



**NATIONAL INSTITUTE OF TECHNOLOGY, WARANGAL - 506004  
TELENGANA (INDIA)**

**Tender Notice No. NITW/CS-1/2019-20/**

**Date: 29-04-2019**

**1. INVITATION FOR TENDERS FOR SUPPLY OF  
FURNITURE ITEMS**

Established vendors with proven track record and experience of 05 years in the supply of concerned items are invited to submit their most competitive bids on or before **30-05-2019 at 10.00 AM**. The bids are to be sent in a sealed envelope super scribing the **Reference No. & Name of the item clearly on the envelope** addressed to

**TENDER BOX,  
C/O DIRECTOR,  
NATIONAL INSTITUTE OF TECHNOLOGY  
WARANGAL - 506 021 (T.S.)**

**Important Dates:**

<b>1.</b>	<b>Pre-Bid Meeting</b>	<b>on 09-05-2019 at 11.00 am</b>
<b>2.</b>	<b>Tender Opening</b>	<b>on 30-05-2019 at 10.30am</b>

The bids will be opened in the presence of the bidders or their authorized representatives “**along with the authorization letter**” who choose to attend as per the terms and conditions mentioned below. No bid will be accepted after the due date and time. Even if accepted will be returned unopened.

Interested eligible bidders may download the set of bidding documents and formats given as Annexures etc. from our website: [www.nitw.ac.in](http://www.nitw.ac.in). The payment towards the cost of the tender documents and EMD or BG shall be made in the form of Demand Draft obtained from any **Nationalized/schedule Bank** in favor of “**Director, NIT Warangal**” or **by way of Bank Guarantee (BG)**. **The format of B.G is enclosed as annexure-VI**. EMD on any other firm will not be accepted. The offer without tender fee/cost of documents & EMD will be rejected summarily.

**Cost of Tender Documents:** The cost of the tender schedule is Rs. **1,000/- + GST @ 18% = 1,180/-** whether the offer is for one or all.

<b>Item No.</b>	<b>Name of the item</b>	<b>Qty. (Approx.)</b>	<b>EMD Rs.</b>
<b>1</b>	<b>Furniture items</b>	150 - 200	30,000/-
1.1	Almirah		

The Institute GSTN/IEC details are as follows.

<b>GST No.</b>	<b>36AACAN7241H2ZK</b>
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## **I. GENERAL CONDITIONS OF CONTRACT (GCC):**

- (1) **Validity of the offer:** The Offer shall be valid for **90** days from the date of opening.
- (2) **Clarification of bids:** During opening or evaluation, the purchaser may at its discretion, seek the required clarification from the bidders. However, no change in prices or substance of the bid shall be sought, offered or permitted. If the bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity. Unsigned communication/ bids will not be accepted and will be rejected summarily.
- (3) **EMD:** EMD for the specified amount shall be submitted along with the offer in the form of Demand Draft or BG obtained from any **Nationalized/schedule Bank** in favour of “**Director, National Institute of Technology Warangal**”, Payable at Warangal. For details refer corresponding specification sheet (SCC).

No interest will be paid on the EMD. The EMD will be forfeited, if the supplier withdraws his tender during the validity period of the bid. Offer without EMD and tender fee will be rejected summarily.

- (4) **Prices:** The price quoted shall be on FOR Destination basis, i.e. the price shall include installation & commissioning, Standard Warranty period of ONE year or as specified in the SCC as specified in the Specification sheet packing, forwarding, freight and all taxes & duties, insurance, etc. However, the quote should indicate the basic price, discount, other duties/taxes and levies separately as per the Format under the heading **FINANCIAL BID** is enclosed as Annexure-II to this bid document. Concessions extended to Educational Institutions, if any shall be mentioned in the offer.
- (5) **Payment:** Payment will be made through RTGS/NEFT upon receipt of ordered item and its satisfactory performance and on production of bank guarantee at the rate of 10% of the order value wherever applicable.
- (6) **Evaluation:** Evaluation of the Bids shall be made strictly in terms of provisions and criteria disclosed in the bidding document for the quantities mentioned in the bid. However, the Institute reserves the right whether to purchase the total quantities or in part thereof.  
Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation, cancel the bidding process and reject all quotations at any time prior to the award of the contract. Also, the Director reserves the right to cancel the purchase order if the firm fails to comply with the delivery schedules without any notice and bid security/EMD will be forfeited accordingly.
- (7) **Delivery period:** The ordered item shall be delivered within 04-06 weeks from the date of Purchase Order or opening of FLC as applicable or on mutually accepted date and terms.
- (8) **Liquidated Damages:** The Institute reserves the right to impose ‘LD clause’ if the supplier fails to perform the contract within the specified period and can even terminate the contract on the whole or in parts thereof.
- (9) **Security deposit:** The successful tenderer will have to deposit @ 5% of the order value within 07 days of issuance of LOI/order towards security deposit. Else the offer is liable for rejection and the EMD will be forfeited.
- (10) **Performance Security:** The Institute reserves the right to insist for performance security @ 10% of the order value towards warranty obligations.

