



**Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY**

**G T Road By Pass, Jalandhar-144011, Punjab (India)**

**EPABX-0181-2690301 & 453 Fax: 2690320 & 932 website: [www.nitj.ac.in](http://www.nitj.ac.in) email: [registrar@nitj.ac.in](mailto:registrar@nitj.ac.in)**

**Ref. No. NITJ/PUR-III/Furniture/65/17/e-Tender No. 07/2017**

**Dated 24.06.2017**

Enclosed please find herewith the following:		Page No.
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**e-TENDER NOTICE - NITJ/PUR-III/Furniture/65/17/ e-Tender No. 07/2017**

**Last Date for Submission of Online bids : 13.07.2017 upto 05:00 PM**  
**Date of Opening of Online Technical bids : 14.07.2017 at 11:00 AM**

**e-Tender are invited for Supply & fixing of 70 Sitting Desks (with Sitting capacity of Seven Persons) from reputed manufacturer/dealers in single bid system for Classrooms of New M.Sc Block of the Institute. The detailed tender document, terms & conditions and specifications/drawing can be downloaded / seen at website of Institute [www.nitj.ac.in](http://www.nitj.ac.in) or [www.tenderwizard.com/NITJ](http://www.tenderwizard.com/NITJ).**

**Only e-tenders will be accepted for more details/clarifications the Bidders may contact Mr. Vijay Kumar on behalf of M/s ITI Limited on mobile No. 8146699878 or e-mail: [vijay@etenderwizard.com](mailto:vijay@etenderwizard.com) and may also contact on Chandigarh Helplines: 0172-3934667, 9257209340, 8054628821, Delhi Helpline - 011-49424365.**

**Registrar**



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**THIS DOCUMENT IS FOR REFERENCE ONLY. ONLY E-TENDERS WILL BE ACCEPTED**

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**e-Tender Notice**

**NITJ/PUR-III/Furniture/65/17/e-Tender No. 07/2017**

**National Institute of Technology, Jalandhar invites tender for Supply & fixing of Sitting Desks (with Sitting capacity of Seven Persons) as per details given below:**

I	Downloading of e-Tender document	Start Date: 24.06.2017 at 11.00 A.M. End Date : 13.07.2017 at 05.00 P.M.
II	Date of submission of e-tender	End Date : 13.07.2017 at 05.00 P.M.
III	Physical submission of Tender fee and EMD	End Date : 13.07.2017 at 05.00 P.M.
III	Opening of Tender (online)	at 14.07.2017 upto 11:00 A.M.

Detailed Terms and Conditions are available in e-Tender document. The bid document can be downloaded from the website of [www.tenderwizard.com/NITJ](http://www.tenderwizard.com/NITJ). Complete tender document is available for reference purposes on Institute website [www.nitj.ac.in](http://www.nitj.ac.in). Only e-Tender will be accepted.

**Registrar**



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**Sub: NITJ/PUR-III/Furniture/65/17/e-Tender No. 07/2017- regarding EMD, Tender fee and Processing fee**

**Supply & fixing of Sitting Desks & EMD , Tender fee and Processing fees detail as under:**

**Qty – 70 nos.**

<b>Sr.no.</b>	<b>Items</b>	<b>Tender Fee</b>	<b>EMD</b>	<b>Tender Processing fees(Including ST)</b>
<b>1.</b>	<b>Sitting Desks (with Sitting capacity of Seven Persons)  (Specifications &amp; Drawing at Annexure "A")</b>	<b>Rs.500/-</b>	<b>Rs.47,600/-</b>	<b>Rs.2,737/ -</b>

