

**GOVERNMENT OF TRIPURA
EDUCATION DEPARTMENT
TRIPURA INSTITUTE OF TECHNOLOGY, NARSINGARH, TRIPURA (WEST)**

Dated: 16/03/2016

SHORT NOTICE INVITING TENDER

NIT NO. 07/TIT/Laboratory/2016-2017

Sealed item rate tender(s) is hereby invited on behalf of the Governor of Tripura from the manufacturers/ authorized dealers/ reputed firms having experience for supplying the followings up to 22/04/2016 at 3 : 00 PM. The tenders will be opened on the same day, if possible.

Sl. No.	Name of Work	Estimated Cost	Earnest money	Cost of Tender From	Date of Selling of Tender Form	Last Date of Receiving Tender	Time for Completion
1.	Supplying of Laboratory furniture at Tripura Institute of Technology, Narsingarh, Tripura (West).- 799009	Rs. 39,34,000/- (Rupees Thirty Nine Lakhs Thirty Four Thousand)	Rs. 39,340/-	Rs. 500.00	w.e.f 23/03/2016 to 3:00 PM of 21/04/2016	22/04/2016 upto 3:00 PM	90 (Ninety) days

Earnest money should be deposited in the form of **Deposit at call/Deposit receipt/Bank Demand Draft** of any schedule by Reserve Bank of India. Tender forms including terms and conditions can be had from the office of the Principal, Tripura Institute of Technology, Narsingarh, Tripura (West) w.e.f. 23/03/2016 from 12:00 Noon to 21/04/2016 at 3:00 PM on any working day on payment of an amount of Rs. 500.00 (Rupees Five Hundred) only by Demand Draft (non-refundable) in favour of the Principal, TIT, Narsingarh and Payable at Agartala or by downloading from the website www.titagartala.nic.in, www.tenders.gov.in & www.tenders.gov.in The bid forms so downloaded from above website shall accompany a Bank Draft of an amount Rs. 500/- for each bid in favour of the Principal, Tripura Institute of Technology, Narsingarh, Tripura (w), Pin: 799009 payable at Agartala.

Tender(s) may be sent through Registered Post /Speed post only or dropped in the tender box placed at the office of the Principal, TIT, Narsingarh within stipulated date and time mentioned above. The authority reserves the right to accept or reject any tender and to cancel the bidding process and reject all tenders at any time prior to the award of contract without assigning any reason there off.

1. **Bid Price**

- a) The contract shall be made for the **Part / full** quantity as described in **ANNAXURE "A"** as per the discretion of the purchaser. Corrections if any, shall be made by Crossing out, initialing, dating and rewriting.
- b) All duties, taxes (VAT) and other levies payable by the contractor under the contract shall be included in the total price and no conditional pricing should be made. **Details break up such as basis price, Taxes s applicable etc required to be furnished clearly against total price of each item. Nothing Extra will be entertained thereafter.**
- c) The rates quoted by the bidders shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The quantity of items as described in **ANNAXURE "A"**, at the time of final contract, may increase / decrease based on availability of fund.

2. Each bidder shall submit only one quotation.

Signature of Supplier/ Contractor.

Signature of the Principal.
Tripura Institute of Technology, Narsingarh

3. Validity of tender

Tender shall remain valid for a period not less than 180 days after the deadline date specified for submission.

4. Evaluation of Tenders

The purchaser will evaluate and compare the tenders determined to be substantially responsive i.e. which

- (a) are properly signed and
- (b) conform to the terms and conditions and specifications

The evaluation may be made on part/full item / package

5. Award of contract

The purchaser will award the contract to the bidder whose tender has been determined to be substantially responsive and who has been offered the lowest evaluated quoted price.

- a. Notwithstanding the above, the purchaser reserves the right to accept or reject any tender/quotation and to cancel the bidding process and reject all tender/quotations at any time prior to the award of contract.
 - b. The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the tender/quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
6. Payment shall be made after delivery, testing, commissioning and inspection etc of the goods.
7. Warranty / Guarantee shall be for 01 (One) year as a whole . If normal commercial warranty/guarantee exceed by 1 (One) year, then higher of the two as indicated shall be applicable to the supplied goods.
8. The tenderers are to submit **certified photocopies** of current **ITCC, PTCC, STCC (VAT) Certificates and PAN CARD**.
9. **Brand name / model no has to be mentioned. ISO certified Quality Products only be accepted for which requisite documents is to be provided. In case of foreign products appropriate documents in its support must be enclosed unless which authority may not accept the items. An attested copy of ISO Certificate must be enclosed along with the tender which should have validity till the date of opening of the tender unless which tender will not be accepted by the authority.**
10. Tenders has to be submitted along with manufacturers original (Or certified by the manufacturers with their stamps) brochure / catalogues without which tenders will not be accepted.

