

National Institute of Technology Meghalaya
(An Institute of National Importance under MHRD)
Bijni Complex, Laitumkhrach, Shillong 793 003
Meghalaya, India

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Ref: NITMGH/ES/NIQ-Hostel Fur./2018-19/743

Date 27.06.2018

NOTICE INVITING QUOTATION (NIQ) FOR SUPPLY & INSTALLATION OF HOSTELS FURNITURE, NIT MEGHALAYA

NIT Meghalaya invites sealed tenders in a two bid system for supply and installation of furniture as per details at ANNEXURE-III. The first part is the **Technical Bid** which consists of technical requirements and general terms & conditions and the second part is the **Financial Bid**.

Prescribed Tender document, detailed fees and specifications, bid instructions and Terms & Conditions can be downloaded from the Institute website and should reach the undersigned on or before **1:00 PM on 11.07.2018**.

BID INSTRUCTIONS:

01. For submitting Technical and Financial bid, two separate sealed covers should be used with superscription clearly on the top of the Envelope. If two separate sealed covers are not used, the tender shall be cancelled as not conforming to the technical requirement. Both the sealed covers should be placed in the main sealed Envelope distinctly superscribed with the address of the Agency submitting the quotation and the Officer to whom the quotation is addressed to. Further, on the sealed cover, the following are to be written:

NOTICE INVITING QUOTATION (NIQ) FOR SUPPLY & INSTALLATION OF HOSTELS FURNITURE, NIT MEGHALAYA

Ref: NITMGH/ES/NIQ-Hostel Fur./2018-19/743

Date 27.06.2018

LAST DATE OF SUBMISSION:- **1:00 pm, 11.07.2018**. Technical bids will be opened on the same day at 3:00 p.m. After evaluation of technical bids, financial bids of the successful bidders will be opened on a later date which will be duly notified.

02. **Submission of Compliance Certificate:** Duly filled and signed Compliance Certificates (as per formats at Annexure-I A & B) are must with the Technical bid.
03. **Bid not transferable:** The bid documents are not transferable and the seal and signature of the authorized official of the firms must appear on all the papers and envelopes submitted.
04. The quantity mentioned for each item in the Annexure-III may vary depending on requirements.
05. GST Registration Certificate should be enclosed along with the tender documents.
06. Valid Trading License from concern Authority should be enclosed along with the tender documents.
07. Relevant catalogue of the items (if any) may be enclosed.
08. For e-waybill the successful vendor has to apply online via <https://ewaybill.nic.in/ewb.html>

SIGNATURE OF BIDDER

NIQ TERMS & CONDITIONS:

01. **Rates:** Rates quoted in the Price Bid should be on DOOR DELIVERY NIT Meghalaya basis, as per details below:

Group:	Item Sl. No.	Item name	
Sl. No.	Particulars		Rate
I	Basic Price (per unit)		
	Discount if any		
	Total		
	GST (pl. break up CGST/SGST/IGST)		
	Total (per unit)		
	Grand total for the item		
II	Transportation charge up to NIT Meghalaya premises (if applicable)		
III	Transit Insurance covering all risk up to 10 days after delivery (if applicable)		
	Grand total on door delivery at NIT Meghalaya		
IV	Annual Maintenance Contract rate (after expiry of warranty period)		

Note: Vague terms like “packing, forwarding, transportation etc. extra” without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected.

Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail. Usage of “White ink” to erase and then rewrite the rates will not be accepted. Bidders are advised to strike out wrong entries and rewrite clearly beside them. In such cases, the bidder shall have to sign and place their official seal for every corrected entry.

02. **Quotations have to be submitted in Indian Rupees only.** If goods are to be imported, the quotations shall include all charges for customs clearance, clearing agent fees, landing port handling charges, insurance etc. and onward transportation of the goods from the port/airport of landing for door delivery upto NIT Meghalaya, Shillong, Meghalaya.

NIT Meghalaya has a valid registration with the Department of Scientific and Industrial Research (DSIR), Ministry of Science & Technology, Government of India for availing Customs/Central Excise Duty exemption. NIT Meghalaya will provide all necessary certificates, authorizations and documents required for clearing the consignment and for onward transportation upto Shillong.

03. All documents submitted should be self-attested with seal of the bidder.
04. Bidder must unconditionally accept all terms and conditions stipulated in the tender document and all pages of the bid including all enclosures should be numbered and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
05. **Validity of Quotation:** Quoted rates must be valid for 120 days from the date of quotation.
06. **Warranty:** The quoted equipment and components must be warranted for a minimum of one Year or period specified against the item.
07. **Literature must:** All the quotations must be supported by the printed technical data sheet/ literature and the specifications mentioned in the quotation must be reflected/ supported by such

printed technical data sheet/ literature. The model no. and specifications quoted should invariably be highlighted in the data sheets/ literature for easy reference.