**Note: The quantity of required Sitting Desks may vary as per requirement.**



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### **Important Note**

1. All corrigenda, addenda, amendments and clarifications to Tender will be hosted in the website [www.nitj.ac.in](http://www.nitj.ac.in), and not in the newspaper, Bidders shall keep themselves updated with all such developments.
2. In case the last date of receipt/ opening of bids falls on holiday, the bids shall be receipt/opened on the following working day at same time.
3. Tenderer who have downloaded the tender document form from the institute website shall submit a declaration alongwith tender document that I/we have downloaded the tender form from the Institute website [www.nitj.ac.in](http://www.nitj.ac.in) and I/we have not tempered/modified the tender form in any manner. In case, if the same is found to be tempered/modified in any manner, I/we understand that my/our tender will be summarily rejected and I/we are liable to be banned from doing business with institute.
4. Tender fee **(Rs.500/- non-refundable)** in the form of a Demand Draft in favor of the Director, Dr B R Ambedkar NIT Jalandhar and Earnest Money **(Rs.47,600/- refundable)** in the form of a Demand Draft in favor of the Security A/c, Dr B R Ambedkar NIT Jalandhar be submitted as per date mentioned in schedule.

The processing fees for Rs.2,737/- will paid through online mode only to ITI Limited New Delhi .



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**Instructions to Tenderer**

1. **No tender will be accepted in physical form.** The bidders shall have to submit their bids online in Electronic Format under Digital Signatures. For participation in the e-tendering process, the bidders need to register themselves on [www.tenderwizard.com/NITJ](http://www.tenderwizard.com/NITJ). The registration and other charges are available on their website. On registration, they will be provided with a user ID and a system generated password enabling them to submit their bids online using Digital System Certificates (DSC).
2. Tenders without Digital Signatures will not be accepted by the electronic tendering system.
3. Bids will be opened online as per time given failing which no tender will be accepted.
4. Before submission of on line bids, bidders must ensure that scanned copies of all the necessary documents have been uploaded with the bid which should be duly signed & stamped.
5. NIT Jalandhar will not be responsible for any delay in online submission of bids due to any reason whatsoever.
6. Bidders should also send the scanned copies of Tender fees and EMD as specified in the tender documents with online documents.  
Tender fee (Rs.500/- non refundable) in the form of a Demand Draft in favor of the **Director, Dr B R Ambedkar NIT Jalandhar** and Earnest Money (Rs.47,600/- refundable) in the form of a Demand Draft in favor of the **Security A/c, Dr B R Ambedkar NIT Jalandhar** should be submitted to the following address by last date of submission and as per schedule time given for physical submission of EMD and Tender fee, super scribe as following :-

Kind Attention: Purchase Section  
**Supply & fixing of Sitting Desks**  
**e-Tender Notice - NITJ/PUR-III/Furniture/65/17/e-Tender No. 07/2017**  
Submission of EMD & tender fee  
Due date \_\_\_\_\_ and Time \_\_\_\_\_

**Director,**  
**Dr B R Ambedkar National Institute of Technology,**  
**GT Road, Amritsar By Pass , Jalandhar 144001 (Punjab) (India)**

Envelope should have full address, phone number & Email address of the tenderer.

**Read and Accepted.**

**(Signature & Stamp of Tenderer)**



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7. The details of EMD specified in the tender document should be same as submitted online (scanned copies). Otherwise tender will be rejected summarily.
8. The conditional bids shall not be considered and will be out rightly rejected.
9. The tenderers are required to upload the duly signed and stamped copies of the relevant documents required as per Terms & Conditions of the tender, failing which their bids may be rejected and will not be considered.
10. Tele fax-email and other incomplete offers are liable to be summarily ignored.
11. At any time prior to the deadline for submission of bid, the institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tender(s), modify the tender document by amendment.
12. **Cut out Sample of desks measuring at least 18 inches length manufactured using all the specified material is required for checking the quality. The supplier has to submit the sample before last date of submission of bid as per schedule time given for submission of tender, failing which the bid will not considered. No charges will be paid for the sample and transportation by the institute.**
13. The amendment (if any) will be published on [www.tenderwizard.com/NITJ](http://www.tenderwizard.com/NITJ) and on Institute website [www.nitj.ac.in](http://www.nitj.ac.in) only. In order to afford prospective tenderer(s) reasonable time in which to take the amendment into account in preparing their bid, the institute may, at its discretion extend the deadline for the submission of tender.

