

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA SURATHKAL HOSTELS TRUST®

POST-SRINIVASNAGAR, MANGALURU – 575 025 (D K)

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TENDER DOCUMENT

Tender Notification No: 1/NITKSH/ Sports and Gym Items/2023-24/ Supdt.

Date: 04/01/2024

Name of Goods	Sports and Gym Items in Girls Hostel
Estimated amount put to Tender	₹ 4,60,000/- (GST Inclusive)
E M D Amount	₹ 23,000/-
Time for Supply of item	1 Week
Last Date for submission of Tender	24/01/2024 before 3.00 PM
Bid Opening Date	24/01/2024 at 4.00 PM (if possible)
Contact person of TIA for tender query	Professor In-charge, Hostels, Phone: +91-824-2473849, Mob: 6364244536 Email: Hosteloffice@nitk.edu.in
Address for Submission of Quotation	NITK Hostel Office, First floor, Sahyadri Hostel Block building, Srinivasnagar, Mangalore – 575025.



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NOTICE INVITING TENDER (NIT)

The sealed Tenders are invited for the following items in **two cover systems** (i.e., Technical bid and financial bid) subject to the following terms and conditions, from the reputed manufacturers or its authorised dealers so as to reach this office on or before the scheduled date and time. The tender (Technical bid) will be opened on the same day if possible in the presence of bidders or their authorized agents who may choose to be present. The financial bid of only such bidders whose technical bid is accepted shall be opened on the same day or later pre-informed date.

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Note: The Institute shall not be responsible for any postal delay to non-receipt /non-delivery of the bids or due to the wrong addressee.

Sd/-

Professor In-charge, Hostels

SECTION 1: INSTRUCTION TO BIDDER (ITB)

1. The bid should be submitted in two covers System-Technical Bid and Financial Bid:

1.1 Envelope No.1 – Technical Bid: The agencies should give details of their technical soundness and provide a list of customers of previous supply of similar items to Universities, Institutes or Government Departments/ Undertakings/ public sectors with contact details. The details of the Bidder/ profile should be furnished along with a copy of all related documents. This envelope should be sealed and duly super-scribed as “**Envelope No. 1 – Technical Bid**”. The full name and address of the Bidder should also be mentioned on the envelope and should be addressed to The Professor In charge, NITK, Surathkal.

1.2. Documents to be submitted in the technical bid:

- a) The Bidder should possess a Licence certificate for the manufacture /supply of the item.
- b) List of Owner/partners of the firm and their contact numbers
- c) The Bidder should possess an Income tax PAN Number.
- d) The Bidder should possess GST registration and TIN.
- e) Catalogue of the Product with detailed product specifications.
- f) List Service Centres
- g) List of customers with contact details.
- h) The average annual turnover should not be less than 30% of the estimated cost put to tender/Tender for the job work. A copy of the Balance sheet, Profit & Loss A/c., Trade or Manufacturing A/c for the last 3 years should be enclosed
- i) **Warranty Period Offered for the tendered item to be specified. If the Warranty period does not conform to the schedule of requirements given in section 3 of the document, the bid is liable to be treated as non-responsive and rejected.**
- j) **EMD in an original form valid for a minimum of six months, through a DD drawn on any scheduled bank in favour of “Professor In charge NITK, Surathkal”, payable at Surathkal should be submitted. EMD shall bear no interest. Any bid not accompanied by EMD is liable to be treated as non-responsive and rejected.**
- k) **The contract form given in section 5 needs to be submitted.**

The above documents should be furnished in the technical bid envelope.

2. Envelope No.2 – Financial bid: The agencies should submit their financial bid as per the format is given in Section 4 of the Notice Inviting Tender in this cover. The rate should be quoted both in words and figures. All the pages of the financial bid should be signed affixing the seal. All corrections and overwriting should be initiated. This envelope should be duly superscribed as “**Envelope No. 2 – Financial bid**”. The full name and address of the Bidder should also be mentioned on the envelope and should be addressed to Professor In charge, NITK, Surathkal.

Both Envelope No. 1 and 2 should be kept in another separate envelope duly superscribed with the following details.