08. **Details of supply** of similar items to Institutes of National Importance (preferably those located in the Northeastern region) must be provided.
09. **Presentation:** Technically qualified bidders may be called upon to give full presentation of the quoted equipment at NIT Meghalaya campus before opening of Price bid as a support of their Technical Quotations and for any clarifications.
10. **Equipment breakdown:** Any Equipment breakdown must be attended to within 72 hours during the warranty period of the equipment free of cost.
11. **Training:** If required, free training is to be provided to NIT Meghalaya personnel on the operation, maintenance and trouble shooting of the supplied items.
12. **After Sales Service:** Vendor should clearly state the available nearest after sales service facilities in the North Eastern region, without which the offer will be rejected.
13. **Dealership Certificate:** The bidder/tenderer should be either a manufacturer or authorized agent of the foreign/Indian manufacturer. Dealers or Agents quoting on behalf of Manufacturer must enclose valid dealership certificate.
14. **Quality Certificates:** Valid certificate to prove the genuineness of the products and of International standard, as mentioned below, must be enclosed
 - (a) Manufacturer's certificate and
 - (b) ISO/ISI certificate.
15. **Earnest Money:** Refundable earnest money deposit (EMD) of ₹10,000/- (**Rupees Ten Thousand**) only through demand draft drawn in favour of National Institute of Technology Meghalaya, payable at Shillong, will have to accompany the technical Bid. The EMD of unsuccessful bidders shall be returned without any interest after award of contract. EMD of the successful bidder will be released without interest on submission of the Performance Bank Guarantee or delivery of the ordered items, as applicable.

Firms registered under NSIC, exemption will be given to the permissible extent, as indicated in their Certificate. All vendors claiming exemption must submit copies of their valid NSIC registration Certificate (along with the Technical Bid in case of two bid system). Offers received without Earnest Money or valid Certificate shall be summarily rejected.

16. **Performance Bank Guarantee (PBG):** The successful bidder shall furnish an unconditional PBG (as per format at Annexure II) for 10% of the Purchase Order value from a nationalized scheduled Bank of India, before release of the payment. Else 10% of the billed amount will be deducted as security deposit. Where the PBG is obtained by a foreign bank, it shall be endorsed by a nationalized Schedule Indian bank and shall be governed by Indian Laws and be subject to the jurisdiction of courts at Shillong. The PBG shall guarantee that,
 - a) The Vendor guarantees satisfactory operation of the Equipment & components against poor workmanship, bad quality of materials used, faulty designs and poor performance.
 - b) The Vendor shall, at his own cost, rectify the defects/replace the items supplied, for defects identified during the period of guarantee.
 - c) This guarantee shall be operative from the date of installation till 60 days after the warranty period.

17. Delivery:

- a. Time Limit: Maximum within **25th JULY 2018**.
 - b. Safe Delivery: All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of NIT user/representative and vendor's representative. The intact condition of the package and the seal/indicators for not being tampered with, shall form the basis for certifying the receipt in good condition.
 - c. Insurance: The supplier is to establish 'All Risk Transit Insurance' coverage till door delivery at NIT Meghalaya.
 - d. Part Delivery: Acceptance of part delivery shall be a prerogative of the Institute.
 - e. Penalty for delay in delivery: The date of delivery should be strictly adhered to otherwise the Director, NIT Meghalaya reserves the right not to accept delivery in part or full.
18. **Genuine Pricing:** Vendor is to ensure that quoted price for the particular item is not more than the price quoted to any other customer in India, particularly to IITs/NITs and other Government Organization. Copy of the latest price list for the quoted item, applicable in India, must be enclosed with the offer.
19. **Conditional tenders not acceptable:** 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. Conditions mentioned in the tender bids submitted by vendors will not be binding on NIT Meghalaya.
20. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
21. **Payment:** 100% payment within 30(thirty) days from date of delivery, installation and acceptance.
22. **Enquiry during the course of evaluation not allowed:** After opening the Technical Bid, no enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period of notice.
23. At any time prior to the date of submission of bid, NIT Meghalaya may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. **Any such amendment / corrigendum will be duly notified through the Institute's website only.** Prospective bidders are advised to check the Institute's website every now and then for any amendment / corrigendum. In order to provide reasonable time to take the amendment into account in preparing the bid, NIT Meghalaya may extend the date and time for submission of bids.
24. The acceptance of the quotation will rest solely with the Director, NIT Meghalaya, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.