11. **Earnest money deposited**

- 11.1 Earnest money Rs. @ 1% (39,340.00) of the estimated cost put to the tender shall be deposited shall be deposited in the State Bank of India or any schedule bank of India guaranteed by the Reserve Bank of India , in the shape of **DEMAND DRAFT/ Deposit at call only ,drawn in favor of Principal Tripura Institute of Technology, Narsingarh, Tripura (west). The DEMAND DRAFT/Deposit at call must be submitted along with the Tender(s) failing which the tender(s) will be summarily rejected.**
- 11.2 Demand Drafts furnished towards EMD along with tender shall be valid for a period of 3 (Three) months from the last date of receipt of tender or more
- 11.3 The earnest money deposited by the successful tenderer will not carry any interest and it will be dealt with as provided in the conditions stipulated in the tender.
- 11.4 **The EMD shall be forfeited.**

Signature of Supplier/ Contractor.

Signature of the Principal.
Tripura Institute of Technology, Narsingarh

- (a) In 50%, if the Tenderer withdraws the Tender during the validity period of Tender.
- (b) In full, in case the supplier fails to commence the work / supply specified in the tender documents on 15th day or such time period as mentioned in letter of award after the date on which the authority issues written orders to commence the work / supply.
12. Security deposit will be 10% of the contract value without any ceiling limit. The Earnest money of the successful tenderer deposited before issue of work / supply order will also form a part of security deposit. Security money will be deducted from Running Account bill(s) @10% (ten percent) of the bill(s) amount of the successful bidder till full Security Money is retained and will be retained up to “defect liability period”
13. Supply, assembling (where necessary) etc. of all furniture including others accessories shall be the responsibility of the contractor.
14. The contractor shall not be permitted to tender for works in Tripura Institute of Technology, Narsingarh responsible for award and execution of contract in which near relatives is posted in Accountant / as an Officer in any capacity between the grades of the Principal to Assistant Professor. He shall also intimate the name of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in the Tripura Institute of Technology, Narsingarh.
15. Confusions / errors if any noticed had to be got clarified / corrected from the Principal, Tripura Institute of Technology, Narsingarh prior to dropping of tender . Any claim on such issues after dropping of tender will not be entertained.
16. The contractors should initial all correction if any, to rate(s) and items in the tender. ***The contractor in full name should signed every page.*** Letters etc. found in the tender box of raising or lowering the quoted rates or dealing with any other points in connection with tender shall not be considered.
17. The bidder shall seal the bid / tender in an envelope (for each work separately) addressed to the Principal, Tripura Institute of Technology, Narsingarh, Tripura(w) super scribing on it the name of work & DNIT/NIT no.
18. Tender(s) must be received in the office of the Principal, Tripura Institute of Technology, Narsingarh, Tripura(w) [employer] not later than the time and date given in the notice of invitation. If the specified date is declared holiday, tender(s) shall be received upto the appointed time on the next working day.
19. Item rate tender bearing percentage above or bellow will be rejected.
20. Tenders shall not add or deduct any percentage after the totals have been worked out in an item rate tender. Such tenders shall be liable to rejection.
21. Sale Tax (VAT) or any other Taxes of materials in respect of his contract shall be payable by the contractor and the Government shall not entertain any claim whatsoever in this respect.
22. Before submitting tender, the tenders are to satisfy themselves by actual visit to the site of work as regards the prevailing condition to approaches and roads and availability of labors and materials etc. and the tenderers submitting tenders shall be deemed to have done so. No claim on the above account will be entertained after wards.
23. Any bid received by Principal, Tripura Institute of Technology, Narsingarh, Tripura(w) [employer] after the deadline for submission of bid(s) will be summarily rejected and returned unopened to the bidder.
24. The tender for works shall remain open for acceptance for a period of 90 (Ninety) days from the date of opening of the tender. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government shall without prejudice to any other right or remedy be at liberty to forfeit the earnest money absolutely.
25. Tenderer(s) who do not fulfill any of these conditions or are incomplete in any respect, are liable to be summarily rejection.

Signature of Supplier/ Contractor.

