



Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY

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

EPABX-0181-2690301-453 Email registrar@nitj.ac.in

Ref. e-Tender Notice No. NITJ/PUR/Examination/07/2023

Please find enclosed herewith the following:		Page No.
1.	e-Tender Notice No. NITJ/PUR/Examination/07/2023 & Schedule for Opening of the e-Tender	2
2.	Annexure-I (Detail of Item, Tender Fee & EMD)	3
3.	Important Note	4
4.	Instruction to Tenderers	5-7
5.	Tender Evaluation	8-9
6.	Terms & Conditions	10
7.	Acceptance of terms and conditions	11
9.	Performa for performance statement	12
10.	Annexure 'A' (Specifications of the Item)	13
11.	Annexure – 'B' (Format for Manufacturer's Authorization Form)	14
12.	Annexure- 'C' (Declaration Regarding Blacklisting/ Debarring for taking part in Tender)	15
13.	Annexure-'D' (Self Declaration for local content)	16
14.	Annexure – 'E' (Certificate of Land Border with India)	17

Assistant Registrar

Dr. B. R Ambedkar NIT Jalandhar

Email: arpurchase@nitj.ac.in



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

e-Tender Notice No. NITJ/PUR/Examination/07/2023

National Institute of Technology, Jalandhar invites e-tender for Purchase & Printing of 24 Pages Answer Sheets required for Examination Wing as per detail available at Annexure-I along with Tender Fee & EMD of the Institute as per details given below:

I	Downloading & Submission of Online e-tender/bids	Start Date: 08.05.2023 at 03:00 PM
II	Last date of submission of online bids	End Date: 29.05.2023 upto 03:00 PM
III	Physical submission of Tender Fee and EMD	End Date: 30.05.2023 upto 03:00 PM
IV	Opening of Technical e-Bid (online)	30.05.2023 at 03:00 PM

Detailed Terms and Conditions are available in e-tender document. The bid document can be downloaded from the [CPP Portal](#).

Complete tender document is available for reference purposes on Institute website www.nitj.ac.in and [CPP Portal](#). Only e-tenders will be accepted.

NOTE: This is a domestic Tender according to the DPIIT Order dated 16.09.2020 and subsequent amendments to the order for Public Procurement Preference & PROVISION FOR LOCAL SUPPLIERS TOWARDS PREFERENCE TO MAKE IN INDIA. The bidder is required to provide a declaration from the Original Equipment Manufacturer (OEM) on their letter head the percentage of Local content for the quoted instrument/Item and submit with the Technical Bid as per Annexure-D. Only class – I and class II Local Suppliers will be eligible to participate in tender. Non – Local Suppliers are not eligible to participate in tender. Bidder should also give details of the location(s) at which the local value addition is made in the Annexure, failing which the bid will be rejected.

Registrar



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Annexure-I

Ref. e-Tender Notice No. NITJ/PUR/Examination/07/2023

Detail of Item, Tender Fee & EMD are as under:

Sr. no.	Item/Equipment	Qty.	Tender Fee	EMD
1.	24 Pages Answer Sheet (from Sr. No. 1000001 onwards)	1,00,000 Nos.	Rs. 500/-	Rs.12,400/-

Note: The quantity of required equipment/item may vary as per requirement.

***Exemption of Tender fee & EMD will only be given to MSME/NSIC registered bidders.**



Important Note

1. All corrigenda, addenda, amendments and clarifications regarding this tender document will be uploaded on the website www.nitj.ac.in and CPP Portal 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 next working day at same time.
 3. In case, the last date of submission of EMD & Tender fee falls on holiday, the EMD & Tender fee shall be submitted on the next working day at same time.
 4. Tenderer who have downloaded the tender document form from the institute website, shall submit a declaration along with tender document that I/We have downloaded the Tender Form from the institute website 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.
 5. **Tender fee of Rs.500/- (Non- refundable) in the form of DD in favour of Director, D R B R Ambedkar NIT, Jalandhar.**
 6. **EMD (refundable) in the form of DD in favour of Security- A/c. DR B R Ambedkar NIT, Jalandhar.**
 7. **Both EMD and Tender fee are be submitted as per dates mentioned in schedule, failing which e-bids will not considered.**
- ❖ **All the bidders are required to submit the Tender Fee and EMD as per requirement of tender document failing which bids received straightway rejected and bid will be treated invalid.**
 - ❖ **Note: If the bidder inadvertently or otherwise upload the quoted rates in the technical bid, the bid will be straightway rejected and treated invalid.**
 - ❖ **If the bidder is exempted for payment of Tender Fee and EMD as NSIC/MSME registered bidders, then bidder is required to submit NSIC/MSME exemption certificate for same. The Certificate must be valid as on last date of submission of bid.**

