



(Please mention "REF NO" in all documents)

LIMITED TENDER ENQUIRY (SINGLE BID)

REF No.: VNIT/STR/LT/CE/ADG/ADV/2017-18/98/A31

Date: 25/01/2018

To,

REFERENCE OF THIS LETTER MUST BE MENTIONED ON THE ENVELOPE CONTAINING YOUR QUOTATION

Sub – Limited Tender Enquiry (Single Bid) for procurement of "**FURNITURE ITEMS**" for Civil Engg. Department.

Dear Sir / Madam,

VNIT herewith invites the tender enquiry in sealed cover / envelope from reputed firms for procurement of items mentioned in table below with understated Instructions, terms & conditions, as per the Schedule mentioned below:

Schedule of Tender / Bid Submission

Date & Timing of issuing the Tender : Wednesday, 24th January, 2018 Time 9.30 A.M.
Last Date & Timing of Submission the Tender : Monday, 12th February, 2018 Time 3.00 P.M.
Date & Timing of opening the Tender : Monday, 12th February, 2018 Time 3.30 P.M.
EMD – Rs. 7,000/-

Item particulars

S.N.	Item particulars	Quantity	S.N.	Item particulars	Quantity
1	Computer Table	5 Nos.	4	Drawer Table	1 No.
2	Cup Board	9 Nos.	5	Notice Board	1 No.
3	Table (otta)	3 Nos.	6	Office Table	1 No.

For Size and Specification Please see Annexure – A

[The bidder should offer / quote special educational discount for the Institute.

GENERAL INSTRUCTIONS, TERMS and CONDITIONS:

1. The Tender must be submitted in **Single Bid**.
2. The Quotation in sealed envelope super-scribed with "**Limited Tender Enquiry for procurement of "Item Name" for "Department Name"**" and to be sent to Dy Registrar (Stores), Visesvaraya National Institute of Technology, South Ambazari Road, Nagpur 440 010, Maharashtra (India). The quotation can also be submitted in person in the "**Quotation/Tender Box**" at the Stores Section, VNIT, Nagpur 440010 on any working day. **The last date of submission is Monday, 12th February, 2018 by 3.00 P.M.**
3. Vendor must mention the enquiry no., name of the equipment and due date on the top of the envelope. The quotations must be neatly typed, computer printed, hand written. Quotations must carry the numbers of GST/PAN invariably on the top.
4. Bidder shall submit Firm's registration certificate, GST registration certificate, PAN, Delivery Period, Warranty/Guarantee, others etc with the bid

