Instructions to Bidders

1. The technical and financial 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 and Tender fee should be enclosed in the technical bid in the form of A/C payee DD in favours of "Director, NIT Sikkim".
2. 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.
3. Quotation received after the closing date/time will not be considered.
4. While sending rates, 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.



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Signature (in ink, with date) & Seal of Bidder/Tenderer

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 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.
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 bidders may quote for single item or multiple.
10. The quoted price will remain valid for 3 month and no alteration/ change in rate is allowed after issue of Work Order/Purchase order.
11. You must submit the copy of (a) Firm registration certificate (b) Trade License; (c) GST registration along with your bid. All these certificates must be in construction trade.
12. Quotations may either be in (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.
13. 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.
14. Contact Nos. and E-mail IDs of Authorized persons of the firm must be given.
15. NIT Sikkim can cancel fully or partially any one items all items based on their requirement or can increase or decrease the quantity. Bidder cannot claim any cost from NIT Sikkim.
16. The Contractor/Agency should not have been blacklisted by any central / state government bodies. Declaration of the same to be enclosed along with tender document.
17. 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.
18. The payment shall be released within 15 days of satisfactory delivery of the materials to the satisfaction of the institute committee.
19. 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.
20. 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.

The technical and financial bids should be addressed to

Faculty In-charge, Construction & Maintenance Activities(FICMA)
National Institute of Technology Sikkim
Ravangla Campus, Barfung Block, South Sikkim, Sikkim- 737139.
Email: cma@nitsikkim.ac.in

The technical bid will be opened on 7th December 2017. 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



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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

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. ISO certified company shall be preferred.
- c. The bidder must be a registered/authorized firm with GST registration clearly mentioning the scope of items authorized to supply from the registration authority.
- d. The bidder must have experience in similar supply to central/state universities, IITs, NITs etc. in the past.
- e. Trade License should be valid for the financial year 2017-18.

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). 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.

Delivery:

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

Specification

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.



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BID PROPOSAL SHEET

(ON THE LETTER HEAD OF THE BIDDER)

To

FICMA**National Institute of Technology Sikkim****Ravangla Campus, Barfung Block, South Sikkim 737139.**Subject: **SUPPLY OF 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 materials"** at NIT Sikkim, Ravangla Campus, Sikkim do hereby propose to supply the required products and services.

Tender No:				
Tender Fee : Submitted		YES/NO (Please strike off whatever is not applicable)		
Amount	DD No.	Date of Issue	Name of Bank	Valid up to
EMD : Submitted (Item A)		YES/NO (Please strike off whatever is not applicable)		
Amount	DD. No.	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) **PAYMENT TERMS:** We hereby declare that in case the contract is awarded to us, we agree with payment terms specified in the tender documents.



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(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



Signature (in ink, with date) & Seal of Bidder/Tenderer

**Technical Compliance of materials
(In the letter head of the bidder)**

S. No.	Brief Description of the Goods	Compliance (Yes/No)
1	MS Patti Quantity: 200 kg	
2(a)	GC sheet for truss covering wavy with one side green and one side white (The total number of GC sheets required are 300nos. This may consist of any combination.)	
2(b)		
2(c)		
3	Fibre Plain Sheet Quantity: 1700 sqft	

Date:

Signature and Seal of the Manufacturer/Bidder



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Signature (in ink, with date) & Seal of Bidder/Tenderer

PRICE BID
(ON THE LETTER HEAD OF THE BIDDER)

SUPPLY OF MATERIALS									
Item No	Item with specifications	Qty.	Unit Price (₹)	Tax With %	Total unit Price (₹)	Total Price (₹)	Tax (%)	Grand Total (₹)	MAKE
1	MS Patti	200KG							
2	GC sheet for truss covering wavy with one side green and one side white								
	(3.5'X8') (0.5mm)	100							
	(3.5'X8') (0.5mm)	100							
	(3.5'X8') (0.5mm)	100							
3	Fibre Plain Sheet	1700sqft							

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

Date:

Signature and Seal of the Manufacturer/Bidder



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

Sl 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 price bid

[Seal and Signature of the firm]



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Signature (in ink, with date) & Seal of Bidder/Tenderer