



Ref. No. e-Tender Notice - NITJ/PUR/34/18 e-Tender no.06/2018

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Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY
G T Road By Pass, Jalandhar-144011, Punjab (India)
EPABX-0181-2690301 & 453 website: www.nitj.ac.in email: registrar@nitj.ac.in

e-Tender Notice Ref. No. - NITJ/PUR/34/18 e-Tender no. 06/2018

Last date for submission of Online bids : 08/08/2018 up to 11:00AM
Date of opening of Online bids : 16/08/2018 at 11:00 AM

e-Tenders are invited from the reputed furniture Manufacturers for entering into Annual Rate Contract (ARC) for supply of furniture items for offices/conference rooms/class rooms/hostel/ canteen/ modular/ labs / hospital etc. The detailed tender documents, terms & conditions **can be downloaded /seen** at website of Institute www.nitj.ac.in or www.tenderwizard.com/NITJ.

Only e-Tender 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 email at vijay@etenderwizard.com and may also contact on Chandigarh Helpline: 0172-3934667, 9557209340,8054628821, Delhi Helpline: 011-49424365.

Registrar



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

e-Tender Notice

NITJ/PUR/34/18 e-Tender no.06/2018

National Institute of Technology, Jalandhar invites e-tender for entering into Annual Rate Contract for the supply of Furniture Items as per details given below:

I	Downloading and submission of e-Tender	Start Date: 19/07/2018 at 03.00 PM End Date: 08/08/2018 at 11.00 AM
II	Physical submission of Tender fee and EMD	End Date: 14/08/2018 at 05:00 PM
III	Opening of Tender (online)	On 16/08/2018 at 11:00 AM

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

Registrar



Important Note

1. All corrigenda, addenda, amendments and clarifications to Tender & Terms and Conditions will be uploaded on the website 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 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.
4. **Tender Fee of Rs.500/- (Non-refundable) in the form of a Demand Draft in favour of Director, Dr B R Ambedkar NIT, Jalandhar is to be submitted.**
5. **Earnest Money Rs.50,000/- (refundable) in the form of a Demand Draft in favour of the Security A/c, Dr B R Ambedkar NIT, Jalandhar is to be submitted.**
6. **Both EMD and Tender fee must be submitted by the dates mentioned in schedule, failing which e-bids will not be considered and treated as invalid.**
7. **The Processing fees (Rs. 2950) may be paid through online mode only to M/s ITI Limited, New Delhi.**
8. The catalogue of manufacturer, document regarding eligibility must be given in detail with documentary proof and must be uploaded in Technical bid.
9. The bid of any tenderer who has not complied with one or more of the conditions of eligibility criteria and or fail to submit the required documents as required/ or mentioned in tender document are liable to be summarily rejected.
10. 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 tender. In case of any doubt/dispute, the decision of the Director shall be final in this regard.
11. The tenderer should not be debarred or blacklisted by any Central Government/ any State Government Department (s). Certificate to this effect be provided as per **Annexure-A**.



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. 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. The tenderers are required to upload the duly signed and stamped copies of the relevant documents required as per Terms & Conditions of the tender and its Annexure, failing which their bids may be rejected and will not be considered.
4. **The scan copy of Terms and Conditions of this tender document duly signed and stamp must be uploaded, failing which their bids may be rejected and will not be considered.**
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. 50,000/- 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:-

<p>Kind Attention: Dispatch Section (Purchase Section) Annual Rate Contract of Furniture Items e-Tender Notice Ref. No. - NITJ/PUR/34/18 e-Tender no.06/2018 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)</p>

Envelope should have full address, phone number & Email 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. 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.
10. The amendment (if any) will be uploped on www.tenderwizard.com/NITJ and on Institute website 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)