**Read and Accepted.**

**(Signature & Stamp of Tenderer)**



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### Terms & conditions to be Tenderers for Supply & Fixing of Sitting Desks

1.	<b>FOR</b> : Rates shall be quoted in Indian Rupees & FOR NIT, Jalandhar basis.
2.	The quotee should submit financial/Commercial bid strictly according to format as per Electronic portal.
3.	<b>Authorization Certificate:</b>  The bid will be accepted only from manufacturer or their authorized dealer. In case bid is submitted by authorized dealer, the authorized dealer should submit the authorization certificate duly signed & stamped by the manufacturer as per format enclosed ( <b>Annexure "B"</b> ) failing which the bid will be summarily rejected. The Scan Copy of these documents must be uploaded , otherwise bid will be treated as invalid.
4.	<b>a) The bidder should have certificate of ISO9001:2015, ISO14001:2015 or equivalent</b> <b>b) Latest VAT Clearance &amp; ITR of 3 Year</b> <b>c) Balance Sheet last 3 Years</b> <b>d) Excise registration and service tax registration</b> <b>e) The supplier must have turnover of Rs. 2 Crores per year for last 3 years</b>  The Scan Copy of these documents must be uploaded , otherwise bid will be treated as invalid.
5.	<b>Delivery Period: 30- 45 days</b>  The time and date of delivery or dispatch stipulated in a supply order shall be deemed to be the essence of the supply order and if the supplier fail to deliver or dispatch any consignment within the period prescribed for such delivery stipulated in the supply order the delayed consignment will be subject to penalty as laid down in the supply order which will be recovered from the payments.  a) No recovery of penalty will be made, if the delayed supplies are acceptable after extending the delivery period by the Director.  b) The Director will allow extension on the request of the supplier by recording in writing that in exceptional circumstances the supply was beyond the control of the supplier and there was no loss to the institute .  c) Part Supply is normally not acceptable. But may be allowed in genuine cases, on written request and subject to approval only.
	<b>Read and Accepted.</b>  <p style="text-align: right;"><b>(Signature &amp; Stamp of Tenderer)</b></p>





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6.	<b>Taxes:</b> a) The VAT/CST/GST or any other chargeable taxes must be specifically mentioned failing which no tax/duty will be allowed at the subsequent stage. Otherwise, it will be termed as inclusive of all taxes. b) Octroi Entry Taxes, if applicable will be paid by the firm and can be claimed afterwards on bill basis on production of original receipt. c) The institute being government educational institute is having Excise and Custom duty exemption in terms of government notification No. 51/96-customs Dt. 23-7-1996 and No. 10/97-central excise Dt. 1-3- 1997 as amended from time to time, therefore taxes be quoted accordingly and this must be depicted Price Bid clearly.
7.	The supplier cannot be charge rates more than MRP if the rates found more than MRP rates at any stage the excess charged amount will be deducted out of their payment.
8.	The warranty of the Sitting Desks should be provided for at least 1 year from the date of fixing.
9.	<b>Payment Terms:</b> a) 90% payment will be allowed against physical delivery, fixing and inspection of the furniture in the institute. Balance 10% payment will be released within 30 days from the date of receipt of inspection report and receipt of Performance Bank Guarantee. b) Payment shall be made by Cheque or such other mode/ electronic fund transfer offered by the Bank. c) The NIT Jalandhar shall not be responsible for any loss, damages and shortage during transit. The payment shall be made for material received in good condition only.
10.	<b>Validity of Offer :</b> The offer shall be kept valid for atleast 90 days.
11.	<b>Earnest Money:</b> a) Tender fee of <b>Rs.500/- (Non refundable ) in the shape of Demand Draft favoring Director Dr B R Ambedkar , NIT Jalandhar</b> be submitted as per date mentioned in schedule. Bids without Tender fee shall be treated invalid. b) Earnest Money of <b>Rs.47,600/- (refundable) in the shape of Demand Draft favoring Security A/c, Dr B R Ambedkar NIT Jalandhar</b> be submitted as per date mentioned in schedule. Bids without EMD shall be treated invalid. c) The Institute is not liable to pay any interest on EMD. Earnest Money deposit shall be forfeited in following circumstances:-  (i) If the tenderer, withdraws its bid during the validity of offer. (ii) If the successful tenderer refuses or neglects to execute the contract/Supply order.
	<b>Read and Accepted.</b>  <p style="text-align: right;"><b>(Signature &amp; Stamp of Tenderer)</b></p>