25. Price quoted in foreign currency will be calculated as per Exchange Rate at the time of opening of financial bid.

26. Force Majeure:

If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- (a) Any law, statute or ordinance, order action or regulations of the Government of India,
- (b) Any kind of natural disaster, and
- (c) Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

27. Termination for default: Default is said to have occurred

- (a) If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- (b) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by NIT Meghalaya.
- (c) If the supplier fails to perform any other obligation(s) under the contract.

Under the above circumstances NIT Meghalaya may terminate the contract / purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to above, NIT Meghalaya may at its discretion also take the following actions: NIT Meghalaya may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate NIT Meghalaya for any extra expenditure involved towards goods and services obtained.

27. Applicable Law:

- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Shillong / India only.
- (b) Any dispute arising out of this purchase shall be referred to the Director, NIT Meghalaya, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

Sd/-
Registrar

Encl.: ANNEXURE-I, ANNEXURE-II, ANNEXURE-III.

Annexure –I

A. COMPLIANCE CERTIFICATE FOR NIQ TERMS
(To be enclosed in the Technical bid)

Sl. No.	NIQ Terms and Conditions	Yes/No
1.	Rate quoted as per instruction	
2.	Validity of quoted rate for 120 days agreed	
3.	EMD submitted / appropriate certificate enclosed	
4.	PBG term agreed	
5.	Payment term agreed	
6.	Delivery terms agreed	
7.	Warranty period agreed	
8.	Literature: Printed Literature provided	
9.	Dealership / distributorship certificate (in case of dealers/agents) provided	
10.	Details of supply to other Institutes of National Importance provided	
11.	Equipment breakdown clause agreed	
12.	After Sales Service: address of nearest after Sales Service centre in the region provided	
13.	Manufacturer certificate provided	
14.	ISO/ ISI certification provided	
15.	Applicable law terms agreed	

Signature with Seal:.....
Vendor: M/s.....

Annexure -I

B. COMPLIANCE CERTIFICATE FOR SPECIFICATIONS
(One for each item, must to be enclosed in the Technical bid)

Item Sl. No.		Item Name:	
Quoted Product:	Make:	Model No:	
Specifications as per Annexure-III		Quoted Item Specifications*	Complied/ Deviation
Parameter	Specification		

Signature with Seal:
Vendor: M/S

*** Vendor must quote the parameter specification of the quoted product in this column and not just copy the specification from the tender call document. Failure to do so will lead to rejection of the tender.**

Annexure -II

PERFORMANCE BANK GUARANTEE

To:
The Director,
National Institute of Technology Meghalaya
Bijni Complex, Laitumkhrah, Shillong-793 003
Meghalaya

WHEREAS (Name of Supplier)
hereinafter called "the Supplier" has undertaken, in pursuance of Contract No..... dated,.....
20... to supply..... (Description of Goods and Services)
hereinafter called "the order".

AND WHEREAS it has been stipulated by you in the said order that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the order.

AND WHEREAS we have agreed to give the Supplier a Guarantee:
THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the order and without cavil or argument, any sum or sums within the limit of (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of.....20.....

Signature and Seal of Guarantors

.....
.....
.....

Date.....20....

Address:.....

.....
.....

All correspondence with reference to this guarantee shall be made at the following address:

The Director,
National Institute of Technology Meghalaya
Bijni Complex, Laitumkhrah, Shillong-793 003
Meghalaya

ANNEXURE-III

Sl. No.	Item Description	Qty.
1	<p><u>ITEM NO. 1:</u></p> <p>COMBINED THREE UNIT STEEL LOCKERS WITH SEPARATE SINGLE LEAF DOORS EACH</p> <p>Specification: Overall combined size: 1800(H) X 1800 (W) X 450 mm (D) Single Unit size: 1800(H) X 600 (W) X 450 mm (D) mm with air vent, clothes rail pipe and shelves</p>	15 nos
2	<p><u>ITEM NO. 2:</u></p> <p>STUDY TABLE WITH A SINGLE DRAWER</p> <p>Size = 1200(L) X 600 (W) X 750 mm (H)</p>	70 nos
3	<p><u>ITEM NO. 3:</u></p> <p>COT FOR HOSTELLERS</p> <p>Size = 1900(L) X 900 (W) X 450 mm (H) with bed top of 19mm thick BWR Block Board & 1mm thick Marino Pasted over the BWR Board.</p>	25 nos

Descriptions: ITEM NO. 01

COMBINED THREE UNIT STEEL LOCKERS WITH SEPARATE SINGLE LEAF DOORS EACH FOR HOSTELLERS (NIT MEGHALAYA)

Three unit separate clothes steel lockers with separate single leaf door made of cold rolled steel sheets of 0.5 – 0.7 mm thickness before painting. The standard steel components have been designed for maximum layout flexibility. Easy to move with knock-down design. The product should be easy to assemble and dismantle with special fastener and knock-down construction. Its flat pack body makes it easy to transport to height-rise apartments, etc

Features:

Usage: Fit for students (Hostellers)

Function: Storage clothes, shoes etc

Structure: assembled or knock down

Material: cold-rolled steel plate 0.5-0.7mm thick before painting.