5. The duties, taxes and other levies payable by the vendor shall be shown separately in bidding document. The basic price per unit should be separately mentioned in price bid in the given format. Duties & taxes viz. Custom, GST, Freight / Transportation, Packing & Forwarding, Insurance, Price Ex-Works etc. shall be indicated separately in the given format only.
6. Each Vendor shall submit only one quotation. All the information shall be furnished by the vendors as per Institute prescribed format. Any other format will lead to disqualification. Each and every document of Technical and Commercial Bid should be submitted duly signed & stamped. **Incomplete or Conditional Quotation(s) will not be accepted.**
7. **Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
 - (a) Are properly signed; and
 - (b) Confirm to the terms and conditions, and specifications.
8. The firm quoting for above mentioned items should be the authorized dealer of the manufacturer. Copy of authorization certificate should be enclosed with the quotation. Offer submitted without proper authorization shall be rejected summarily. The quantity mentioned in enquiry is and shall be deemed to be only approximate and will not in any manner be binding to the Institute.
9. **The Prices should be quoted F.O.R. VNIT, Nagpur**
10. The rates quoted by the bidder shall be FIRM & FIXED and shall not be variable/subject to adjustment on any account.
11. All duties, taxes and other levied payable by the vendor shall be shown separately in bidding document to be able to calculate the basic price per unit (clearly indicate the detailed break-up such as Price Ex-Works, Packing & Forwarding, Freight, Insurance etc.).
12. **Educational Discount:** VNIT, Nagpur is a Govt of India's Institute of National Importance engaged in education & research of National & International repute, the Vendors shall give / offer the special educational discount on quoted rates.
13. **Earnest Money Deposit (EMD):** Bidder shall submit EMD in form of Demand Draft / Fixed Deposit Receipt / Bank Guarantee in favor of "**Director, VNIT Nagpur**" payable at Nagpur. The EMD to be submitted strictly in a separate envelope super scribed with Vendor / Firm's name & address & also on back side of DD with stamp. **Bid received without EMD will be summarily rejected.** Firms / Vendors registered with the NSIC or MSME or SSI are having exemption from submission of EMD. Firms / Vendors registration certificate in above respect will be essential to claim exemption.
14. The Firm/Company Bank/RTGS/NEFT/ECS details must be submitted along with the Quotations/Tenders on the letter head.
15. The quotation/tender through e-mail will not be accepted.
16. The technical qualification of all the items offered should comply with the Item Specifications VNIT has the sole discretion to accept or reject tenders based on deviations, if any, from the technical specification.
17. **Specification and Make:** Quotation should be given for the exact specification and make as shown in the enquiry against Sr. No. of the item. The quotation which is not as per our enquiry will be treated as non responsive.
18. **Client List:** Bidder shall furnish information of Client list along with the order copy of similar good/s / equipment supplied to any IIT/NITs/ any Govt. Organization including details of price & all other charges / duties with the bid.
19. **ISI Certification** Where ISI certification marked goods /items are available in market, procurement should generally be limited to goods with those or equivalent marking only.
20. **Authorization Certificate** Vendor should enclose latest authorization certificate from their principal / original equipment manufacturer (OEM)

21. **Taxes** GST or any other taxes as per Govt. norms shall be applicable from time to time. The % of Tax must be indicated separately in the quotation.
22. **Items for Research Purpose: Concessional GST @ 5% will be applicable for purchase of goods viz Scientific & Technical instruments and other required for the Research purposes only.** This is in accordance of Govt. of India, Ministry of Finance Notification 45/2017-Central Tax (Rate) dated 14th November, 2017 and 47/2017-(Integrated Tax (Rate) dated 14th November, 2017 and VNIT Circular Ref.- VNIT/Acct/2017-18-GST/5390 dated 27th November, 2017. The description of goods is given in Govt of India notification dated 14th November, 2017 mentioned above. A certificate in this respect will be issued to the vender by the Institute.
23. **Taxes (For Import Item)** - Govt of India Ministry of Science & Technology, DSIR, NewDelhi vide letter No TU/V/RG-CDE(190)/2016 dated 19/09/2016 has issued Certificate of Registration to VNIT, Nagpur for purposes of availing customs duty exemption in terms of Govt. Notification 51/96-Customs dated 23rd July, 1996 and this registration is valid up to 31.08.2021. VNIT is eligible to avail partially exemption for Customs Duty. Necessary documentation / exemption certificate for the same will be provided by the Institute wherever applicable. The supplier who has quoted the price in Rupees, but importing the items from the foreign country has to sign the High Sea Sale Agreement. Against High Sea Sales Agreement GST is not applicable; Custom Duty is applicable under Notification No 51/96. The charges towards HSS agreement, if any, will have to be borne by the firm.
24. **Delivery:** Goods shall be supplied / delivered by the Vendor at the installation site in concerned department of VNIT Nagpur at free of cost on working days. Vendor shall deliver the material strictly as per the delivery schedule given in PO. Vendor shall strictly be adhered to above, failing which **Liquidated Damages Clause** will be applicable.
25. **Liquidated Damages Clause:**
- Penalty may be imposed as per P.O. terms and conditions. Goods should be securely, safely and adequately packed and dispatched at the risk of supplier and packing costs quoting this order reference should be kept in all package. Firms are requested to deliver the goods in our stores/section/department before 4.00 pm on any working day/s.
 - The Director, V.N.I.T. Nagpur reserves the right to recover from the vendor, liquidated damages a sum equivalent to 1/2 percent of the price of the undelivered stores at the stipulated rate for each week or part thereof, during which the delivery of such stores, may be delayed subject to, a maximum limit in the case of an order exceeding Rs. One Lakh in value, upto **10** percent and in the case of an order not exceeding Rs. One Lakh in value upto **5** percent of the stipulated price, of the stores so undelivered.
 - To purchase elsewhere, on vendor's accounts, at his risk, the stores etc. undelivered, or other of a similar description, where others exactly employing with the particulars, are in the opinion of the Director, Visvesvaraya National Institute of Technology, Nagpur are not readily procurable, without cancelling the contract, in respect of consignment not yet due for delivery.
 - If the Supplier fails to deliver the material/goods within the stipulated delivery period, then Amount of EMD given by the Vendor shall be forfeited. In case of Supplier [registered with MSME/NSIC/SSI etc.] not required to submit the EMD, the Institute reserves the right to initiate action including reporting to principal Govt authorities.
 - To cancel the contract.