(i) Tender Notification Number (ii) “Tender for the supply of.....” (iii) Not to Open before (Date and Time)

Mention “Kind Attention: Contact Person’s Name and Phone Number”, and submit at the address given in the Notice Inviting Tender.

3 The tender will be accepted only from the manufacturers or its authorised supplier.

4. The Institute **reserves the right to visit the factory** before or after the issue of the supply order to satisfy itself regarding the quality of production. In case of any remarks /default noted, the EMD will be forfeited even if pre-qualified.
5. **The Financial Bid shall be in the format of the Price Schedule given in Section 4. The Contract form as per the format is given in section 5 shall be submitted. The incomplete or conditional tender will be rejected.**
6. Details of the item to be carried out, approximate quantity and the specifications are mentioned in “**Section 3**” appended to this Notice Inviting Tender.
7. **The item to be used is strictly according to the specification and subject to test by the Institute/concerned authorities. It must be delivered and installed in good working condition.**
8. The Institute **reserves the right to cancel or reduce the quantity** included in the schedule of requirements at any time after acceptance of the tender with a notice. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.
9. **Performance Security of 5 % of the contract value in terms of DD by scheduled banks shall be given by the successful bidder for the total period of Warranty.**
- 11 **The release of EMD:** The EMD shall be released after receipt of performance security from the successful bidder.
- 12 **The validity of bids:** The rate quoted should be valid for a minimum of 90 days. No claim for escalation of the rate will be considered after opening the Tender.
- 13 **Imports: In case, Goods are to be Imported, the Indian agent should furnish an authorisation certificate by the principals abroad for submission of the bid in response to this Notice Inviting Tender.**
- 14 Clarification of Tender Document:
A prospective bidder requiring any clarification of the Tender Document may communicate to the contact person given in this notice inviting tender. The contact person will respond to any request for clarification for the Tender Document received not later than 5 working days prior to the last date for the receipt of bids
- 15 Amendment of Tender document: At any time prior to the last date for receipt of bids, the Institute may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Tender document by an amendment.
- 16 **Institute may at its own discretion extend the last date for the receipt of bids.**
- 17 The bids shall be written in English language and any information printed in another language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.
- 18 The Institute reserves the right to accept any bid other than the lowest or even reject all the bids. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.
- 19 The bidder should give the following declaration while submitting the Tender.

- 20 This tender is for the requirement of 12 months i.e. 1 year and the requirement/ P.O. will be issued a minimum 4 times in a year, so the vendor may quote the price duly analysing the future escalation. The price quoted in a tender will be valid for 1 year and no escalation will be allowed.
- 21 Quantity variation: The quantity required in the tender will vary depending on the requirement. The NITKSH reserves the right to increase/ decrease the quantity.
- 22 The bidder may quote the price as per the required brand. In case the vendor is providing an equivalent brand then he needs to visit NITKSH to understand the quality of the product duly inspecting the samples available at the office.
- 23 The Lowest bid (L1) will be finalized based on the overall total price. So, bidders need to participate in all the items.
- 24 The vendor has to provide EMD at the rate of 5% estimate in the form of DD.
- 25 Any other details required may be obtained from the contact person given in the notice inviting tender during office hours.
- 26 It is mandatory to inspect the equipment before submitting the tender for AMC.
- 27 Participating in all the items is a must, if the vendor is not participating in all the items will be treated as non-responsible
- 28 Payment for AMC will be done in the respective year

DECLARATION

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I /we understand that my/our tender will be summarily rejected and full Earnest money deposit will be forfeited and I /we are/are liable to be banned from doing business with NITKSH and/or prosecuted.

