

Central Purchase unit

National Institute of Technology Srinagar-190006

No. NITS/CPU/ /2009/1372-80

Dated. 14.01.2010

M/S.....

**Sub: Invitation of Bids for the supply of Photocopies for various Departments/Sections under
Bye- back scheme.**

Dear sir,

1...You are here by invited to submit your most competitive Bid for the goods/equipments with detailed specification of these goods/equipments as give in Annexure-A. The offer to be submitted in two bid System

2. (Envelope- A (Technical Bid) It should contain the following;

- (a) Authorization dealership certificate from the manufacturer.
- (b) Valid tax clearance certificate for bidders from J&K State.
- (c) Technical literature for the goods/equipment
- (e) Bid security as mentioned in the schedule of requirements in the form of Bank draft in favour of Chairman, Central Purchase Unit NIT Srinagar.
- (f) Dealership certificate of manufacturer.
- (g) Certificate of sale after sale service support wherever necessary.
- (h) Proof of legal status.

3. (Envelope-B (Price Bid) It should contain the following

- (a) Bid prices in Indian rupees
- (b) Bid price should be firm for the bid validity period
- © All duties, taxes and levies payable must be in the price schedule
- (d) The rate quoted should be DDP NIT Srinagar.
- (e) Bid price should be without over writing, however minor over writing should be clearly signed by the bidder. In case of any discrepancy between price quoted in figures and words, the price quoted in words shall be accepted.

(f) **The rates should be covered with transparent tape.**

(g) Bid form in the format given in Annexure-B

(h) Technical specification Schedule as per Annexure-C

(i) Price bid schedule in the format enclosed in Annexure-D

4. Validity of Bids

Bids shall remain valid at least for 90 days from the date of opening.

5. Evaluation of Bids.

(a) The purchaser shall evaluate and compare the bids which are found substantially

Responsive. i.e which are

(i) Properly signed

(ii) Conform to terms and conditions and technical specifications.

(iii) Accompanied with Bid security and all other documents

(b) Bids shall be evaluated separately for each item.

6. Award of contract

(a) Contract shall be awarded to the bidder whose bid is commercially, technically responsive and offered at lowest evaluated price.

(b) Successful bidder shall be notified about the award of the contract where in terms and conditions of supply shall be incorporated.

7. Payment.

80% payment shall be made promptly after delivery of equipment at NIT Srinagar Campus in good condition and as per specifications and remaining 20% payment shall be made after successful commissioning and installation of goods/ equipment.

8. Warranty:

- (a) All goods shall carry comprehensive standard warranty of one year.
- (b) Goods/Equipment having unit price above Rs.5.00 Lacks shall carry comprehensive warranty of two years.
- (c) Bidder shall clearly indicate the arrangements for support and maintenance during the period warranty/guarantee shall be in force.

9. Performance security.

- (a) Successful Bidders shall submit performance security promptly after award of contract.
- (b) Performance security shall be in the form of Bank Guarantee for the amount as mentioned in the award of contract letter/supply order. However it shall not exceed 10% of the contract value. The performance security should be valid for period 60 days beyond the warranty period.

10. Settlement of disputes.

Settlement of any dispute will be made under the jurisdiction of Srinagar court.

11. Liquidated Damages.

If the bidder after accepting the purchase order of goods/equipments or services, fails to deliver any or all of the goods/equipments or to perform the services within the specified period, a penalty of 15 paise per hundred per day shall be charged. The maximum penalty can be limited to 10% of the cost. Once maximum is reached NIT Srinagar may proceed on its own to consider the termination of the supply order.

12. Submission of Bids.

- (a) Bids should be properly sealed.
- (b) The two envelopes A & B should be kept in separate one envelope. Enquiry No., due date of opening and **Quotation for supply of “Xerox Machines under Bye-Back Scheme”** must be mentioned on this envelope.

- (c) Bids should be addressed to Chairman Central Purchase unit NIT Srinagar.
- (d) Bids shall be accepted up to one hour before opening.
- (e) Bidders not from Srinagar shall dispatch bids sufficiently well in advance so as to reach the destination one day prior to bid opening.

13. Bid opening

- (a) The Technical Bid(Envelope- A) will be opened first at **15.00 hours on 14.02.2010** and price Bid (Envelope-B) of the bidder will be opened after qualifying the Technical Bid (Envelope-A).
- (b) Interested bidders can attend the bid opening.

14. Notwithstanding above the purchaser reserves the right to reject any or all the bids.

15. We look forward for your quotation.

Thanking you,

Chairman

Central Purchase unit, NIT Srinagar

Note:

1. Before preparing your valuable bid kindly go through the document fully and take care of all the requirements.
2. Bidders from outside Srinagar may please send their Bids much in advance so that they are received in time.