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	<p>d) Earnest Money of successful bidders will be retained till the validity of the offer.</p> <p>e) The Institute is not liable to pay any interest on EMD. 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 <b><u>performance security @5% of the total value of the offer. The performance security will be kept till the warranty period of the furniture. The warranty period will start from the date of satisfactory installation of the furniture duly given by the concerned department.</u></b> Earnest money deposit of the successful tenderer shall be forfeited, if it refuses or neglects to execute the contract or fails to furnish the required performance security within the time frame as specified by the institute. The EMD(s) of other Bidder(s) whom offer will not found according to required specification/ lowest will be released after finalization of Purchase.</p> <p>f) The items, so supplied will have to be of high quality and grade and in the inspection/test, if these are found to be of inferior quality, the same are to be replaced by supplier at their own risk &amp; cost within the stipulated period, failing which the Contract with the firm may be cancelled and EMD will be forfeited. The delayed supply/non-compliance of complete order may also lead to cancellation of Contract/Supply order.</p>
12.	<p><b>Award of Contract:</b></p> <p>The order will be placed with Lowest ATS quottee amongst the bids received as per requirement given in the tender documents.</p>
13.	<p>a) The Director may accept a tender in part or whole of the quantity offered or reject any tender without assigning any reasons, and may not accept the lowest tender or in case of any doubt dispute whatever may be the decision of the Director shall be final in this regard.</p> <p>b) The bid of any tenderer who has not complied with one or more of the conditions of eligibility criteria or fail to submit the required documents as required/ or mentioned in tender document are liable to be summarily rejected.</p>
14.	<p>The tenderer should not have been debarred /or blacklisted by any Central Government or any state Government (s) certificate Performa attached with the tender as per <b>Annexure "C"</b></p>
15.	<p><b>Penalty:</b> The Director of the institute shall have the power to impose penalty upto 5% of the value of the order, if the supply is not executed within the stipulated/extended period.</p>
	<p><b>Read and Accepted.</b></p> <p style="text-align: right;"><b>(Signature &amp; Stamp of Tenderer)</b></p>



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**ARBITRATION:**

In case of any dispute or difference arising out of or in connection with the tender conditions / job order and Contract, the Institute and the Seller 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 Jalandhar only. The decision of the Arbitrator shall be final and binding on both the parties.

**JURISDICTION:**

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

**Read & accepted**

**Signature of Tender(s)**

(Individual / Firm / Company / Other)

(Affix stamp except individuals)

