



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर

**NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR**

Takyelpat, Imphal, Ph. (0385) 2058566 / email:- [nitmanipur@yahoo.in](mailto:nitmanipur@yahoo.in)

An Autonomous Institute under MHRD, Govt. of India.

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No.NITM.1/(28-Estt)/Pur/Fur/2013/1806

Date: 22/05/2014

**Notice inviting tender for supply & installation of Steel Almirah**

Sealed tenders are invited for supply and installation of Steel Almirah for NIT Manipur Hostel. Tender documents may be downloaded from the website [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in). Cost of tender document is Rs. 200/- payable in the form of Demand Draft/ Banker's Cheque to be submitted along with tender documents, earnest money (refundable @ 2% of gross bid value rounded off to the nearest hundred rupees) in the form of D-call/Banker's cheque/Bank Guarantee from any Scheduled Bank in favour of the Director, NIT Manipur payable at State Bank of India, Imphal, Secretariat Branch along with credentials and the completed tender documents.

Details may be seen from website [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in).

***Registrar  
NIT Manipur***



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# **TENDER DOCUMENT**

## **FOR**

### **TENDER FOR SUPPLY & INSTALLATION OF STEEL ALMIRAH OF NIT MANIPUR HOSTEL**



**INTRODUCTION AND GENERAL COMMERCIAL DETAILS**

1. The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs..... (@ 2% of gross bid value rounded off to the nearest hundred rupees) in the form of Demand draft/Banker's cheque/Bank Guarantee which is refundable and a non-refundable tender fee for an amount of Rs. 200/- (Rupees Two Hundred only) by way of Demand Draft/ Banker's Cheque only. Demand draft/Banker's cheque/Bank Guarantee shall be drawn in favour of the Director, NIT Manipur payable at State Bank of India, Imphal, Secretariat Branch from any Scheduled Bank . The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope with the technical bid.
2. Offer in the financial bid should be written in English and price should be written in both figures and words. The offer should be typed or written in ink pen or ball pen. Use of pencil will be ignored. The relevant supporting documents as required must be enclosed.
3. Envelope of technical bid & financial bid should be individually sealed and then placed in a third envelope, to be sealed and superscribed with tender number, due date of submission and address to: "The Director, NIT Manipur, Takyelpat, Imphal – 795001.
4. Sealed tender should reach the Institute, latest by June 4th, 2014 at 03:00 PM. Tender(s) received beyond the last date of submission will be rejected. No tender will be entertained by E-mail or FAX.
5. Technical bid(s) will be opened on June 5th 2014 at 03:00 PM in the Administrative Block of the Institute in the presence of the tenderer(s) or their authorized representative(s), who are present at the scheduled date and time.
6. Date and time of the opening of the financial bid(s) will be decided after the technical bid(s) have been evaluated by the Institute. The financial bid(s) of only those tenderer(s) will be opened, who qualifies the technical evaluation, on the specified date and time. The date, time & place of opening of the financial bid(s) will be intimated in due course of time.
7. In the event of the due date of receipt and opening of the tender being declared as a holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.
8. The tenderers are requested to read the tender document carefully and ensure to compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise.
9. The Institute reserves the right to split the order in view of time constraint or select certain items in single or multiple units and reject the others or all as mentioned in the schedule and to revise or alter the specifications before acceptance of any tender and accept or reject any or all tenders, wholly or partly or close the tender without assigning any reason whatsoever.



Tenders should be submitted in two parts, (i) Part – I (Technical Bid) & (ii) Part – II (Financial Bid). Envelope of Part – I should be superscribed as “Tender for Supply & Installation of Steel Almirah for Hostel” Part – I Technical Bid” and envelop of part – II should be superscribed as “Tender for Supply & Installation of Steel Almirah for Hostel” Part – II Financial Bid”.

### 1. Pre-Qualification Criteria :

I. Only manufacturer(s) or their authorized distributor / agent are eligible to bid. Authorization letter from manufacturer in favor of authorized agent to bid / negotiate / conclude the order against this tender must be enclosed with technical bid.

II. The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. .... ( @ 2% of gross bid value rounded off to the nearest hundred rupees) in the shape of D-call/Banker's cheque/Bank Guarantee which is refundable and a non-refundable tender fee for an amount of Rs. 200/- (Rupees Two Hundred only) by way of Demand Draft/ Banker's Cheque only.

The demand drafts shall be drawn in favour of the Director, NIT Manipur payable at State Bank of India, Imphal, Secretariat Branch from any Scheduled Bank. The demand drafts for earnest money deposit & tender fee must be enclosed in a separate envelope and enclosed in the main envelope.