Terms & Conditions for Tenderers regarding supply of Furniture Items



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1.	FOR : Rates shall be quoted in Indian Rupees & FOR NIT, Jalandhar basis.
2.	The quotee should submit financial/Commercial bid strictly according to format prescribed on the portal.
3.	Only Technical qualified bidders shall be called for demo / presentation of furniture at NIT Campus
4.	Delivery Period: 45 days The supply of material is required within 45 days or stipulated date as mentioned in the supply order. Being an Educational Institution, time is essence of the order. Date of the delivery shall be strictly adhere to, otherwise, the Institute reserves the right not to accept the delivery in part or full. On delay in delivery, the penalty will be imposed as per institute rules. <ul style="list-style-type: none">a) 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.b) Part Supply is normally not acceptable. But may be allowed in genuine cases, on written request and subject to approval only.c) If the suppliers fail to deliver the stores within the allotted delivery period as specified above, the purchaser may procure goods or services similar to those un-delivered, upon such terms and in such manner as it deems appropriate from any other firm and in such case the supplier will be liable to the purchaser for any excess cost.
5.	Taxes: <ul style="list-style-type: none">a) The GST or any other chargeable taxes must be specifically mentioned failing which no tax/duty will be allowed at subsequent stage. Otherwise, it will be termed as inclusive of all taxes.
6.	<ul style="list-style-type: none">a) MRP rates must be mentioned in the tender (where applicable)b) The supplier cannot be charge rates more than MRP if the rates are found more than MRP rates at any stage the excess charged amount will be deducted out of their payment.c) The furniture manufacturing companies should have a standard price list of all the products applicable throughout the country. The same should be submitted along with the Rate Contract Proposal duly stamped & Signed.d) The manufacturer shall submit percentage discount it is willing to offer to NIT Jalandhar on prevailing/current price list. Such discount will be applicable on current/prevaling price list or till the new price list come in force during ARC period. The same shall be uploaded with price list as offered discount in



financial bid.

- e) The manufacturer under the rate contract will have the sole responsibility for providing furniture layout drawings/ design of furniture to the institute without any extra cost for the period of rate contract.
- f) The rate contract will be valid for a fixed period of one year, which may be further extended for one more year on the basis of new fresh price list prevailed at that time on the same discount & terms & conditions at the request of manufacturer provided the institute is satisfied with the performance of the firm.
- g) The selected Furniture manufacturing company will have to furnish a Bank Guarantee of Rs. 2 Lac (Two lacs only) for the period of rate contract from a public sector / nationalized bank before entering into rate contract. The same shall be released after the satisfactory execution of the Rate Contract Period.
- h) The manufacturer shall furnish an undertaking that the discount offered on the price list to NIT Jalandhar is equal or not less than other Institute /Organization. In case the manufacturer fails to do so, the rate contract may be cancelled with immediate effect by imposing penalty as decided by the Institute.
- i) The rate contract will be terminated, if the manufacturer fails to abide by the terms and conditions of the contract or fail to supply the goods on time or supply substandard goods or make any false declarations or fails to provide satisfactory after sale service to the institute. In such situation the penalty will be imposed on the firm by an expert committee and penalty amount will be deducted from the Bank guarantee provided by the manufacturer.
- j) After opening the Technical Bid, the committee will check all the documents related to eligibility criteria, performance statement and other documents. The financial bid will be opened only for those bidders who qualify the eligibility criteria.
- k) Rate contract will be offered to manufacturer/quottee after the evaluation of the qualified bidders by an expert committee. The evaluation of these manufacturers will be carried out comprehensively, based on credentials, manufacturing capability, quality control system, financial background, dealer/ distributor network, past performance, after sale service, range of furniture items manufactured by the manufacturer, rate contracts of the manufacturer with other government agencies, and percentage discounts offered by the manufacturer on listed rate list etc.

7.

Payment Terms:



	<p>a) 100% payment will be released within 30 days from the date of satisfactory delivery, installation and inspection of the material by concerned Department/Section/Store in the institute. No advance payment will be made for the supplies.</p> <p>b) Payment shall be made by Cheque or such other mode/ electronic fund transfer offered by the Bank</p> <p>c) Any loss or damage and shortage to the items while handling/transporting till such time the items are delivered and handed over to this office is the sole responsibility of the supplier/dealer.</p>
8.	<p>Validity of Offer :</p> <p>a) The offer shall be kept valid for at least 90 days.</p>
9.	<p>Tender Document fee & Earnest Money:</p> <p>a) Tender fee of Rs.500/- (Non refundable) in the shape of Demand Draft favoring <u>Director Dr B R Ambedkar , NIT Jalandhar</u> be submitted by the date & time mentioned in schedule. Bids without Tender fee shall be treated as invalid.</p> <p>b) Earnest Money of Rs. 50,000/- (refundable) in the shape of Demand Draft favoring <u>Security-A/c, Dr B R Ambedkar, NIT Jalandhar</u> be submitted by the date & time mentioned in schedule. The Bids without EMD shall also be treated as invalid.</p> <p>c) The Institute is not liable to pay any interest on EMD. Earnest Money deposit shall be forfeited in following circumstances:-</p> <p>(i) If the tenderer, withdraws its bid during the validity period of offer.</p> <p>(ii) If the successful tenderer refuses or neglects to execute the contract and failed to supply the ordered material within stipulated period as given by institution.</p> <p>d) The Earnest Money of successful bidders will be retained till the period of award of contract and the submission of performance bank guarantee by successful bidder as a security amount.</p> <p>However, the EMD(s) of unsuccessful bidders will be released after finalization of award of contract.</p>

11. a) The Director, NIT Jalandhar reserves the right to enter into parallel Rate Contract for similar items at any time during a period of Rate Contract with one or more parties.
- b) The Rate Contract can be terminated at any time by giving one month's notice by



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Director, NIT, Jalandhar.