Name in full\_\_\_\_\_

Address for correspondence\_\_\_\_\_

Phone No.\_\_\_\_\_ Mobile No.\_\_\_\_\_

Permanent Address\_\_\_\_\_

\_\_\_\_\_

Email address\_\_\_\_\_



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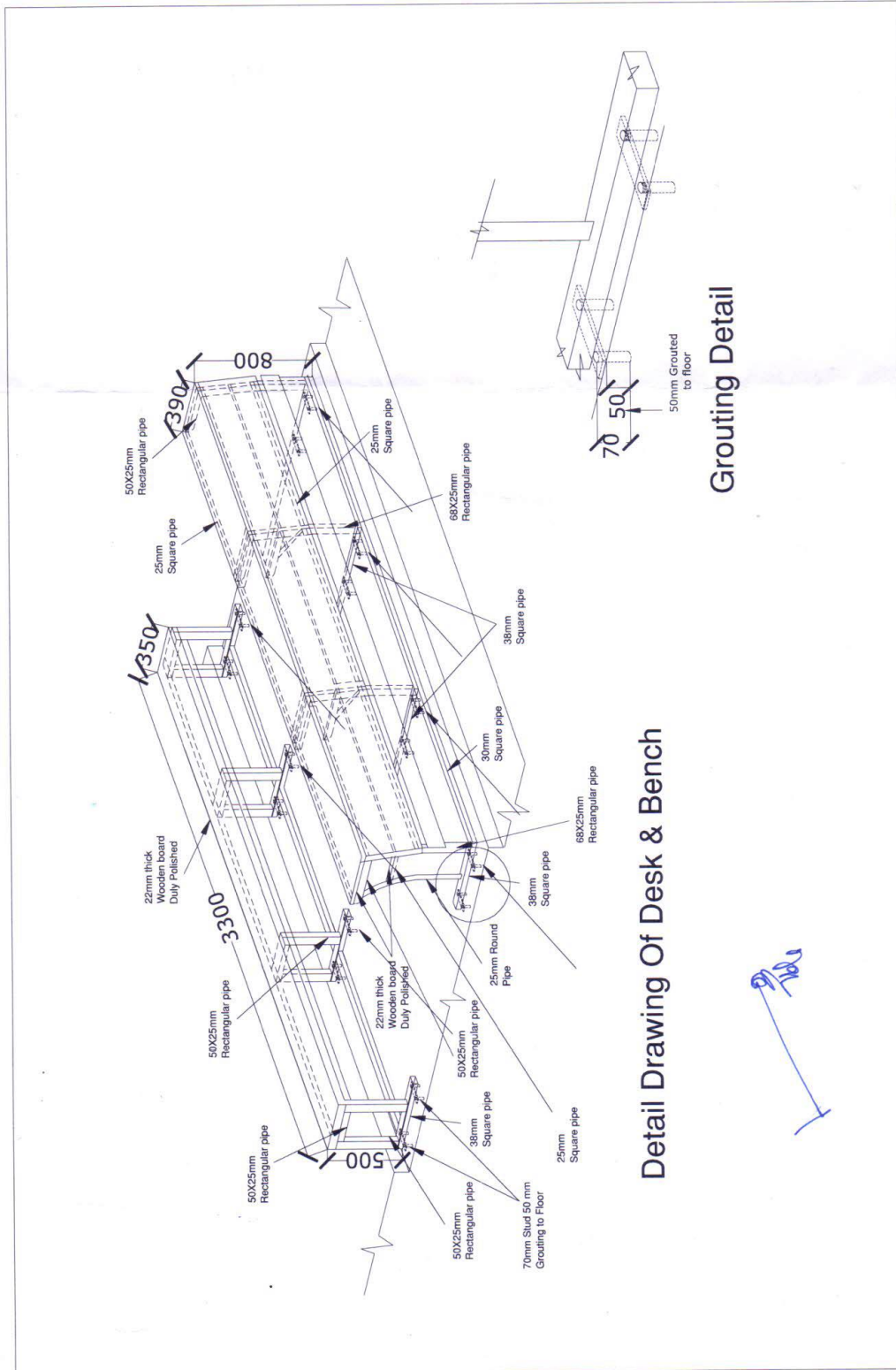
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**Annexure "A"**