III. The tenderer should have a minimum 03 (three) years of experience for supply & successful installation of the furniture. At least 02 (two) latest satisfactory supply / installation reports must be enclosed with the technical bid.

IV. Annual turnover of the tenderer for each of the last three financial years should not be less than Rs.10/- lakhs (Rupees Ten Lakhs). Financial statements with net profit, duly audited / certified by Chartered Accountant (CA) of the last three financial years along with the copies of Income Tax Return (ITR) must be enclosed with the technical bid.

V. The tenderer should not have been debarred or blacklisted by any Central / State Government Departments of India. An affidavit to that effect on Non-Judicial stamp paper of ` 10/- duly notarised must be enclosed with the technical bid in prescribed format. The proforma of the affidavit is attached with the tender as Annexure – III.

VI. The tenderer shall submit the one copy of the tender document and addenda thereto, if any, with each page of this document signed and stamped to confirm the acceptance of entire term & conditions of the tender by the tenderer. The tender of any tenderer, who has not complied with one or more of the conditions of pre-qualification criteria and / or fail to submit the required documents in prescribed format as mentioned / or required / or conditional tender are liable to be summarily rejected.

### 2. Earnest Money Deposit:

The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of @ 2% of gross bid value rounded off to the nearest hundred rupees) in the shape of D-call/Banker's cheque/Bank Guarantee. The demand drafts shall be drawn in favour of the Director, NIT Manipur payable at State Bank of India, Imphal, Secretariat Branch from any Scheduled Bank .

The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope containing the technical bid. Any technical bid found without the demand drafts of earnest money deposit and tender fee will be rejected. The Institute will not be liable to pay any interest on such an amount. The earnest money deposit shall be forfeited, if the tenderer withdraws its bid during the period of tender validity.



The earnest money deposit of the tenderer, whose tender has been accepted, will be returned on the submission of the performance security. Earnest money deposit of the successful tenderer shall be forfeited, if it refuses or neglects to execute the order or fails to furnish the required performance security within the time frame as specified by the Institute.

After the award of the contract to the successful tenderer, the earnest money deposit of the unsuccessful tenderer(s) will be refunded within 30 days.

### 3. Validity:

Quoted rates must be valid for a period of 120 days from the date of closing of the tender. The overall offer for the assignment and tenderer quoted price shall remain unchanged during the period of validity. If the tenderer has quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

In case the tenderer withdraws, modifies or changes his offer during the validity period, the tender is liable to be rejected and the earnest money deposited shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

### 4. Warranty:

The furniture(s) shall be quoted with a minimum 12 months on-site warranty / guarantee against any manufacturing defect, poor quality of material and workmanship and it will be reckoned from the date of the installation. Defective furniture shall be replaced / or repaired within 3 days from the date of written complaint at their own cost. Rejected items, if any, have to be removed and replaced within 3 days from the date of complaint.

### 5. Delivery and Installation:

All the ordered furniture should be delivered & put in appropriate place within 8 weeks from the date of receipt of the purchase order. All the aspects of safe delivery and installation shall be the exclusive responsibility of the supplier.

Liquidated Damages (LD): If the supplier fails to perform the satisfactory installation / commissioning of the furniture and / or which is not ready to use within stipulated time then penalty at the rate of 1% per week subject to maximum of 10% of the order value will be deducted.

In case the supplier has failed to complete the order / project within the stipulated time, Institute reserves the right to cancel the contract / order and performance security / EMD may be forfeited.

### 6. Performance Security:

After the award of work, the supplier shall be required to submit the performance security in the form of DD/Banker's cheque/bank guarantee issued by any Nationalised Bank / or Fixed Deposit Receipt, for an amount equal to the 5% of order value and it will be kept valid for a period of 60 days beyond the date of completion of warranty period.



**7. Payment Terms :**

- Payment of the order value shall be released after the installation of the furniture, for those furniture which are accepted by Institute. Unaccepted furniture shall be replaced within a week from the date of rejection / information.

**8. Financial Bid :**

- The rates should be quoted in Indian Rupees (INR) inclusive of all the essential charges on FOR at destination (Lamphel,, Imphal) in the prescribe format (Annexure – II) with complete description. Name of the manufacturer, model number must be indicated clearly in the proforma invoice / quotation failing which the same shall be liable for rejection.
- If the tenderer has failed to quote the item wise breakup it is presumed that the total cost is inclusive of all charges & taxes. The rates quoted should be applicable to Educational Institutions and any cost advantage received in lieu thereof should be passed on to the Institute.