In the event of action being taken under (b) or (c) above, the vendor shall be liable to make good for any loss, which the Institute may sustain, by reason of higher price of items/goods, so purchased or the otherwise, howsoever :

The decision of the Director, Visvesvaraya National Institute of Technology, Nagpur shall be final as regards to the acceptability of stores supplied by the seller and the Director, Visvesvaraya National Institute of Technology, Nagpur, shall not be required to give any reason in writing or otherwise at any time for the rejection of stores.

26. **Valid Period of Quotation/offer:** The bidder should clearly mention the valid period of quotation/offer in the bid. The quotation/offer shall be normally valid for a period of 180 days from the date of opening the tender.
27. **Rate Contract:** If any of the items/ materials mentioned are already under the DGS & D rate contract, you are requested to give us the advantage of the contract rates as VNIT Nagpur is an Educational and Research Institute sponsored by the Government of India.
28. **Installation:** Goods / Equipments shall be delivered / installed at concerned laboratory / department of VNIT by the Bidder at free of cost.
29. **Payment (Indigenous Item):** Institute will release the full & final (100%) payment after delivery of items and its successful installation/ demonstration at concerned department / laboratories of VNIT Nagpur. The vendor will be required to submit the bills in triplicate along with delivery memo. Payment will be made through Crossed Cheque / ECS / NEFT.
30. **Payment (Import Item):** In case of import item, the payment term shall be 100% through irrevocable Letter of Credit/Telegraphic Transfer, the 90% will be released against dispatch of original documents and items/goods received at the Nagpur Airport and the balance 10% will be released after delivery and successful installation of the items/goods at VNIT, Nagpur. Letter of Credit amendment charges will be borne by the beneficiary.
31. **Guarantee/Warranty:** Normal comprehensive **Warranty/ Guarantee of 3 years** shall be applicable to the supplied goods. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at VNIT by the vendor.
32. The vendor shall take full responsibility in case of any damage, loss or injury to any person / building or to any part thereof, and shall repair / and make good the loss, at his own cost.
33. It will be the sole discretion of VNIT to accept or reject the tenders/quotations in case of deviations, if any, from the technical specification.
34. Any certificate / document submitted by the vendor are found to be incorrect /false/ forged/ fake, intentionally / un-intentionally at any stage, will lead to disqualification of vendor. Institute shall be free to take any action by blacklisting the vendors firm.
35. Bidder should enclose required documents/copies failing which quotation / tender will be disqualified.
36. **Any corrigendum/ amendment regarding this limited tender enquiry will be issued on the Institute website only [http://stores.vnit.ac.in]**
37. The decision of the Director, Visvesvaraya National Institute of Technology, Nagpur shall be final as regards to the acceptability of goods supplied by the seller and the Director, VNIT, Nagpur, shall not be required to give any reason in writing or otherwise at any time for the rejection of items/materials.
38. For any dispute, the place of jurisdiction shall be Nagpur, India only.
39. Director, VNIT, Nagpur reserves the right to accept or reject or cancel any or all enquires or quotations/PO at any stage without assigning any reason thereof.
40. **It will be presumed that the vendor has read carefully all the above mentioned instructions, terms & conditions and abide by same.**
41. All Communication are to be addressed to –