- (11) **Inspection and tests:** The purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at Site shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the purchaser prior to the goods shipment. The Inspection and test certificates shall accompany the goods/invoice.
- (12) **Sample:** samples shall be provided by the supplier at the entire cost and risk of the supplier.
- (13) **Defective material:** The defective material/samples from premises of NIT Warangal will be lifted at the entire cost & risk of the firm and the defective material will be lying at their own risk and cost.
- (14) **Packing:** Each package shall have marked with (i) Order No., (ii) Reference number of the packing list and (iii) supplier's name on three sides of the package with proper paint/indelible ink.
- (15) **Delivery and Documents:** Upon delivery of goods, the supplier shall notify the purchaser and Insurance company by fax the full details of the shipment like contract No., description of the goods, quantity and name of the consignee etc., Also, the supplier shall mail copies of the documents like, Supplier's Invoice, RR/LR, packing list, insurance certificate, warranty certificate and inspection certificate issued by the concerned agency/factory etc.,
- (16) **Corrupt or Fraudulent practices:** The bidders shall observe the highest standard of ethics during the whole transaction. Contrary to the above the offer will be rejected for award of contract and firms will be declared as ineligible even for further period as deemed fit by the Institute.
- (17) **JURISDICTION:** The Courts of Warangal alone will have the jurisdiction to try and any matter dispute or reference between the parties arising of this agreement/contract.
- (18) **Indexing the bid documents:** All pages of the Bid Documents shall be numbered and the first page shall be the table of contents. (Format enclosed as Annexure –I) to this bid document) and the last page shall be the declaration certificate (format enclosed as Annexure – VII)

In addition, the Special Conditions of Contract (if mentioned along with the specifications of the item) shall supplement these General Conditions of Contract. Wherever there is a conflict, the provisions mentioned in the SCC shall prevail over these General Conditions of Contract.

Please note that the institute reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to the award of contract, without thereby incurring any liability to the affected Bidder or bidders.