Tenderer must submit a scanned copy (duly signed and stamped) regarding terms & conditions as per our tender documents along-with make/model, specifications, bill of quantity as per required equipment in the technical bid for examine the bid as per our institute tender documents. It is noted that no rate should be depicted in the letter head.



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 CPP Portal.
2. Bids are to be submitted online and opened online as per time given failing which no tender will be considered.
3. Bids will be opened online as per time given schedule.
4. **Before submission of online bids, bidders must ensure that scanned copies of all the necessary/relevant documents have been uploaded with the bid which should be duly signed and stamped. The duly signed and stamped copies of Terms & Conditions of the tender, reply of the Questionnaire of Plant & Machinery and other documents of the Tender & Annexures must be uploaded, failing which their bids may be rejected.**
5. NIT JALANDHAR, will not be responsible for any delay in online submission of bids due to any reason whatsoever.
6. **Bidders should also upload the scanned copies of Tender fees/EMD/Exemption Certificate as specified in the tender documents along with online technical documents. EMD in the form of a Demand Draft in favour of the Security – A/c, Dr B R Ambedkar NIT, payable at Jalandhar (refundable separate) and Tender Fee in the form of a Demand Draft in favour of the Director, Dr B R Ambedkar NIT, payable at Jalandhar (Non- refundable separate) should also be submitted in physical form to the following address as per scheduled time given for physical submission of EMD and Tender fee. The Envelope should be super-scribed as EMD and Tender Fee for Tender for Purchase & Printing of 24 Pages Answer Sheets and sent to following address:-**

**Kind Attention- Assistant Registrar (Purchase Section)
Director,
Dr B R Ambedkar National Institute of Technology,
G T Road Amritsar By Pass, Jalandhar-144001, Punjab (India).**
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.

Read and Accepted

(Signature & Stamp of Tenderer)



9. The Financial Bid through e-tendering process shall be opened of only those bidders, who will qualify in the technical bid and approved by the Purchase Committee/Technical Experts. The date, time & place of opening of the financial bid(s) will be intimated in due course of time.
10. 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 tenderer(s), modify the tender document by issuance of an amendment.
11. The amendment will be uploaded on Institute website and CPP Portal only. In order to provide reasonable time to prospective tenderer(s), for preparing their bid as per amendment, the institute may, at its discretion extend the deadline for the submission of tender.
12. 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 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) whose offer are found according to required specifications/ lowest will be released after finalization of Technical Bids/ Lowest Bid/Purchase.
13. Delivery time is the essence of the contract and must be met with.
14. Nearest specifications/better specifications can be considered. In case of deviation, complete justification should be furnished with proper documents.
15. The Director may accept a tender in part or whole of the quantity offered, reject any tender without assigning any reasons and may not accept the lowest bidder. Further in case of any doubt/dispute, the decision of the Director of the Institute shall be final.
16. The offer shall be kept valid for minimum 120 days.

Read and Accepted.

(Signature & Stamp of Tenderer)



17. Either the agent/ dealer on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.
- b) If an agent/ dealer submits bid on behalf of the Principal/OEM, the same agent /dealer shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.
- c) Only one agent/dealer of single Principle/OEM can submit the bid. If more than one agent/dealer of same OEM/Principal quote in the tender, then bids of all the bidders of single OEM/Principle are liable to be rejected.
- d) All offers other than those from the Principal/OEM should be supported by an authority letter from the manufacturer authorizing the dealer /supplier to tender on their behalf as per **Annexure-B**. In case of manufacturer, a certificate or a copy thereof to the effect that the bidder is a manufacturer of the Equipment /Item must be accompanied with the technical bid.
18. The supplier will be responsible till the entire stores contracted for, arrive in good condition at destination.
19. The tenderer should not have been debarred and/ or blacklisted by any Central Government/ or any State Government Department(s). This must be supported by an affidavit as per format given in **Annexure-“C”**.
20. If any information furnished by the bidder is, at any stage found to be incorrect/false/fabricated, the Institute shall have the absolute right to forfeit the EMD, warranty/performance guarantees or/and security deposits, in addition to cancellation of contract, and in accordance with law, such other actions may be taken like black-listing of the bidder etc.