**9. Tender Evaluation :**

- The Institute will evaluate the entire tenders, strictly on the basis of the terms & conditions incorporated in the tender enquiry document and terms, conditions etc. as stipulated by the tenderer(s) in their tender to determine whether these are compliant in all respects, as specified in the tender enquiry document.
- During the evaluation / scrutiny of the tenders, at any stage, if it is found that any of the tenderer(s) terms and conditions are not compliant with tender enquiry document, Institute may seek the clarification within the specified target time and if the tenderer has fails to reply / or not agree / accept the terms and conditions, their tender will be treated as unresponsive and it is liable for rejection.
- If the schedule of requirements contains more than one schedule, then offers for each schedule are to be evaluated and ranked separately, if it is in the benefit of the Institute, order may be awarded accordingly.

Evaluation of the proposals shall be done in two stages as:

**(a) Stage – I (Technical Evaluation):**

Institute will examine all the bids to determine whether these qualifies the essential pre- qualification criteria, whether tenderer have submitted the EMD & Tender fee with technical Bid, whether all the documents as mentioned / or required in the tender document to be submitted with technical bid have been submitted, whether all the documents are in prescribed format and has been properly signed & stamped and whether the bid are completed and generally in order.

Tenderer who has not qualified technical evaluation shall be rejected.

**(b) Stage – II (Financial Evaluation):** Financial bid(s) of only technically qualified tenderer will be opened for financial evaluation.

The Financial bids will be evaluated on item wise cost of furniture(s) as quoted.



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**10. Award of Contract :**

After due evaluation of the financial bids, the Institute will award the contract to the lowest evaluated responsive tenderer(s) for individual item(s) (hereinafter referred to as the "Supplier").

**11. Force Majeure :**

Any delay due to Force Majeure will not be attributable to the bidder. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Supplier or its employees / representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the Supplier for a period exceeding a continuous period of 7 (seven) days.

**12. Arbitration and Laws :**

In case of any dispute or difference arising out of or in connection with the tender conditions / order and Contract, the Institute and the Supplier will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Imphal only. The resolution of the Arbitrator shall be final and binding on both the parties.

**13. Jurisdiction :**

The courts at Imphal alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Imphal court shall have jurisdiction in the matter.

*Registrar  
NIT Manipur*



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**FORMAT FOR BIDDER'S ORGANIZATIONAL DETAILS**

Name of the firm	
Registered Office Address Telephone No. Email Fax	
Correspondence/ Contact Address	
Details of Contact Person(Name, designation, address, mobile no., email)	
Type of Firm (whether Government/PSU/Proprietary/Partnership etc.)	
Is the firm registered with the Sales Tax Department? If yes, submit valid Sales Tax/VAT registration certificate	
PAN No. (enclose photocopy)	
Year of establishment of Firm	





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### **ANNEXURE-I**

Detailed Specifications of Furniture(s) with Drawings and Quantity required. 1. Almirah Qty.: 150 Nos.

Specifications of CRCA sheet almirah

- CRCA Sheet Almirah
- CRCA Sheet BODY in 20 gauge
- CRCA Sheet Door in 20 gauge
- CRCA Sheet shelves in 20 gauge
- Outer Dimensions: Height 6 ft, breadth 3 ft, depth 18 inch
- Number of shelves 3 including bottom shelf
- 1 Locker and 1rod for hangers
- Thickness of each shelf 1 inch (i.e. the sheet border bend to 1 inch thickness).
- Two Door handles
- Spray painted (Light Silver) with glossy finish.



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**STEEL ALMIRAH SPECIFICATION FOR HOSTELS**



**Thickness= 20 gauge**



## ANNEXURE II

### Price Bid Format

Sl. No.	Item(s)	Quantity (No.)	Unit Rate (Rs.)	Taxes %	Total Cost
1.	Almirah	150			

- Prices should be FOR NIT Manipur Permanent Campus, Lamphel, Imphal

### DECLARATION

1. This is certified that the rates quoted above are not more than the rates charged from any other Institution / Department / Organization.
2. I / We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.
3. No other charges would be payable by the Institute.

SIGNATURE OF AUTHORIZED PERSON WITH SEAL



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**ANNEXURE – III**

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART  
IN TENDER.

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial  
Stamp paper by the bidder)

I / We .....

Manufacturer / Partner(s)/ Authorized Distributor /agent of M/s ..... hereby  
declare that the firm/company namely M/s. ....

has not been blacklisted or debarred in the past by Union / State Government or organization from  
taking part in Government tenders in India.

DEPONENT Name

Address

Attested:

(Public Notary / Executive Magistrate)