



राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड  
NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND  
Chumukedima, Dimapur  
Nagaland - 797 103

**TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF  
CUSTOMIZED FURNITURE FOR VIDEO CONFERENCE HALL AT NIT  
NAGALAND**

**TENDER ENQUIRY**

**Notice Inviting Tender No. : 0209 / NIT-N / EO / 2017 / 04-03  
Dated: 20-04-2017**

**Tender Document Issue Date : 20-04-2017**

**Last Date of Submission of Tender : 05-05-2017, 2.00 p.m.**

**EMD Amount : 2 % of the quoted valued**

**Technical Bid Opening Date and Time : 05-05-2017, 4.30 p.m.**

**Financial Bid Opening Date and Time : 05-05-2017, 4.30 p.m.**

**Delivery Period : 4 weeks from the date of Purchase Order**

**Tender Document Fee : Rs. 3,000/-**

**Address for Submission of Tender :The Registrar  
National Institute of Technology  
Nagaland  
Chumukedima, Dimapur-797 103**

**NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND**

**Chumukedima, Dimapur – 797 103.**

**NOTICE INVITING TENDER**

**No. 0209 / NIT-N / EO / 2017 / 04-03 Dated: 20-04-2017**

National Institute of Technology Nagaland is one of the newly established Institutes by MHRD under the NIT Act 2007 to impart technical education and to promote research activities in the North East region. It is proposed to furnish the Administrative office, Laboratories and Hostels with the state-of-art facilities.

Sealed Quotations under two cover system (1. Technical, 2. Financial) are invited from the reputed Suppliers for Supply and Installation of Customized Furniture for Video Conference Hall at NIT Nagaland as per the specifications, terms and conditions given in the Annexure, so as to reach the office of the Registrar on or before the scheduled date and time. Detailed tender document can be downloaded from the Institute Website at URL <http://www.nitnagaland.ac.in> and can also be obtained in person from the office of the Faculty In-Charge, Purchase Section by paying non-refundable Tender Document Fee of Rs.3,000/- (Rupees Three Thousand only) by way of Demand Draft only in favour of "The Director, NIT Nagaland" payable at Chumukedima, Dimapur, which is non-refundable.

The bidder shall be required to deposit the earnest money (EMD) for an amount equivalent to 2 percent of the quoted valued, which is refundable and a tender document fee for an amount of Rs. 3,000/- (Rupees Three Thousand only), which is non-refundable by way of Demand Draft only. The Demand Draft shall be drawn in favour of "The Director, NIT Nagaland" payable at Chumukedima, Dimapur. **The Demand Drafts for Earnest Money Deposit & Tender Document fee must be enclosed in the envelope containing the technical bid.**

The tender document shall be submitted in a sealed envelope bearing the following reference on the top left corner: **0209 / NIT-N / EO / 2017 / 04-03, latest by May 05<sup>th</sup>, 2017 at 2.00 p.m.** and addressed to:

The Registrar  
National Institute of Technology Nagaland  
Chumukedima, Dimapur  
Nagaland - 797 103

Bid(s) received beyond the due date of submission will be rejected. No tender document will be entertained by E-mail / FAX. The Institute shall not be responsible for any postal delay about non-receipt / non-delivery of the tender documents.

Technical bid(s) will be opened on 05-05-2017 at 4.30 p.m. in the Conference Hall, Administrative Block of the Institute in the presence of the bidder(s) or their authorized representative(s) who are present at the scheduled time. The Financial bid(s) of the technically qualified bidder(s) will be opened on 05-05-2017 at 4.30 p.m.

In the event of the due date of receipt and opening of the tender being declared as holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.

The tender document duly signed and stamped on each page shall be submitted in original with the Technical bid as a proof to confirm the acceptance of the entire terms and conditions of tender. Any amendment and / or addition made to the tender are not permissible after opening of the tender. Incomplete tenders will be rejected.

The Institute reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

## **Qualification Criteria for Supply and Installation of Customized Furniture for Video Conference Hall at NIT Nagaland**

1. The bidder(s) should have carried out atleast three similar works, preferably at any Central / State Government Educational / Research Institute or Institute of National Repute / any Organization of National Repute.
2. The bidder should produce back up documents like purchase orders, work completion certificates for the above mentioned work.
3. Annual Turn Over for the last 3 years should be atleast Rs.50 lakhs.
4. The bidder should be the manufacturer or authorised dealer and in such case, the certificate of dealership from the manufacturer should be produced.
5. The manufacturer / dealer should assure for availability and supply of spares for next 3 years for the materials to be supplied.
6. The bidder should produce Audited statement of accounts for the last 3 years.