Read and Accepted.

(Signature & Stamp of Tenderer)



TENDER EVALUATION

Institute will evaluate all the proposals to determine whether these are complete in all respects as specified in the tender document. Evaluation of the proposals shall be done in two stages as:

(a) Stage – I (Technical Evaluation):

- (i) Institute shall evaluate the technical bid(s) to determine the following like the bid qualifies the essential eligibility criteria or not, the tenderer has submitted the EMD & Tender fee or not, any computational errors have been made or not, all the documents have been properly filled or otherwise, all the documents have been submitted/ uploaded with technical bid or not, the specifications, Make/Model, Catalogue of quoted Equipment /Item are as per requirement tender specifications or not, Authorization of Dealer / Distributor/ Exclusive Agent certificate from manufacturer is in order or not, Sales & service policy of equipment / item during warranty period and after warranty period will also be seen, location of their authorized service center will also be seen for evaluation etc.

After evaluation of technical bid(s), a list of the qualifying tenderer (s)/ bidder s) shall be made. Short-listed tenderer(s) will be informed of the date, time and place of opening of financial bid(s) and they may attend or depute their authorized representative/s to attend the schedule of opening of financial bid(s) on the scheduled date and time, if they wish to do so. The representative(s) should have a letter of authority to attend the price bid(s) opening event.

Read and Accepted

(Signature & Stamp of Tenderer)



PART – II (e-FINANCIAL BID):

- a) Bidders should offer the rates as per the format of BOQ as available on CPP Portal. **Detailed bill of material/quantity is also to be provided along with the price breakup of each item as per requirement of the tendered specification of the equipment in the online price bid at [CPP Portal](#).**

❖ **Note: The quoted amount as filled in the Annexure(s) of online financial bid and detailed bill of material/quantity provided with price break up of each item in the online financial bid should be tallied and both must be same, otherwise bid will be treated invalid.**

ARBITRATION:

In case of any dispute or difference arising out in connection with the tender conditions/job order/Contract, the Institute and the Seller/Service Provider 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 and Accepted.

(Signature & Stamp of Tenderer)



(TERMS AND CONDITIONS (FOR THE SUPPLY OF GOODS, EQUIPMENT /ITEM)

1. Rate should be quoted F.O.R NIT Jalandhar and In INR only.
2. Where the Equipment / Machinery/ Instrument are composed of several sub units/components, the rate should be quoted for each subunit/component separately. NIT Jalandhar reserves the right to increase or decrease the number of sub units/components and number of Equipment / Machinery/ Instrument according to its requirements.
3. GST or any other chargeable duty where applicable must be specifically mentioned, failing which no tax or duty will be allowed at subsequent stage.
4. All items shall be indicated both in words as well as in figures. If there is difference between amount quoted in words and figures, amount quoted in words shall prevail.

5. Payment:

(a) 100% payment will be made against physical delivery, inspection, installation, training of the Equipment/Machinery/Instrument etc. in the institute, receipt of satisfactory working report of the Equipment / Machinery/Instrument etc. and receipt of Performance Bank Guarantee @ 3%.

6. **Delivery:** Delivery date will be mentioned in the supply order. 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 fails to deliver or dispatch any consignment within the period prescribed for such delivery, the delayed consignment will be accepted subject to penalty as laid down in the supply order, which will be recovered from the pending payments.

1. No recovery of penalty will be made, if the delayed supplies are acceptable by extending the delivery period by the Director with our any LD charges.
 2. 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.
 3. Penalty on account of delay, Director NIT, Jalandhar reserves the right to impose 0.5% (Half) per cent penalty per week on account of delay in supply, if delivery received after expiry of the original delivery period. The total penalty will not exceed 10% of the value of the delayed goods.
- 10. Spares and Accessories, wherever required should be quoted separately and clearly, even if these are not asked for.**

Read and Accepted.

(Signature & Stamp of Tenderer)



Acceptance

We _____ read and accept the instructions to the tenderer, terms & conditions and all other documents as mentioned in the tender and shall comply with them strictly.

