

**INSTRUCTIONS TO TENDERERS
&
CONDITIONS OF CONTRACT**

1. System of Tendering

Two bid system (Technical & Commercial bids should be submitted in separate covers in following manner):

- (i) Bid containing technical specifications and Earnest Money Deposit.
- (ii) Bid containing financial offer.

The envelopes should be marked as Technical Bid and Financial Bid with reference numbers and submitted in one cover.

These bids will be opened in two stages on different dates. The bid containing technical specifications and Earnest Money deposit will be opened at Ist stage and if the same is found according to required specifications, the bid containing financial offer shall be opened in IInd stage

- 2. Tender must be sent in a properly sealed envelope with tender number and due date subscribed on the envelope addressed to the Stores Officer, NIT, Kurukshetra.
- 3. The price should be quoted on prescribed price schedule. All corrections must be attested by the tenderer.
- 4. All the columns of the tender form shall be duly and properly filled in separately. The rates and units shall not be overwritten in the price schedule. The rates shall be quoted both in figures and words. The Tender should be signed by the authorized signatory of the firm.
- 5. The tenderer shall deposit earnest money as specified in Notice inviting tenders alongwith Technical Bid in the form of Bank Draft in favour of Director, National Institute of Technology, Kurukshetra payable at any Scheduled/Nationalised Bank at Kurukshetra. The tenders without Earnest Money shall be rejected.
- 6. In case the Tender Documents are downloaded from the website of the Institute for submission of the tender, the Tender Document Fee may be deposited through Demand Draft alongwith the Tender otherwise the tender may be rejected.
- 7. The successful tenderer shall furnish the Performance Security for an amount of 5% of total value of the equipment in shape of Bank Guarantee in favour of Director, National Institute of Technology, Kurukshetra of any Scheduled/Nationalised Bank for the period of completion of performance obligations and warranty period.

8. The required delivery period must be mentioned against each item. After the order has been placed, the goods must be delivered within the stipulated period or by the delivery period extended by the Director. In case of late delivery of goods the Director is entitled to recover as penalty from the tenderer a sum @ 0.5% of the total value of the goods for every week or part thereof and the maximum 10% of the total value of the goods for which the consignment is delayed beyond the due date.
9. The payment will be made after receipt of goods according to specifications, its installation and good working order. In case the goods are rejected these have to be removed by the supplier at his own cost. The rejected goods must be replaced by the supplier within 15 days of the dispatch of registered notice intimating that the goods have been rejected failing which the order may be cancelled and security forfeited.
10. No payment will be made in advance for any supplies under this tender. No claim for any duty, not stipulated in tender will be admitted at any stage.
11. The valid documentary proof of Sales Tax, VAT/Service Tax Registration No. & details of Income Tax registration (PAN) should be submitted alongwith tender. The taxes must be quoted clearly and separately. The Form D is not issued by the Institute. If the taxes are not quoted separately, it will be presumed that the rates quoted are inclusive of taxes. The rates quoted should be firm and include all charges for delivery FOR KURUKSHETRA inclusive of packing, forwarding and Insurance charges. The material may be dispatched "FREIGHT PAID" in all cases where the offer is F.O.R. destination.
12. The consignment must be insured not exceeding at the rate of 1% of the value against the risk of breakdown and damage in transit with an Insurance Company if the goods are likely to get damaged in transit. In the absence of insurance the entire responsibility shall rest with the supplier and the Director shall not be bound to pay for such items, broken or damaged in transit.
13. In case of imported goods, the country of origin, maker's name and Brand must be mentioned alongwith the FOR price. Payment of Custom Duty & Excise Duty is exempted to this Institute for the equipments required for research purpose only.
14. In case of goods controlled by the Government, the tendered rates shall not be higher than the controlled rates.
15. Standard warrantee of minimum One Year or more should be mentioned in the tender. A list of users where similar equipment has been supplied in the past should be furnished with the tender.
16. Director of the Institute reserves the right to accept or reject any tender without assigning any reason.