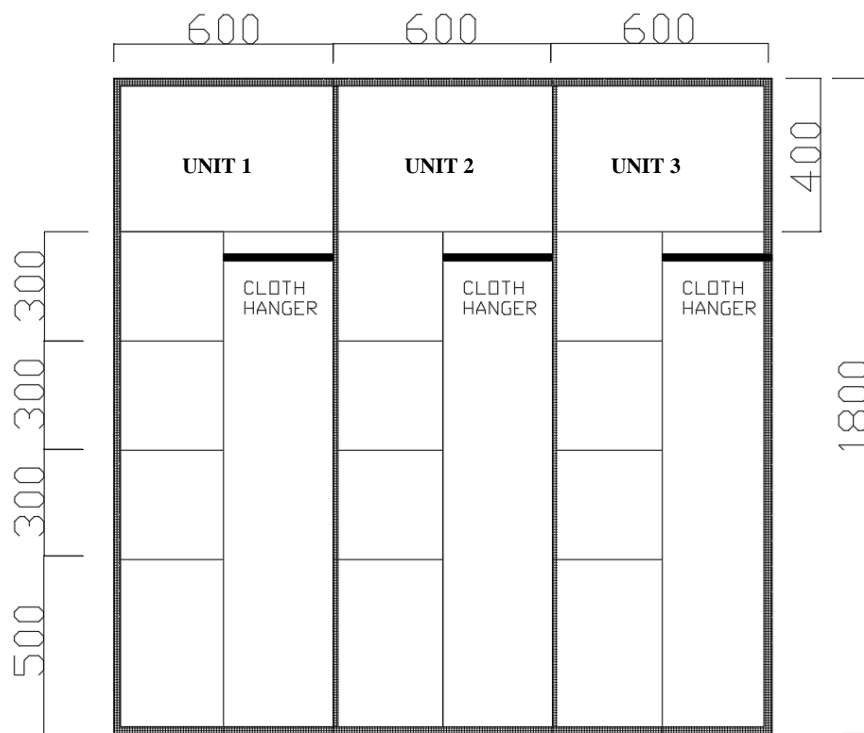
Surface treatment: Advanced Electrostatic Durable Powder Coating

Specification: Overall combined size: 1800(H) X 1800 (W) X 450 mm (D)

Single Unit size: 1800(H) X 600 (W) X 450 mm (D)

- Feature:**
1. Anti-tilt mechanism, heavy duty steel construction.
 2. Stainless steel with 3 single units with separate doors lockers, shelves (4 small and 1 large shelves), 1 hanger, Key lock, name tag and air vent on each door.
 3. Knock down structure, easy to assemble and transport.
 4. Safety: no burr on products, no hurt your hand when assembly and use.
 5. Strong structure and best loading capacity, so it is very practical to use.

Delivery time: Before 25th July 2018.



REQUIRED MODEL SPECIFICATION AND ARRANGEMENTS



SIGNATURE OF BIDDER

Descriptions: ITEM NO. 02

STUDY TABLE WITH A SINGLE DRAWER FOR HOSTELLERS (NIT MEGHALAYA)

Student study table with a single drawer made of cold rolled steel sheets of 0.5 – 0.7 mm thickness before painting. The standard steel components have been designed for maximum layout flexibility. Easy to move with knock-down design. The product should be easy to assemble and dismantle with special fastener and knock-down construction.

Features:

Usage: Fit for students (Hostellers)

Function: Single tier Storage with a multipurpose piece of furniture that serves as a study table, a work desk, a computer table and a lot more.