Signature  
Name: \_\_\_\_\_

Designation: \_\_\_\_\_  
of the competent authority of the firm

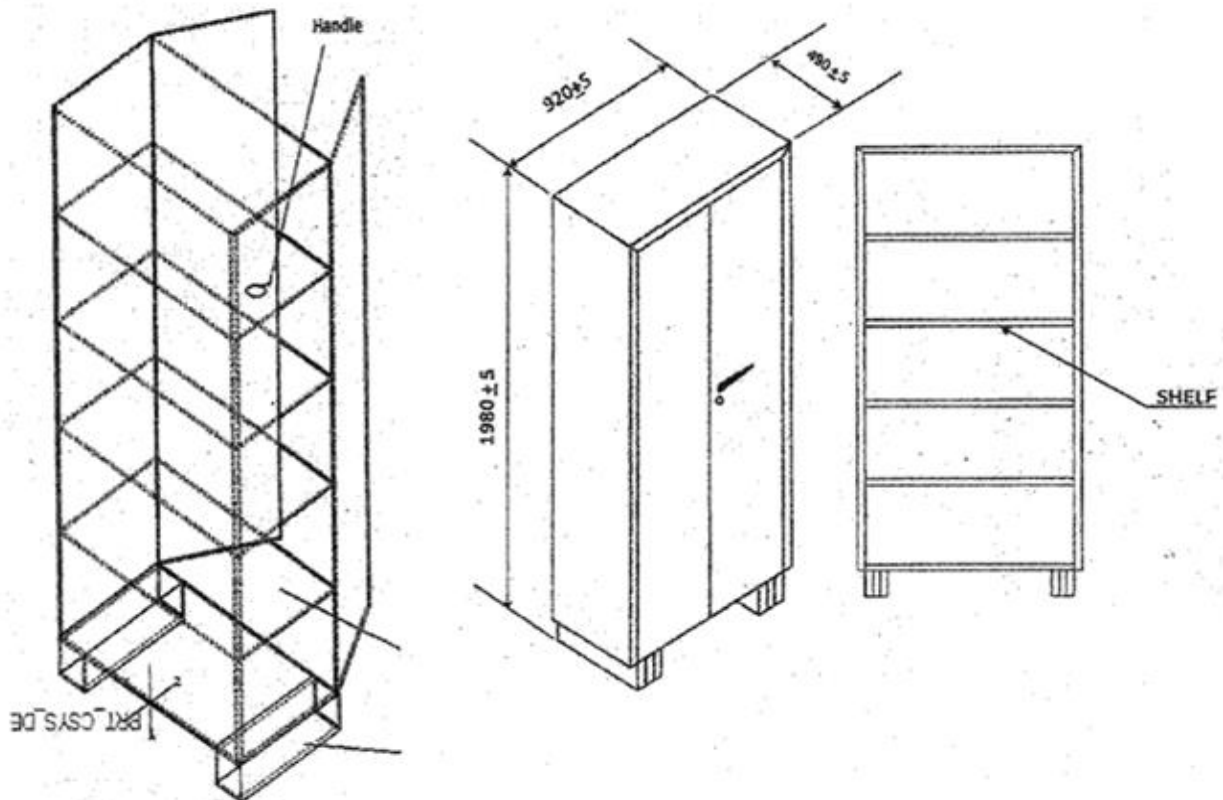
Date & Seal

## SPECIAL CONDITION OF CONTRACT (SCC)

1.1 . Almirah

QTY. 150 Nos. to 200 Nos.

### DRAWINGS & SPECIFICATION



Dimensions: width :  $920 \pm 5$  mm  
Depth :  $490 \pm 5$  mm  
Height :  $1980 \pm 5$  mm (Including legs)

1. The body and doors shall be made up of 20 gauge CRCA Steel sheet.
2. It shall have four adjustable shelves with mim. 20 gauge thick CRCA steel sheet and forming five compartments.
3. Locking mechanism: A built in locking mechanism with 4 lever lock.
4. The handle shall be made up of Nickel-Chromium plated cast iron.
5. The body and doors with inside and outside shall be power coated with 50 micron thickness minimum.
6. It shall have legs to be stable in upright position.

**EMD-Rs. 30,000/-**

**Pre-qualification criteria:**

1. Bids will be accepted from manufactures or their authorized Dealers/Distributors only. Documentary evidence to this affect shall be enclosed.
2. Bids from authorized Dealers/Distributors shall be accepted provided they have a specific authorization certificate issued by the manufacture to Quote for NIT Warangal against the present Tender Notice i.e. NITW/CS-1/2019-20, dated 16-04-2019 (original copy shall be enclosed).
- 3(a). Annual Turnover of One Crore on the sale of New & Unused Furniture items for the three financial years 2015-16, 2016-17 & 2017-18 as per the format enclosed as Annexure-IV.

and

- 3(b). The firm should have sold worth of Rs.20.00 lakhs in one Single Order of similar item at least in any one of the financial year i.e., 2017-18 or 2018-19. Documentary evidence to this effect shall be enclosed.
4. On compliance of pre-qualification, the sample shall be submitted within 07 working days. Further, the price-bid of those firms which satisfy the all criteria including the samples only will be opened.
5. Also, the Institute reserves the right to visit the firms for its eligibility criteria etc. at any time before placing in the Purchase Order as specified in SCC.
6. Declaration from the manufacturer with respect to material used in the item.
7. The samples shall be supplied on free of cost including transportation “to & fro” .
8. Delivery period: **04 to 06 weeks** from the date of release of Purchase Order.
9. Warranty: 01 year onsite Warranty or specified in the specification sheet under SCC.

**Note: Financial Bid shall be submitted separately for each item in the sealed envelope cover as per the format enclosed as Annexure - III.**

Signature

Name: \_\_\_\_\_

Designation: \_\_\_\_\_  
of the competent authority  
of the firm

Date & Seal

Annexure – I  
(to be enclosed as age – 01)

Table of contents		
Sl. No.	Description	Page No.
01	Certificate regarding page numbering	02
02	Registration and Tax clearance certificate of the supplier issued by the competent authority.	
03	GST Registration Number with percentage of Tax without any concession. (a certified true copy shall be enclosed).	
04	Manufacturers Authorization Certificate if the offer is from a Distributor / Dealer (original copy shall be enclosed).	
05	Make and Model number of the item together with Technical Literature / Brochures / Catalogues for the item quoted and list of Clientele.	
06	Financial Bid in a separate envelope. The envelope shall be sealed and titled as Financial Bid for _____ (mention the name of the item) and shall carry the name and address of the firm. <b>as per the format given</b>	
07	Annual Turnover of the firm <b>as per the format given</b>	
08	Bank details of the Tenderer <b>as per the format given</b>	
09	Bank Guarantee (B.G) <b>as per the format given</b>	
10	Declaration Certificate (shall be the last page)	