Signature of the Principal.
Tripura Institute of Technology, Narsingarh

- 26 In addition to deduction of Income tax at source Tax (VAT) will also be deducted at source as per applicable rules from the bills of the contractor from running / final bill.
- 27 The contractors should quote in figures as well as in words the rates and amount tendered by them. The amount for each item should be worked out and requisite totals shall be given.
28. Correction of Errors
- a) The contractor shall quote the rates and amounts tendered by them **both in figures as well as in words**. The amount for each item shall be worked out and requisite totals shall be given.
 - b) Special care shall be taken so that the rates and amounts are always written both in figures and words in such a way that interpolation is not possible. In case of figure, the words Rs, should be written before the figure and paise at the end (Viz. Rs, 250.50p). in case of rate or amount in words, the words Rs. should precede and the word only shall be written at the end (Viz. two hundred fifty and paise fifty only).
 - c) Item(s) for which no rate or price has been entered by the contractor / agency shall not be paid for and shall be deemed covered by the other rates / prices in the contract.
 - d) When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the contractor, shall be taken as correct.
 - e) When the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or in words, then the rate quoted by the contractor in words shall be taken as correct.
 - f) When the rate quoted by the contractor in figures and words tallies but the amount is not worked out correctly. The rate quoted by the contractor shall be taken as correct and not the amount.
 - g) All corrections to rates and amounts in the tender shall be initialed by the contractor. Every page including the blank pages of bid document shall be signed by the contractor.
29. The Furniture shall be loaded and unloaded by the suppliers at his or her own cost and risk.
30. The Furniture shall be dispatched under coverage of transited insurance at the supplier own cost and risk.
31. The firm shall commission the furniture at the site selected by the department and rendered demonstration / operational training to the departmental staff for a period suitable for the purpose.
32. Operation and service manual, parts catalogue, list of fast moving spares and recommended maintenance chart should be supplied free of cost along with each furniture if any.
33. Earnest money of the unsuccessful tenderer will be refunded on finalization of tender or on expiry of validity period whichever is earlier.
34. Transit permit/interstate clearance and such other issues will be the responsibility of the tenderer, Nothing extra will be entertained.
35. No transfer of earnest money from any amount already at the credit of tenderers (as earnest money or security money in connection with the other works / supply) will be allowed unless however, it is absolutely free and order for its release has been passed.
36. Canvassing in connection with tenders is strictly prohibited and the tender submitted by the tenderer who will resort to canvassing will be liable to rejection.
37. No non-Indian National as laborer, who does not possess valid passport and visa will be allowed to work under any contractor. If otherwise the contract will be cancelled and there is no bar by police for prosecution of these contractors along with their laborers.
38. Bids will be opened in presence of bidders or their authorized representatives who choose to attend on the date and time and at the place specified in the said bid.
39. Defects liability :-
The "Defects liability Period" for the work is 1 (One) year from the date of successful completion of supply. If any defects noticed within the "Defects liability Period" the same shall be rectified / replaced (same configuration or latest) by the bidder or firm at their cost and risk within 1(one) month from the date of intimation.
40. **Experience Certificate is to be provided in similar nature work as a prime contractor at least for one similar work of value not less than 80% of the estimated cost put to tender in the last 2 (Two) years to qualify for awarding of the work.**

Signature of Supplier/ Contractor.

Signature of the Principal.
Tripura Institute of Technology, Narsingarh

BID FORM

Name of the Works:- **Supplying of Laboratory Furniture at Tripura Institute of Technology, Narsingarh, Tripura (West).- 799009**

Reference: letter No. dated..... from

Sir,

We offer to execute the work described in your letter referred to above in accordance with the Conditions of Contract enclosed therewith at a total Fixed Contract price of –

Rs ** _____ [in figures]

Rs. _____ [in words]

This bid and your written acceptance of it shall constitute a binding contract between us. We understand that you not bound to accept the lowest or any bid you receive.

We hereby confirm that this bid is valid for not less than 90 days as per terms and conditions already state earlier.

Yours faithfully,

Authorized Signature : _____ Date: _____

Name & Title of Signatory : _____

Name of Bidder : _____

Address : _____ **

To be filled in by the Bidder, together with his particulars and date of submission

at the bottom of this Form.

Signature of Supplier/ Contractor.

Signature of the Principal.
Tripura Institute of Technology, Narsingarh

AGREEMENT FROM FOR

Name of work : **Supplying of Laboratory Furniture at Tripura Institute of Technology, Narsingarh, Tripura (West).- 799009**

ARTICLES OF AGREEMENT

1. This deed of agreement is made in the form of agreement on _____day _____ month _____ 2016_____, between the _____ (Employer), or his authorized representative (hereinafter referred to as the first party) and _____(Name of the Contractor), S/O _____ resident of _____(hereinafter to as the second party), to execute the work of _____ (hereinafter referred to as works) on the following terms and conditions.