### **INSTRUCTIONS TO BIDDER**

Tender should be submitted in two covers, Cover-I (Technical Bid) and Cover-II (Financial Bid). Envelopes of technical bid and financial bid should be individually sealed and then placed in a common outer cover which shall also be sealed and super scribed with the tender reference no. and due date of submission.

**Cover-I: Technical Bid (Cover I should be superscribed as Technical Bid and indicating the Tender Reference No.)**

1. The bidder shall be required to deposit the earnest money (EMD) for an amount equivalent to 2 percent of the quoted valued, which is refundable and a tender document fee for an amount of Rs. 3,000/- (Rupees Three Thousand only), which is non-refundable by way of Demand Draft only. The Demand Draft shall be drawn in favour of “The Director, NIT Nagaland” payable at Chumukedima, Dimapur. **The Demand Drafts for Earnest Money Deposit & Tender Document fee must be enclosed in the envelope containing the technical bid.**
2. Any technical bid without the Demand Drafts of Earnest Money Deposit and tender fee is liable to be rejected. The Institute is not responsible to pay any interest on such amount. Earnest Money Deposit shall be forfeited, if the tenderer withdraws its bid during the period of tender validity.
3. The Earnest Money Deposit of the successful bidder shall be refunded after the completion of contract/order. For unsuccessful bidder(s) it will be refunded after award of the contract.
4. The organization should furnish Income Tax PAN number and TIN number.
5. Bid must be quoted with **Three Years on-site warranty** and it will be started from the date of the satisfactory supply of furniture at NIT Nagaland.
6. The rate quoted should be valid for a minimum period of 90 days. No claim for escalation of the rate will be considered after opening the tender.
7. The Institute reserves the right to accept in part or in full any quotation(s) or reject any or more quotation(s) without assigning any reason or to cancel the tendering process and reject all quotation(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).
8. The furniture should be delivered and installed within 4 weeks of time from the date of issue of the purchase order.
9. The safe delivery shall be the sole responsibility of the supplier.

10. A prospective bidder requiring any clarification of the tender document may communicate to The Registrar, NIT Nagaland.
11. At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the tender document by an amendment.
12. The item to be used is strictly adhering to the specification and subject to test by the Institute / concerned authorities. It must be delivered and installed in good condition.

**Cover-II: Financial Bid (Cover-II should be superscribed as Financial Bid and indicating the Tender Reference No. and shall contain Price only)**

1. Financial bid should be enclosed in a separate sealed cover and should be written in the format (Summary Sheet) given in the tender document. Failure to provide price bid in a sealed separate cover will result in invalidation of the offer.
2. The bid should be clearly filled or typed and signed in ink legibly giving full address of the bidder. The rate should be quoted both in words and figures. All the pages of the bid should be duly signed by the authorized person affixing the seal. All corrections and overwriting should be initialled otherwise the tender shall be invalidated.
3. The rates should be quoted in Indian Rupee including all taxes and Freight charges at FOR destination at NIT Nagaland, Chumukedima, Dimapur - 797103 on Door Delivery Basis.
4. The rate quoted should be inclusive of commissioning and installation.
5. The bidder shall indicate the Excise Duty exemption for the goods if applicable.

**Vendors shall submit the Summary Sheet I appended to the tender, duly filled in and shall be put in the technical bid cover and the Summary Sheet II duly filled in shall be put in the commercial bid cover.**

## **Payment Terms**

The payment of 60 percent of the order value shall be released after receipt of item(s) in good condition and after inspection of the goods jointly by representative from Bidder & NIT Nagaland, 25 percent shall be released after successful delivery with the expected requirements and 10 percent shall be released after completion of total project.

The balance 5 percent of the total project value will be kept as Performance Security deposit for one year and the same will be returned within 30 days of completion of one year of maintenance Phase from the date of installation and acceptance.

**CONTRACT FORM**

[To be provided by the bidder in the business letter head]

1. (Name of the Supplier’s Firm) hereby abide to deliver / establish the ..... by the delivery schedule / completion time as mentioned in the tender document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.
3. Warranty will be given for the period mentioned in the tender document and service will be rendered to the satisfaction of NIT Nagaland during this period.