Signature of the Bidder : _____

Name and Designation : _____

Business Address : _____

Place :

Date :

Seal of the Bidder's Firm

SECTION 2: CONDITIONS OF CONTRACT

1. In the case of import, both CIF and/ or FOB rates should be quoted. All components of expenditure to arrive at Bangalore need to be explicitly specified.
2. The bidder shall indicate the excise duty exemption for the goods if applicable.
3. The rates should be quoted for preferably FOR destination from supply within India.
4. The rate quoted should be on a unit basis. Taxes and other charges should be quoted separately, considering exemptions if any.
5. The rate quoted should be inclusive of Testing, commissioning and Installation of equipment and Training.
6. Payment: No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of performance security by the supplier. **In the case of Imports, the payment will be made through LC / Sight Draft / After Installation, and performance security needs to be submitted at the time of LC commitment/issue of sight draft.**
7. Guarantee and Warranty period should be specified for the complete period conforming to section 3 of this tender document.
8. The period required for the supply and installation of the item should be specified conforming to section 3 of this tender document.
9. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.

SECTION 3: SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

[To be filled up by the Department / Center of NITKSH, Surathkal]

Item(s) Name to be procured : Sports and Gym Items in Girls Hostel

Type (Equipment / Software / Furniture / Others : Equipment

Brief Quantity and Specifications of the Item(s) : As Per Annexure 'A'
(Attach Additional Sheet if necessary)

Compliance Statement of Specifications : As Per Annexure 'B'
(Attach Additional Sheet if necessary)

Warranty Period required : 5 Years

Delivery Schedule expected
after release of Purchase order
(in Weeks) : 1 week

EMD (in Rupees) : ₹ 19,200/-

Performance Security : 5% of PO

SECTION 4 - PRICE BID (for indigenous Supplies)

[To be used by the bidder for submission of the bid]

Reference Number:

Date:

New Procurement

Sl.No.	Particulars	Quantity	Rate A	Tax B	Amount C = A+B
A	GYM Equipment				
1	Bench	2			
	Weight Plates				
2	5 kg	3 sets			
3	3 kg	5 sets			
4	10 kg	2 sets			
	Barbell				
5	4 feet	2			
6	5 feet	2			
7	Exercise Ball	5			
	Medicine Ball				
8	2 kg	1			
9	3 kg	1			
10	5 kg	1			
11	Skipping Rope	10			
12	Floor Mat	1			
13	Single Bench/ Stool	3			
14	Adjustable Bench	1			
15	Mirror	2			

B	Sports Equipment			
1	Basketball Acrylic Board with Ring	1 pair		
2	Badminton Pole movable with Net	1 pair		
3	Basketball Board heavy duty Metal frame with clamps	1 pair		
4	Marking of the Court	Full court		
	Total			

AMC

SI.No.	Particulars	Quantity	Rate A	Tax B	Amount C = A+B
1	Bicycle	2			
2	Multi-Station	1			
3	Chest Press	1			
4	Cycle	1			
5	Treadmill	2			
	Total				

(The lowest bidder will be as per item-wise L1)

Place:
Date:

Seal of the Bidder's Firm

SECTION 5: CONTRACT FORM

[To be provided by the bidder in the business letterhead]

1. (Name of the Supplier's Firm) hereby abide to deliver them by the delivery schedule mentioned in section 3 tender document for the 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 NITKSH, Surathkal during this period.

Signature of the Bidder : _____

Name and Designation : _____

Business Address : _____

Place :

Seal of the Bidder's Firm

Date :

Detailed Quantity Offered:**New Procurement**

Sl.No.	Particulars	Quantity
A	GYM Equipment	
1	Bench	2
	Weight Plates	
2	5 kg	3 sets
3	3 kg	5 sets
4	10 kg	2 sets
	Barbell	
5	4 feet	2
6	5 feet	2
7	Exercise Ball	5
	Medicine Ball	
8	2 kg	1
9	3 kg	1
10	5 kg	1
11	Skipping Rope	10
12	Floor Mat	1
13	Single Bench/ Stool	3
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AMC

Sl.No.	Particulars	Quantity
1	Bicycle	2
2	Multi-Station	1
3	Chest Press	1
4	Cycle	1
5	Treadmill	2

Compliance Statement of Specifications:

Annexure –‘B’

Sl.No.	Name of specification/ Part/Accessories of tender inquiry	Specifications of the quoted Model / Item	Compliance Whether YES or NO	Deviations if any to be indicated in unambiguous terms

(Add more rows if required)

Signature and Seal of the Bidder