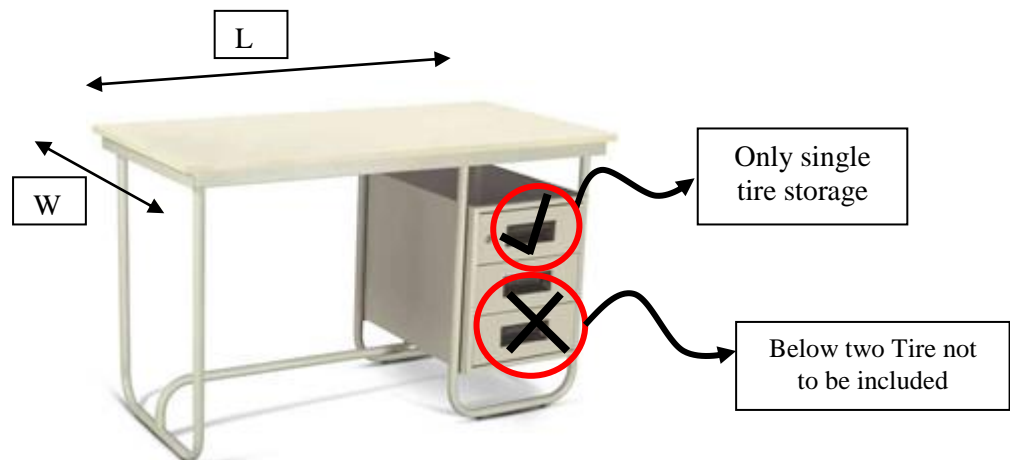
Table surface: Made from wood with good quality surface finish of 15 mm thick.

Specification: 1200(L) X 600 (W) X 750 mm (H)

Feature:

1. The main frame structure and four legs with Foot rest made out of 25 mm dia pipe with anti-corrosion paint. The four legs would be strongly welded with body.
2. The drawer made out of CRC steel sheet of thickness 1.25mm of TATA/SAIL for durability and smooth running on box channel. At base heavy duty capping will be provided.
3. The Table Top made out of 19 mm thick BWR, termite proof, ISO 9001 grade, ISI Marker Block board/ Ply Board and laminated with 1 mm thick Marino Laminates. The Exposed edges of top will be cover with 2mm thick PVC beating and Inside French polish.
4. All metal components should be treated by seven tanks process i.e. Digressing (1st Tank), Water rinsing (2nd Tank), Dirusting by Acid (3rd Tank), Water rinsing (4th Tank), Phosphating (5th Tank), Water rinsing (6st Tank), Passivation (7st Tank) respectively with non-electrolytic deep process to produce a protective oxide coating for smooth surface with anticorrosive automated Powder Coated Paint of thickness 50 microns to give a scratch resistance.

Delivery time: Before 25th July 2018.



NOTE: The above specifications and Table design given should be strictly followed.

Descriptions: ITEM NO. 03

COT FOR HOSTELLERS (NIT MEGHALAYA)

Hosteller steel cot manufactured from first grade steel (premium quality material) and using best available technologies with its precise design and designer appearance with good quality, strength and durability and tested products into the market. The product should be easy to assemble and dismantle with special fastener and knock-down construction.

Features:

Usage: Fit for students (Hostellers)

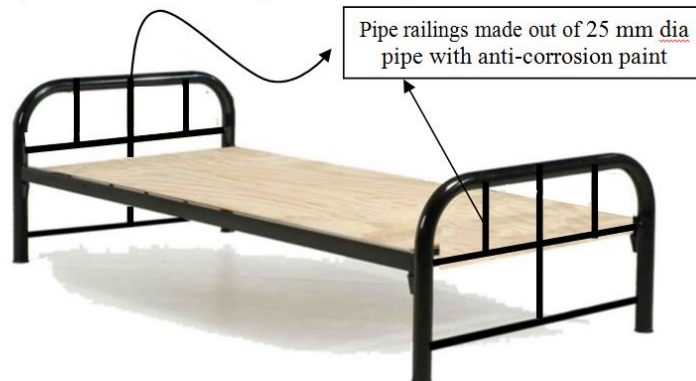
Function: Students cot with good conformability with no squeaks.

Rest surface: Made from premium quality first grade steel material 0.5 – 0.7 mm thickness before painting.

Specification: 1900(L) X 900 (W) X 450 mm (H) with bed top of 19mm thick BWR Block Board & 1mm thick Marino Pasted over the BWR Board.

Feature:

1. Leg Side rising will be provided a 100mm (H) above the bed Level.
2. Legs : 50 x 25 CRCA, Duly Powder Coated. CRC Pipe (33mmO.D) Legs of 18 Gauge thickness will be Provided.
3. All metal components should be treated by seven tanks process with non-electrolytic deep process to produce a protective oxide coating for smooth surface with anticorrosive automated Powder Coated Paint of thickness 40-60 microns to give a scratch resistance.



Delivery time: Before 25th July 2018.

SIGNATURE OF BIDDER