**Signature of the Bidder** : .....

**Name and Designation** : .....

**Business Address** : .....

.....

.....

Place :

Date:

**Seal of the Bidder’s Firm**



## SUMMARY SHEET I – TECHNICAL BID

Sl. No	Furniture Specification - NIT Nagaland Requirements	Vendor Specification	Compliance (Yes / No)
1	Providing, making and fixing in position Writing Desk of overall dimensions 600mm x 750 mm x 3600 mm made in 18mm ply with 1mm laminate for top and 18mm plywood with 1mm laminate for other members. All the edges of 18mm plywood to have 18mm x 6mm beech wood edge lipping with melamine spray finish, wire managers etc. are to be provided. All internal portions of the desk to be finished with synthetic enamel paint of approved shade and two coats over a coat of wood primer & putty finish. Skirting to be fixed at the bottom of the rack with 1.00mm laminate as shown in the drawing. as directed.		
2	Supply and installation of integrated Podiumm made of 19 mm ply wood with 1mm laminates. Of height - audience side 4'. presenter side 3'8" top depth and width 3' x 2' Rack provision for CPU, drawer for keyboard, page reader with telescopic channel of 14" (godreg make) of size 22"x15"x8". Wire manager for usb cable on right and left side and at the bottom for flexibility of managing additional wires/ wiring. provision for front logo display. All internal portions of the desk to be finished with synthetic enamel paint of approved shade and two coats over a coat of wood primer & putty finish. Skirting to be fixed at the bottom of the rack with 1.00mm laminate as shown in the drawing. as directed.		
3	Supply and installation of Portable Podiumm made of 19 mm ply wood with 1mm laminates. Of height - audience side 4'. presenter side 3'4" with top length and width 30" x 18" top inclined. Rack provision inside for books as directed. Wire manager for usb cable on right for managing additional wires/ wiring. All internal portions of the desk to be finished with synthetic enamel paint of approved shade and two coats over a coat of wood primer & putty finish. Skirting to be fixed at the bottom of the rack with 1.00mm laminate as shown in the drawing. as directed.		

**SUMMARY SHEET II – FINANCIAL BID**

<b>Sl. No.</b>	<b>ITEM / PARTICULARS</b>	<b>Qty.</b>	<b>Unit</b>	<b>Unit Price (Rs.)</b>	<b>Total Amount (Rs.)</b>
1	Providing,making and fixing in position Writing Desk of overall dimensions 600mm x 750 mm x 3600 mm made in 18mm ply with 1mm laminate for top and 18mm plywood with 1mm laminate for other members. All the edges of 18mm plywood to have 18mm x 6mm beech wood edge lipping with melamine spray finish, wire managers etc. are to be provided. All internal portions of the desk to be finished with synthetic enamel paint of approved shade and two coats over a coat of wood primer & putty finish. Skirting to be fixed at the bottom of the rack with 1.00mm laminate as shown in the drawing. as directed.	57	Rmt.		
2	Supply and installation of integrated Podiumm made of 19 mm ply wood with 1mm laminates. Of height - audience side 4'. presenter side 3'8" top depth and width 3' x 2' Rack provision for CPU, drawer for keyboard, page reader with telescopic channel of 14" (godreg make) of size 22"x15"x8". Wire manager for usb cable on right and left side and at the bottom for flexibility of managing additional wires/ wiring. provision for front logo display. All internal portions of the desk to be finished with synthetic enamel paint of approved shade and two coats over a coat of wood primer & putty finish. Skirting to be fixed at the bottom of the rack with 1.00mm laminate as shown in the drawing. as directed.	1	No.		
3	Supply and installation of Portable Podiumm made of 19 mm ply wood with 1mm laminates. Of height - audience side 4'. presenter side 3'4" with top length and width 30" x 18" top inclined. Rack provision inside for books as directed. Wire manager for	1	No.		

	USB cable on right for managing additional wires/ wiring. All internal portions of the desk to be finished with synthetic enamel paint of approved shade and two coats over a coat of wood primer & putty finish. Skirting to be fixed at the bottom of the rack with 1.00mm laminate as shown in the drawing. as directed.				
<b>Total*</b>					

(\* Taxes as applicable)