- c) The items, so supplied will have to be of high quality and grade. During inspection/test, if these are found to be of inferior quality/duplicate, the same are to be replaced by supplier at their own risk & 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.
- d) **The warranty** of the furniture should be provided for at least one year from the date of installation (where installation is required it should be done within 30 days or as the date given by the Institute.
- e) The prices charged for the stores items supplied under Rate Contract, shall under no event be higher than lowest prices at which the party sells the items of identical description to any other organization during the period of contract.
- f) The Director may modify, impose or relax any clause in the terms and conditions.
- g) Any dispute arising out of this contract at any stage shall be referred to the Director NIT Jalandhar whose decision shall be final and binding upon both the parties.
- h) The bid of any tenderer who has not complied with one or more of the conditions of instructions and Terms & conditions or fail to submit the required documents as required/ or mentioned in tender document are liable to be summarily rejected.
- i) Mere submission of application/ proposal does not imply acceptance of the same at this end and the firms will be enlisted only after meeting the laid down qualifying parameters for which decision of Director, NIT Jalandhar shall be final and binding on the parties. Entering into annual rate contract does not bind Dr. B R Ambedkar NIT Jalandhar to place any order on agreed terms. .

12. **Penalty/Liquidated damages :** The Director, NIT Jalandhar reserves the right to impose 0.5% (half percent) penalty per week on account of delay in supply, If delivery received after expiry of the original delivery period. The total penalty should not exceed 10% of the value of the delayed goods. It will be also open to the Institute to procure the required item(s) from any other source at the risk and expense of the firm.

13. Stages of award of contract:

Stage-1- The technical bids will be evaluated by an expert committee of the institute on the basis of Technical Bid document/ eligibility criteria. The committee will shortlist the eligible bidders for presentation at the institute.

Read and Accepted

(Signature & Stamp of Tenderer)



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Stage-II- Provisionally qualified firms in technical bids will be called to make their presentation in the Institute. The Committee may check/verify the following credentials before finalizing the qualified firms for financial evaluation:-

- Technical capability.
- Quality of furniture
- Range/variety of furniture
- Quality control system
- Capability of providing the furniture for educational Institute etc.

The committee will finally shortlist the bidders on the basis of presentation and those bids will be considered for commercial evaluation.

Stage-III- The finally technically qualified bidders will be considered for Commercial evaluation and for award of ARC accordingly.

Read and Accepted

(Signature & Stamp of Tenderer)

Annexure – A



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 Tenderer)

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, Dr B R Ambedkar NIT Jalandhar, and EMD / SD shall be forfeited.

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

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name _____

Address _____



Annexure – B

Sr. No.	Name of the Organization	Annual Business Volume	Copies of the Annual Rate Contract letters and latest three PO's issued by the Rate Contract clients during last 03 years be uploaded

(Signature of the authorized signatory with stamp)



Annexure-C
TERMINATION OF CONTRACT

1. The Director, NIT, Jalandhar reserves the right to terminate the contract during ARC period after giving one month's notice to the supplier/manufacturer.
2. Termination for insolvency

NIT Jalandhar may at any time terminate the contract by **giving written notice of one month** to the supplier/manufacturer, without any compensation to the supplier/manufacturer. If the supplier/manufacturer becomes bankrupt or otherwise insolvent.

3. Termination for default

1. Default is said to have occur:

- If the supplier/manufacturer fails to deliver any or all of the supplies within the time period specified in the supply order or any extension thereof granted by NIT Jalandhar.
- If the supplier/manufacturer fails to perform any other obligation under the agreement.

2. If the supplier/manufacturer in either of the above circumstances does not take remedial steps within a period of 30 days after receipt of the default notice from NIT Jalandhar, NIT Jalandhar may terminate the contract.

Read and Accepted.

(Signature of Tenderer)



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.

We M/S _____ read and accepted the terms and conditions of the tender documents and shall comply with them strictly.