Director

Visvesvaraya National Institute of Technology,
South Ambazari Road,
Nagpur 440 010
Maharastara (India)

Yours faithfully,


CHAIRMAN [SPC]

"PRICE/COMMERCIAL BID"

LTE No.: VNIT/STR/LT/CE/ADG/ADV/2017-18/98/431

Dated: 25/01/2018

ITEM: "Furniture Items"

Sr. No	Item with Specifications	Qty	Basic Rate P.U. (Rs.)	GST % & Amount P.U. (Rs.)	Total Amount P.U. (Rs.)
1	Furniture Items				
	Educational Discount				
	Total Cost F.O.R. V.N.I.T. Nagpur				

[Note - The bidder should offer / quote special educational discount for the Institute.]

[A] DUTIES & TAXES (if applicable):

1. GST @ _____% : _____
2. Freight/ Transportation : _____
3. Insurance @ _____% : _____
4. Packing & Forwarding : _____
5. Others, (if any) : _____
6. **Final Offer (Including Installation Charges & Taxes) FOR VNIT Nagpur** : _____

[B] Others Details (Enclosed)

1. EMD No. & Amount : No. : _____ Dt. ____/____/2017 Rs. 22,500/-
2. Specification as per Requirements : Yes / No
3. Warranty/Guarantee : _____ Years
4. Delivery period : _____
5. Firms Registration Certificate : _____
6. Authorization Certificate : _____
7. Details of client lists : _____
8. GST Registration Certificate : _____
9. PAN / GST No. : _____
10. Others, (if any) : _____

Note: Price/Commercial Bid & other details should be furnished as per Institute's prescribed format if failed, the Price / Commercial Bid is treated as unresponsive and will be disqualified.

The Firm/Company agrees to supply the above items for **final offer price (Rs. _____/- [In Words Rs.])** inclusive of duties & taxes at [A] above within the period specified in the Invitation for Quotations. We also confirm that the normal commercial warrantee /guarantee of 36 months shall apply to the offered goods.

**Signature of Vendor
(Authorized Signatory)**

Stamp:

Date:

FURNITURE ITEM SPECIFICATIONS

Sr. No	Item Name	Size/s in Meters	Quantity	Specifications
1	COMPUTER TABLE	a) 0.6x 2.75 x 0.76 b) 0.83x0.60 x 1.21 c) 4.57x 0.60 x 0.76 d) 2.13x 0.60 x 0.76	1 2 1 1	1. To be made in plywood (commercial grade). 2. Finished with Top and sides and shelf all in Laminate. 3. One sliding Keyboard pad and one mouse pad. 4. Special partition for printer.
2	TABLE (OFFICE)	a) 2.43x 0.45 x 0.76 b) 1.52x 0.45 x 0.99 c) 2.28x 0.45 x 0.93	1 1 1	1. To be made in plywood (commercial grade). 2. Finished with Top and sides and shelf all in Laminate. 3. Arrangement for locking. 4. With Retractable Hinges. 5. Standard Fittings, tower bolt, lock etc.
3	CUP BOARD	0.83 x 0.45 x 1.82	9	1. To be made in plywood (commercial grade). 2. Finished with Top and sides and shelf all in Laminate. 3. Arrangement for locking. 4. With Retractable Hinges. 5. Standard Fittings, tower bolt, lock etc.
4	DRAWER TABLE	2.74 x 0.40 x 0.99	1	1. To be made in plywood (commercial grade). 2. Finished with Top and sides and shelf all in Laminate.
5	NOTICE BOARD	0.45 x 2.74	1	1. With Velvet and soft board for pin arrangement. 2. Should be open from the front.
6	OFFICE TABLE	1.82 x 0.91 x 0.76	1	1. To be made in plywood (commercial grade). 2. Finished with Top and sides and shelf all in Laminate. 3. Arrangement for locking. 4. With Retractable Hinges. 5. Standard Fittings, tower bolt, lock etc.