17. The institute reserve the right to verify/seek confirmation of all original documentary evidence submitted by the venders in support of the tenders, specifications for eligible criteria. In case any information furnished by vender is found false/incorrect the tender will be rejected. The descriptive literature with full technical data and drawing/photos must be furnished alongwith the tender.
18. In case of dispute the decision of the Director shall be final. All above conditions will be enforced unless written orders of the Director are obtained relaxing any specific condition in any particular instance.
19. The tender shall remain valid for **90 days** from the date of opening of tender. Fax or conditional tenders shall not be accepted.
20. **Tender received beyond the fixed date and time shall not be accepted.**
21. The tenderers are required to quote their lowest rates in the very first instance and there shall be no negotiation in purchases. In case only one tender is received or only one tender remains according to specifications of the required goods, negotiations will be carried out.

PRICE SCHEDULE

Having examined the tender documents, the receipt of which is hereby duly acknowledged, we offer to supply the goods and services in conformity with the said tender documents at the rates shown below:

1	2	3	4	5	6	7	8	9	10	11
Sr. No	Particulars of the items	Unit	Ex-works, Ex-godown or C.I.F.	Customs Duty/excise Duty inclusive, if exclusive rates be given	Packing forwarding Octroi inclusive, if exclusive rates be given	Whether SalesTax inclusive, if exclusive rates be given	Total Cost F.O.R. Kurukshetra	Delivery Period	Particulars of Manufacturers and Country in which manufactured	Remarks

N.B.: The price column should be properly filled. In case nothing is mentioned in the columns the price will be considered inclusive of Taxes, Excise Duty, packing and forwarding Octroi etc.