Annexure -II  
(Format for certificate of page numbering &  
**To be enclosed as page No.02**)

<b>(Shall be on Company's Letter Head only)</b>	
<b><u>CERTIFICATE</u></b>	
Certified that this bid document is carrying _____ pages (in figures and words) and each page is numbered.	
Signature	
Name: _____	
Designation: _____	
Date & Seal	of the competent authority of the firm

Annexure – III  
(Format for Financial Bid)

(To be enclosed in a separate envelope and shall be sealed. The Words 'FINANCIAL BID' shall be annotated on the enveloped)

**(Shall be on the Company's Letter Head only)**

**FINANCIAL BID**

Name & Description of the item: \_\_\_\_\_

HSN Code No. \_\_\_\_\_

Basic Price	Discount	Packing & Forwarding	Freight	Taxes & Duties	Insurance	Any other cost*	Total Amount for Qty. ONE (inclusive of all) in INR
(1)	(2)	(3)	(4)	(5)	(6)	(7)	Figures and words*
				GST @ _____%			

\* Each one in Figures (inclusive of all taxes) : \_\_\_\_\_

\*In words Rupees \_\_\_\_\_

Gross Total(Inclusive of all): (Qty. X price for each one): in Figures: Rs. \_\_\_\_\_

In words: Rupees: \_\_\_\_\_

Signature

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

of the competent authority of the firm

Date & Seal

Annexure-IV  
(Format for Annual Turnover)

**(Shall be on the Company's Letter Head only)**

**ANNUAL TURNOVER**

Sl. No.	Annual turnover w.r.t. Furniture items			Remarks if any
	2015-16	2016-17	2017-18	
(1)	(2)	(3)	(4)	(5)

Certified that the authenticity of the above has been verified by me and are correct in all respects.

Signature

Signature

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

of the competent  
authority of the firm with seal

of the Chartered Account  
with seal

The relevant documents are enclosed as Page Nos. \_\_\_\_\_

Certified copies of ITRs are enclosed as page Nos. \_\_\_\_\_

- Note : (i) Documentary evidence shall be submitted along with the format  
(ii) Certified copies of ITRs of the above years shall be enclosed.



Annexure V  
(Format for Bank details)

**Bank details of the Tenderer for Refund of EMD & for making payment in case L-1**

<b>Name of the Beneficiary</b> (fill in Capital Letter) As per Bank account															
<b>Bank Account No.</b> (Beneficiary)															
<b>Name of the Bank:</b>															
<b>Name of the Branch:</b>															
<b>IFSC Code of the Branch</b>															
<b>Swift Code/BIC Code</b> (if needed)															
<b>PAN No.</b>															
<b>Mobile No.</b>															
<b>Email ID:</b>															

Signature

Name: \_\_\_\_\_

Designation: \_\_\_\_\_  
of the competent authority of the firm

Date & Seal

**FORMAT FOR EMD BANK GUARANTEE**

(To be submitted on non-judicial stamp paper of appropriate value purchased in the name of the issuing Bank)

1. Whereas .....  
(hereinafter called the “tenderer”) has submitted their offer dated.....for the supply of .....  
(hereinafter called the “tender”) against the Purchaser’s tender enquiry No. ....

2. KNOW ALL MEN by these presents that WE..... of ..... having our registered office at ..... are bound unto ..... (hereinafter called the “Purchaser”) in the sum of ..... for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of .....20.....

3. CONDITIONS OF THIS OBLIGATION ARE:

- (i) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (ii) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity: -
  - a. If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b. Fails or refuses to accept/execute the contract.

4. WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

5. This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....  
(Signature of the authorized officer of the Bank)

.....  
Name of the officer

.....  
Designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

**(Shall be on the Company's Letter Head only)**

**DECLARATION**

I/we hereby solemnly declare and affirm that the above documentary evidence/declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Signature

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

of the competent  
authority of the firm

Date & Seal

PLEASE PASTE THIS SLIP ON YOUR ENVELOPE

Enquiry No. & Date: \_\_\_\_\_

Name of the Item(s): \_\_\_\_\_  
(as mentioned in the Enquiry)

Due Date: \_\_\_\_\_

**To**

**TENDER BOX**  
**C/o. DIRECTOR**  
**National Institute of Technology**  
**WARANGAL -506 004 (T.S.)**

From : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_