**Specification and Drawing of Sitting Desk- Qty- 70 nos.**

Integrated in design, the seat having ergonomics to have maximum comfort. The main desk frame having vertical members of 68x25mm rectangular MS pipe of 16 gauge supported by curve shape 1" round pipe with foot rest of 38 mm sq. MS pipe of 18 gauge and book shelf of 22mm thick finger jointed hardwood (Hevea Brasiliensis) termite free board with weight 700-750 kg/m<sup>3</sup> rested on 1" square pipe with the additional cross support and welded (MIG) to the vertical sections. The bench frame having vertical 68x25mm rectangular MS pipe of 16 gauges welded (MIG) with the same section. The main desk and bench having lower horizontal member of 30mm square MS pipe of 18 gauge with provision of fixing to floor with 70mm metal studs, 50mm grouted to floor. The frame properly painted with synthetic enamel paint having smooth satin finish. The Desk top, and book self-made of 22mm thick finger jointed hardwood (Hevea Brasiliensis) termite free board with weight 700-750 kg/m<sup>3</sup> having rounded smooth edges duly polished in lacquer finish and fitted to frame with screws and bolts. The seat and front panel of desk made of 22mm thick finger jointed hardwood (Hevea Brasiliensis) termite free board with weight 700-750 kg/m<sup>3</sup> having rounded smooth edges duly polished.





Detail Drawing Of Desk & Bench

Grouting Detail

Handwritten signature or initials in blue ink.



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**ANNEXURE "B"**

**MANUFACTURERS' AUTHORIZATION FORM**

No.

Dated \_\_\_\_\_

**The Registrar,  
Dr B R Ambedkar, National Institute of Technology  
Jalandhar**

Sub; e-Tender for " \_\_\_\_\_ "

Dear Sir,

We \_\_\_\_\_ who are established and reputable manufacturers of having factories at (*address of factory* \_\_\_\_\_) do hereby authorize M/s \_\_\_\_\_ (*Name and address of Agent/dealer*) to submit a bid, negotiate and receive the order from you against your tender for the chemical.

We hereby extend our full guarantee and warranty as per tender terms & condition of tender for the goods and services offered by the above supplier.

Yours faithfully,

(Name)

(Name of manufacturers)

**Note:** This letter of authority should be on the **letterhead of the manufacturer** and should be signed by a person competent and having the power of attorney to bind the manufacturer.



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**Annexure – “C”**

**SELF ATTESTED ON THE LETTER HEAD OF THE SUPPLIER**

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.**

I / We \_\_\_\_\_ (Tenderer) hereby declare that the firm / agency 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.

Or

I / We \_\_\_\_\_ (Tenderer) hereby declare that the Firm / agency namely M/S \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by Director, NIT Jalandhar, and EMD / SD shall be forfeited.

In addition to the above Director, NIT Jalandhar, will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

**Attested:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Permanent Address \_\_\_\_\_

Email address \_\_\_\_\_



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**Annexure – “D”**

**Ref no. NITJ/PUR-III/Furniture/65/17/e-Tender No. 07/2017**

**Dated : \_\_\_\_/\_\_\_\_/2017**

**FIANCIAL/COMMERCIAL BIDS**

**FORM FOR Supply & installation of Sitting Desks**

1.	NAME OF THE APPLICANT (Mention about self – Mfg./ Dealer)	
2.	NAME & ADDRESS OF THE Dealer (With Tel./ Fax/Mobile/email address)	
3.	NAME & ADDRESS OF THE LOCAL Mfg./Dealer	
	3.1 Phone	
	3.2 Fax	
	3.3 E-mail	
	3.4 Contact Person Name& Mobile No.	
4.	GST No. OF THE FIRM (Scan Copy of these document must be uploaded)	
5.	PAN No. OF THE DEALER ( Scan Copy of these document must be uploaded)	





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**The Director**

**Dr B R Ambedkar National Institute of Technology Jalandhar**

I/We ..... hereby certify that I/We are established firm of manufactures/authorized dealers of M/s.....with factories at ..... which are fitted with modern furniture Item are open to inspection by the representative of the institute. We hereby agree to supply the following items at the price and within the period of delivery indicated below:-

Sr. no.	Description	Specification for	Rate per unit	Price FOR NITJ	VAT/GST/ Excise	Delivery period	Guarantee / Warranty