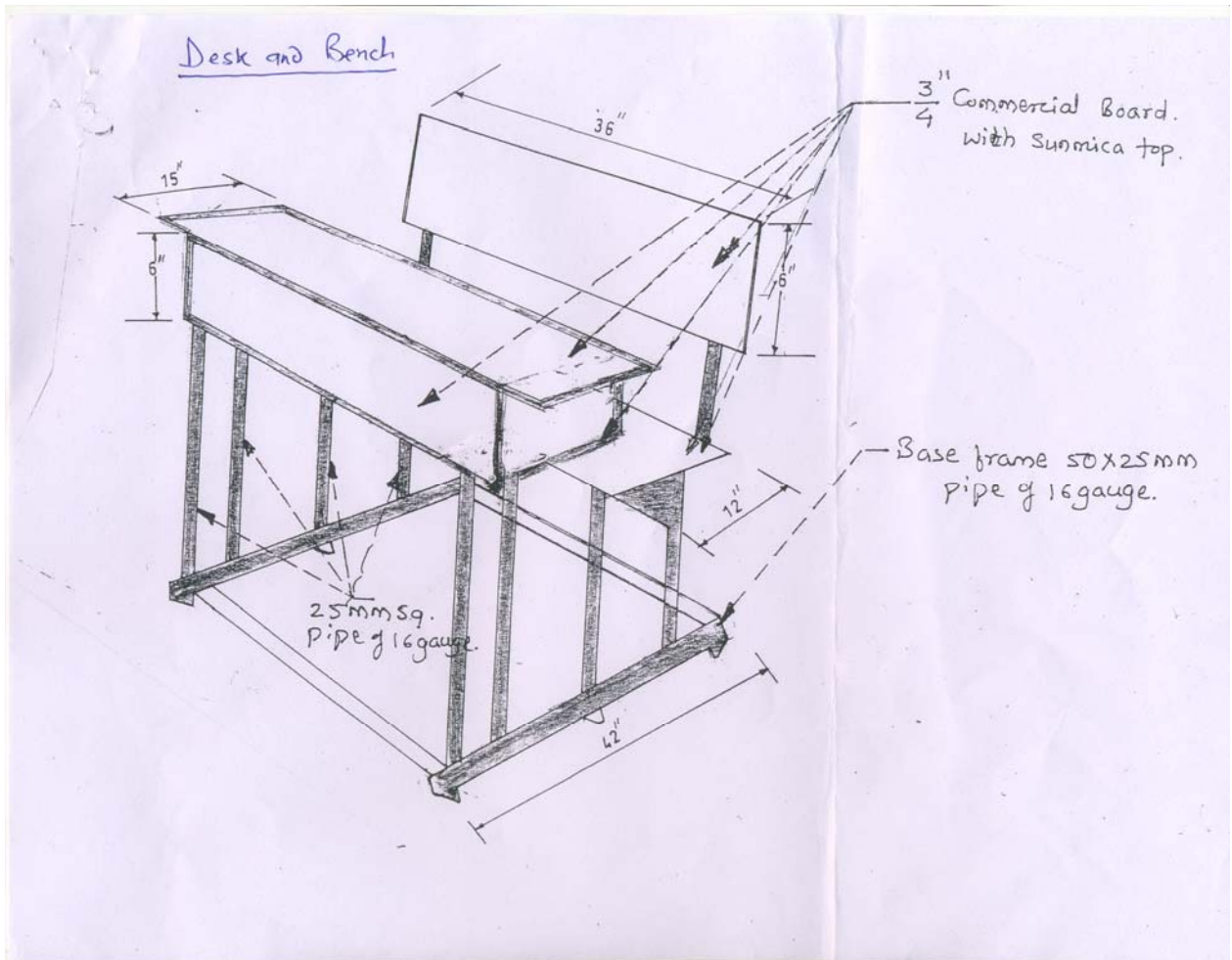
SCHEDULE OF REQUIREMENTS

SrNo.	Name of the Items	Qty.	Delivery Period	EMD in Rs.
1	Desk cum Benches (2 Seaters)	375 Nos.	} 4 weeks	
2	Black / Green Board	16 Nos.		30,000/-
3	Lecture Stand (Podium)	16 Nos.		

SPECIFICATION FOR DESK BENCH

Sr. No.	Name of Item	Qty.
1.	<u>DESK & BENCH</u> Desk bench suitable for comfortable posture and providing enough space for two students to seat and to keep their belongings in shelf of desk. The desk bench frame made from 50x25mm 16 gauge pipe. Size is 3'x15"x30" of desk and 3'x12"x18" for bench: front and back side board 3'x6" fixed on 1" 16 gauge square pipe. Top, shelf as well as back and seat of desk and bench is of 18mm commercial board with sun mica of 0.8mm thickness with side beading for commercial board used in desk & bench and shelve complete.	375 Nos.

Desk and Bench



Chalk Boards

- Available in a range of sizes: from 60X90 cms to 240 X120 cms. Special sizes are also made on request.
- Smooth writing and enhanced visibility.
- Colour : Green



Available in 2 Types :

- **Magnetic**
You can display charts etc. with magnetic buttons. Magnetic alphabets, numbers and strips can also be used. Available in sizes upto 10X4 (feet) without a joint
 - **Rite Chalkboard** (Coated Steel Writing Surface). Colour is green. It is the right answer for an economic solution to the requirement for a magnetic chalkboard
 - **Cardinal Chalkboard** (Porcelain Enamelled Ceramic Steel Writing Surface) Colour is green. The Enamelled surface is P3 manufactured by Polyvision, Belgium and is guaranteed for 25 years against manufacturing defects. It is the best that money can buy in the world.
- **Non - magnetic** : Laminated writing surface. Colour is green.

Lecture Stand (Podiums)

These wood podiums are made sturdy $\frac{3}{4}$ " thick wood and a stain resistant laminate finish. The slanted reading surface on pencil groove and paper stop. Includes one shelf and floor glides. Overall dimensions : 28"x17 $\frac{1}{2}$ "-45"/42".