2. Cost of the Contract

The total cost of the works (hereinafter refer to as the “total cost”) is Rs. _____ as reflected in Annexure – “A”

3. payments under its contract

- a) Payment to the second party for the work will be released by the first party in the following manner :-
payment shall be made immediate after successful completion of the work.
- b) Payments at each stage will be made by the first party:-
on the second party submitting an invoice for an equivalent amount;

4. Completion time

The works is to be completed within **90 (Ninety)** days. The time shall be reckoned from the 90 (Ninety) day from the date of issue of work order. In exceptional circumstances, the time period stated in this clause may be extended in writing by mutual consent of both the parties.

5. Any wilful delay on the part of the second party in completing the work within the stipulated period will render him liable to pay liquidated damages @ **Rs. 0.5%** of the contract price per day which will be deducted from payments due to him. The first party may cancel the contract and take recourse to such other action as deemed appropriate once the total amount of liquidated damages exceeds 2% of the contract amount.

6. The second party shall:

- a) Take up the supply and arrange for its completion within the time period as stipulated.
- b) Employ suitable skilled persons to carry out the assembling (where necessary) and commissioning; etc.
- c) Be responsible for bringing any discrepancy to the notice of the representative of the first party and seek necessary clarification;
- d) Keep the first party informed about the progress of work;
- e) Be responsible for all security and watch and ward arrangements at site till completion of the work and handing over as well.
- f) Pay all duties, taxes (VAT) and other levies payable by agencies as per law under the contract (First party will effect deduction from running bills in respect of such taxes as may be imposed under the law).

7. Security money

Signature of Supplier/ Contractor.

Signature of the Principal.
Tripura Institute of Technology, Narsingarh

The Security money shall be refunded after expiry of the “defects liability period”.

8. Dispute settlement:-

Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions hereinbefore mentioned and of workmanship or materials used on the work or as to any other question, claim, right matter or thing whatsoever, in any way arising out of or relating to the contract, designs, drawing, specifications, estimates, instructions orders or those, conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the person appointed by the Director of Higher Education, Government of Tripura. It will be no objection to any such appointment that arbitrator so appointed is a Government servant, that he had to deal with the matters to which the contract relates and that in the course of his duties as Government servant he had expressed views on all or any of the matters in dispute or difference. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, such Director of Higher Education or as aforesaid at the time of such transfer, vacation of office on inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such persons shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person other than a person appointed by such Director of Higher Education or as aforesaid should act as arbitrator and if for any reason that is not possible, the matter is not to be referred to arbitration at all. In all cases where the amount of the claim in dispute is Rs. 50,000 (Rupees fifty thousand) and above, the arbitrator shall give reasons for the award.

Subject as aforesaid the provisions of the Arbitration act, 1940, or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this part.

It is also a term of the contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this part together with the amount or amounts claimed in respect of each such dispute.

It is also a term of the contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this part together with the amount or amounts claimed in respect of each such disputes.

It is also a term of the contract that if the contractor(s) do / dose not make any demand for arbitration in respect of any claim(s) in writing within 90 days of receiving the intimation from the Government that the bill is ready for payment the claim of the contractor(s) will be deemed to have been waived and absolutely barred and the Government shall be discharged and released of all liabilities under the contract in respect of these claims.

The arbitrator(s) may from time to time with consent of the parties and enlarge the time for making and publishing the award.

Signature of Supplier/ Contractor.

Signature of the Principal.
Tripura Institute of Technology, Narsingarh

ANNEXURE –“A”

Name of work :- **Supplying of Laboratory Furniture at Tripura Institute of Technology, Narsingarh, Tripura (West).- 799009****BILL OF QUANTITIES**