1. Please delete whichever is not applicable.
2. It is hereby certified that we have understood the instructions to tenderer and also terms and conditions attached to the tender.
3. This is certified that the rates quoted above are not more than the rates charged from any other Institution/Department/Organization
4. We hold this offer valid for acceptance for a period of 90 days.
5. **Earnest money for an amount of equal to ..... is enclosed.**

**Date .....**

**Place .....**

**Signature & Seal of the Manufacturer/Tenderer**



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Annexure: 'E'

### FORMAT FOR PERFORMANCE BOND/GUARANTEE

**(Undertaking from the supplier on a Non Judicial Stamp Paper of requisite duly attested by Notary)**

In consideration for "The Registrar, National Institute of Technology Jalandhar (*hereinafter called NIT Jalandhar*) having agreed to release the payment of net value as per terms and conditions of a concluded Order No. \_\_\_\_\_ dated \_\_\_\_\_ (*hereinafter called 'the order'*) for supply of \_\_\_\_\_ (*here in after called 'the furniture Item'*) to us

Messrs \_\_\_\_\_ (*hereinafter called 'the supplier'*) on submission of a Performance Bond to the satisfaction of NIT Jalandhar for the due performance of the said order

We, Messers \_\_\_\_\_ hereby submit the FDR/TDR No \_\_\_\_\_

issued by \_\_\_\_\_ (Name of Bank) for \_\_\_\_\_ pledged in favour of Registrar, NIT Jalandhar as performance guarantee amount and hereby irrevocably, unconditionally and absolutely undertake against any loss or damage caused or suffered by NIT Jalandhar by reason of any failure of the supplier to perform or omission or negligence to perform any part of its obligations to the satisfaction of NIT Jalandhar in terms of the order.

We, the supplier, do hereby authorize Registrar, NIT Jalandhar to forfeit this Performance Guarantee amount / undertake to pay the amount due and payable under this guarantee without any demur merely on a demand from the NIT Jalandhar stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the NIT Jalandhar by reason of any breach by us of any of the terms and conditions contained in the said order or by reason of our failure or omission or negligence to perform the said order or any part thereof. We, the Supplier, undertake to pay to NIT Jalandhar any amount so demanded by NIT Jalandhar, notwithstanding:

- a) Any dispute or difference between NIT Jalandhar and supplier or any other person or between the supplier or any person or any suit or proceeding pending before any court or tribunal or arbitrator relating thereto; or
- b) The invalidity, irregularity or unenforceability of the order; or
- c) Any other circumstances which might otherwise constitute discharge of this guarantee, including any act of omission or commission on the part of NIT Jalandhar to enforce the obligations by the supplier or any other person for any reason whatsoever.

We, the Supplier, further agree that the performance Bond/ Guarantee herein contained shall be continued one and remain in full force and effect during the period that would be taken for the performance of the said order and that it shall continue to be enforceable till all the dues of the NIT Jalandhar under or by virtue of the said order have been fully paid and its claims satisfied or discharged or till the office of the Registrar, NIT Jalandhar certifies that terms and conditions of the said order have been fully and promptly carried out by us and accordingly discharges this Performance Bond/ Guarantee.

We, the Supplier, further agree with NIT Jalandhar, that NIT Jalandhar shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said order or to extend time of performance by the said supplier from time to time or to postpone for any time or from time to time and of the powers exercisable by the NIT Jalandhar against the said supplier and forbear or enforce any of the terms and conditions relating to the order and we shall not be relieved from our liability by reason of any such variation or extension being granted to us or for any forbearance, act or omission on the part of NIT Jalandhar or any indulgence by NIT Jalandhar to us or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

This Performance Bond/Guarantee will not be discharged due to the change in the constitution of the supplier. We, the Supplier, undertake not to revoke this Performance Bond / Guarantee except with the prior consent of NIT Jalandhar in writing.

The disputes relating to this Bank Performance Bond / Guarantee shall be resolved as per the terms and conditions of the order.