Name of Bidder _____

Signature

Address _____

Seal of firm:

Date:



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PERFORMA FOR PERFORMANCE STATEMENT

(For the Period of last 3 years)

e-Tender Notice No. NITJ/PUR/Examination/07/2023						
Sr. No.	Order (full placed address of purchaser)	Order No. & dated	Description and Qty. of Stores Ordered	Value of Order	Date of Completion of delivery	Has the Equipment/Item been satisfactory commissioned



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Annexure “A”

Specifications of Answer Sheets

1. Weight - 70 GSM
2. Size - 28 cm x 22 cm
3. Paper Quality - Map Litho Paper

Printing Specification:

a) One color printing on front page with numbering from sr. no. 1000001 onwards with:-

- Thread Stitching
- Institute's logo printing and keen punching
- Rolling and margin printing two colors

Packing in card board boxes with 500 sheets each box.

Sample: The sample should be provided at the time of procurement. The printed sample of answer sheet shall be got approved by the Associate Dean (Academic) of the Institute before supply is made.



Annexure “B”

FORMAT FOR MANUFACTURER’S AUTHORIZATION FORM

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

Sub. : e-Tender for “_____”.

Dear Sir,

We, _____, who are established and reputed manufacturers of _____, having factory/office at _____, hereby authorize M/s _____ [name & address of agents/distributors] to bid, negotiate and conclude the order with you for the above goods manufactured by us.

We shall _____ remain responsible for the tender/Agreement negotiated by M/s _____, jointly and severally. No company or firm or individual other than M/s _____ are authorized to bid, negotiate and conclude the order in regard to this business against this specific tender as for all business in the entire territory of India.

We hereby extend our full guarantee and warranty as per the terms and conditions of tender for the goods offered for supply against this invitation for bid by the above supplier.

****specify in detail manufacturer’s responsibilities the services to be rendered by***

M/s _____ are as under:

- i) _____
- ii) _____

[Specify the services to be rendered by the agent/distributor] In case duties of the agent/distributor are changed or agent/ distributor is changed it shall be obligatory on us to automatically transfer all the duties and obligations to the new Indian Agent failing which we will ipso-facto become liable for all acts of commission or omission on the part of new Indian Agent/ distributor.

Yours faithfully,

[Name & Signature] For and on behalf of M/s. _____ [Name of manufacturer]



DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

Self Attested

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.

DEPONENT

Attested:

(Stamp of Company with authorized sign)

Name _____

Address _____



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Annexure-D

SELF DECLARATION
[For Local Content of Products, Services or Works]

To,

The Director

Dr.B.R.Ambedkar NIT Jalandhar

1. With reference to Order No. P- 45021/2/2017-PP(BE-II) dated 16-09-2020 of DPIIT, Ministry of Commerce and Industry, Govt. of India, we fall under the following category of supplier (please tick the correct category) for the items for which this tender has been floated and being bided.

☐ Class I local supplier – has local content equal to more than 50%. Local contents added at _____(name of location).

☐ Class II local supplier – has local content more than 20% but less than 50%. Local contents added at _____(name of location).

☐ Non-local supplier – has local content less than or equal to 20%. Local contents added at _____(name of location).

2. We are solely responsible for the abovementioned declaration in respect of category of supplier. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which we may can be debarred for up to 2 years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.

Signature & seal of the company

Name and address of the organization

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

Note: In cases of procurement for a value in excess of Rs. 10 crores, the 'Class-I local supplier' / 'Class-II local supplier' shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.



Refer to No. F.7/10/2021-PPD (1) dated 23.02.2023

Department of Expenditure

Ministry of Finance

Government of India

(TO BE FURNISHED ON BIDDER'S LETTER HEAD)

To

Date: _____

Sub.: **Acceptance of Terms & Conditions of Tender**

Tender Reference No. _____

Name of Tender: _____

Dear Sir,

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a landborder with India; I certify that this bidder is not from a country or, if from such a country, has been registered with the Competent Authority, I hereby certify that this bidder fulfills all requirement in this regard and is eligible to be considered. (Where applicable, evidence of valid registration by the Competent Authority shall be attached.)"

Yours faithfully,

(Signature & Name of the
Authorized Signatory with Company
Seal)