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 _____



ON THE LETTER HEAD OF THE SUPPLIER

NOTES

- We hereby declare that all the particulars given in this bid are true and complete to the best of our knowledge and belief and we attach the duplicate copies of document & certificate duly self-attested and all the original document will be produced promptly, if necessary or as and when, asked for by Dr. B R Ambedkar NIT Jalandhar. We understand that information/document provided by us will serve as Pre- qualification Criteria for enlistment on ANNUAL RATE CONTRACT and in the event of any information being found false or incorrect or ineligibility being detected even after the approval of Rate Contract your contract may be Cancelled and all your claims may be forfeited by the Dr. B R Ambedkar NIT Jalandhar. We have read and understood all the terms and conditions of ANNUAL RATE CONTRACT and we fully agree to it.
- The price quoted for stores under the rate contract should in no event exceed the lowest price at which identical stores are supplied/sold to any other Govt./ Educational Organization, and in the event of happening of such situation, we will be bound to refund the difference and our enlistment may be cancelled at the discretion of Dr. B R Ambedkar NIT Jalandhar.
- We also undertake that all the terms and such as Product Range, Price, Discount, Delivery/other charges, Terms of Payment and also the name/s of the Dealer/ Distributor will remain unchanged during the period and no alteration will be done without your official approval. However, we will promptly change our distributor /supplier if a request /complaint is received from your end with regard to this effect due to any reason.

Date:

Signature :

Place:

Name:

Designation:

Seal of the firm



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Technical Bid		
E-Tender No. :-		NITJ/PUR/34/18/e-Tender No. 06/2018
Name of the Equipment / Item:-		National Institute of Technology, Jalandhar invites tender for entering into Annual Rate Contract for the supply of Furniture Items required for the Institute.
Sr. No.	Particulars	Remarks
1.	Name of the firm / Company / Bidder	
2.	Address of the Firm / Company / Bidder	
3.	Contact Number: Land Line No.: Mobile No.:	
4.	Email ID(s) and Website (If any)	
5.	GST No.	
6.	PAN No.	
7.	Scan copy of Instructions to tender, terms & condition of this tender document duly signed and stamped must be uploaded	
8.	Scan copy of EMD (Mandatory) and Tender fees (Mandatory) must be uploaded.	
9.	The tenderer should not be debarred or blacklisted by any Central Government/ any State Government Department (s). Certificate to this effect be provided as per Annexure-A	
10.	The firm should be a registered company in India and should be in existence for minimum ten years. (Proof to be uploaded)	
11.	Availability of authorized dealer/ distributor/ service center of the manufacturer at least for the last five year in Punjab preferable in Jalandhar and capability of after sale service i.e. available manpower at Dealer/ Distributor/ Service Centre. (Proof to be uploaded)	
12.	Manufacturer should have average annual gross turnover of Rs. Ten Crore per annum in last three completed financial years. (Audited balance sheet to be uploaded)	
13.	Bidders should have carried out three similar works of modular office furniture/ office furniture of single order value not less than 50 Lac each in last	



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	three financial years ending 31 march 2018, out of which one completed work should have been carried out in Govt. / Semi Govt. / Autonomous Organizations. PSUs (Supply Order copies be uploaded for proof)	
14.	Availability of similar rate contract with other Educational Insititutes/ Govt. Agencies/ Semi Govet. / Autonomous Organizations/ PSUs/ Reputed Limited Companies comparable to NIT Jalandhar. (At least two ARC copes proof to be uploaded) Annexure-B	
15.	Bidder should upload Literature / catalogues / diagram / pictures of quoted furniture.	
16.	The furniture manufacturing companies should possess prevalent certifications related to quality & safety possessed by most of reputed brands of furniture manufacturers. ISO 9001:2000, ISO 14001: 2004 OHSAS: 18001, BIFMA, Green Guard (Certificates to be uploaded)	
17.	Scan copy of terms regarding termination of contract of this tender document duly signed by bidder be uploaded (Annexure- C)	
18.	Scan copy of Arbitration acceptance of This tender document is required to be uploaded (Annexure-D)	
19.	Undertaking as per Annexure-E of this tender document duly signed by bidder be uploaded	

Signature of the authorized signatory with Stamp



Financial Bid		
Annual Rate Contract for Furniture		
1.	Name and Address of the manufacturer With Contact details like Phone No./Mobile No./e-mail	
2.	Name and Address of the Manufacturer with contact details)	
3.	Price list of furniture items (to be uploaded)	
4.	Discount on price list (in % age)	
5.	GST (including SGST) If any	
6.	Price Reasonability certificate as per para 5(d) of of terms and conditions of e-Tender documents	
7.	Any other	

Signature of the authorized signatory with Stamp



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