SL. No.	Item with Specifications.	Quantity	Unit	Basic Price (In Rs)	Tax if any	Rate in Figure (Inclusive of Taxes)	Rate in Words (Inclusive of taxes)	Total Amount
01	LAB TABLE Laboratory Table should be built with a construction of Wooden top. worktop 25mm thick PLB Tops with 2mm thick PVC Edge beading & under structure 1.6mm thick M.S C -Frame Supporting the Top. Legs Dia. 38.1 x 1.6 mm thick M.S ERW tube. Dimension-1800 w x 900 D x 740 H	50	Nos.					
02	MULTIPURPOSE TABLE Table should be built with a construction of Wooden top. Worktop 25mm thick PLB Tops with 2mm thick PVC Edge beading & under structure 1.6mm thick M.S C -Frame Supporting the Top. Legs Dia. 38.1 x 1.6 mm thick M.S ERW tube. Dimension-900 w x 900 D x 740 H	20	Nos.					
03	MULTIPURPOSE CHAIR The seat and back of the chair should be made of chemically treated and seasoned teak wood. upholsted with black leather-cloth and U -foam, with M.S.E.R.W.tube (2.54 cm (1") x 16 BG . Armrest moulded with gas-assisted injected black polypropylene. Back Size:46.0 cm (w) x 27.0 cm (h),Seat Size :46.0 cm (w) x 40.0 cm (d).All the steel parts should be powder coated .	180	Nos.					
04	COMPUTER TABLE Material: Top 18 mm Melamine laminated Particle Board & rest 15 mm Paper laminated Particle board Finish: Melamine laminated Top & rest Paper lamination (Colour : Honey & Cherry) Dimensions: W 600 X D 450 X H 750 Top 18mm melamine face chipboard, others 15mm chipboard laminated with decorative paper Castor size: 40mm x 45mm, 2 lockable, 2 unlockable Specification: 18mm melamine table top with 4 sides 2mm PVC edging, the rest 15mm PU paper,Load Bearing Capacity: 30 Kgs.	200	Nos.					

Signature of Supplier/ Contractor.

Signature of the Principal.
Tripura Institute of Technology, Narsingarh

05	<p>COMPUTER CHAIR</p> <p>1)SEAT /BACK ASSEMBLY: The seat is made up of 1.2 cm thick hot pressed plywood and back injection moulded from black Co-polymer Polypropylene are upholstered with fabric and moulded Polyurethane foam together with covers. The back foam is designed with contoured lumbar support for extra comfort. BACK SIZE : 39.0cm(W) x 24.0cm.(H) SEAT SIZE : 44.0cm(W) x 41.0cm.(D)</p> <p>2) POLYURETHANE FOAM: The polyurethane foam is moulded with density = 45 +/-2 Kg./m³ and hardness = 20 +/-2 on Hampden machine at 25% compression.</p> <p>3) SEAT / BACK COVERS: The upholstered seat is covered on the underside with black Polypropylene non-woven fabric and the upholstered back is covered with a back cover injection moulded in black Co-polymer Polypropylene.</p> <p>4) ARMREST TUBE: The armrest tube is made of 3.5cm. X 1.5cm. X 16 BG. M.S. E.R.W. oblong connecting tube welded to Dia. 2.54cm. X 16 BG. M.S. E.R.W. support tubes and black powder coated.</p> <p>5) ARMRESTS : The armrest is made of black integral skin polyurethane with 50-70 Shore `A` Hardness and reinforced with M.S. insert.</p> <p>6) ADJUSTABLE BACK MECHANISM: The adjustable back mechanism is designed with the following features: 360⁰ revolving type. Provision for backrest tube (3.5cm. x 1.5cm. x 16BG.) Back height adjustment 9.0 cm. Infinite locking of back height.</p> <p>7) PNEUMATIC HEIGHT ADJUSTMENT: The pneumatic height adjustment has an adjustment stroke of 12.5 cm.</p> <p>8) PEDESTAL ASSEMBLY: The pedestal is made of HR steel and fitted with 5 nos. twin wheel castors (castor wheel dia. 5.0cm.). The pedestal is covered with a Polypropylene moulded hubcap⁹ at the central column and end caps at the end of each prong for modern and aesthetic looks. The pedestal is 55.0 cm. pitch-centre dia. (65.0 cm. with castors).</p> <p>9) TWIN WHEEL CASTORS: The twin wheel castors are injection moulded in 30% Glass Filled Black Nylon.</p>	240	Nos.						
06	<p>NOTICE BOARD FOR LABORATORY</p> <p>Dimension: LxBxD = 3'x2'x1" Wooden/Ply wood board fitted with velvet cloth, Provision for putting notice with board pin.</p>	42	Nos.						

Signature of Supplier/ Contractor.

Signature of the Principal.
Tripura Institute of Technology, Narsingarh

07	DEPARTMENTAL NOTICE BOARDS FOR STUDENTS AND WALL MAGAZINE/NEWS LETTER. Dimension: LxBxD: 5’x3’x6” Should be made of wooden/ply board fitted with velvet cloth. Should have provision for putting notice board pin. Should have 4mm Glass door with sliding and locking facility.	12	Nos.					
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Gross Total Cost : Rs.-----

We agree to supply the above goods in accordance with the technical specification for a total contract price of Rs..... (Amount in figures) (Rupees amount in words) with in the period specified in the Invitation for tender.

We also confirm that the normal commercial warranty / guarantee of months shall apply to the offered goods.

Signature of Supplier/ Contractor.

Signature of the Principal.
 Tripura Institute of Technology, Narsingarh