



Central Purchase unit

National Institute of Technology Srinagar (J&K) -190006

Email: cpu@nitsri.ac.in

Document for Tender Notice No. 51 of 2019 Dated 25.02.2019.

"Tender Notice for Invitation of bids for the supply of Various Items /Services for the 5-days International Conference During 07-11 April 2019"

-0-0-0-

1. Sealed Bids are invited for the various items **for the 5-days International Conference During April 2019** having detailed Specifications as given in Annexure -A, in a Single bid format on the terms & conditions given from para-2. Separate bid has to be submitted for each item by the bidder as per his registration.

2. Techno-Commercial Bid Contain the following documents:-

- (a) Proof of being Authorized dealer in the shape of copy of agreement and registration under law.
- (c) PAN card of the firm.
- (d) Tax registration
- (e) Bid security for the amount shown for each item, in the form of CDR/DD/TDR in favour of Officer In-charge,

Central Purchase Unit NIT Srinagar (J&K). Tender without CDR shall be rejected.

- (h) Proof of legal status.
- (i) The bidder shall fill in Bid form in the format given in Annexure-B.

3. Price Bid as under:

- (a) Prices must be quoted in the format enclosed in Annexure-C both in words & figures. The rates quoted should be covered with transparent tape.
- (b) The rate quoted should be FOR NIT Srinagar (J&K).
- (c) 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 will prevail. Bid price should be firm for the bid validity period.

4. Validity of Bids

Bids shall remain valid at least for 60 days from the date of opening of the bids.

5. Evaluation of Bids.

- (a) The purchaser shall evaluate and compare the bids which are found Responsive. i.e.
 - (i) Properly signed.
 - (ii) Conform to terms and conditions.
 - (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 who qualifies techno- commercially and offers the lowest and reasonable rates.
- (b) Successful bidder shall be notified about the award of the contract through a supply order where-in terms and conditions of contract shall be incorporated.
- (c) The bidder shall have to supply the goods within a prescribed time-frame after receipt of the list of items with a purchase order issued by the CPU.

7. Payment.

100% payment shall be made after receipt of items at NIT Srinagar as per specifications and in case of any deviation with regard to quality noticed, the supply shall be rejected and will

be taken back by the supplier on his own risk, responsibility and cost. Repeated rejection of supply can lead supply order cancelled and the security deposit shall be forfeited.

8. Warranty

- (a) All items shall carry the warranty as admissible as per manufacturing standards and must be guaranteed for being standard and genuine. Supply of fake/sub-standard items or indiscipline in case of services shall render the supplier/ service provider to be black-listed for future and other action as per rules.

9. Settlement of disputes.

Settlement of disputes if any shall be subject to the jurisdiction of Srinagar Courts only.

10. Liquidated Damages.

If the bidder after accepting the purchase order of items/service, fails to deliver any or all of the items or to perform the services on time as specified, NIT Srinagar shall proceed on its own to arrange the items /services and treat the supply order as terminated, on the risk & responsibility of the defaulting bidder. The bid security of such bidder shall stand as forfeited without any further notice and the bidder shall also be considered for ban to participate in the tenders of the Institute for a period of 1-year.

11. Submission of Bids.

(a) ***The last date for submission of bids is 13.03.2019 upto 16.00 hours.***

- (b) Bids should be properly sealed, superscripted with the due date of submission, Name of the Items/Goods, Tender No. and the address of the Tender receiving Officer.
- (d) Bids should be addressed to Officer In-charge, Central Purchase Unit NIT Srinagar (J&K) -190006.
- (e) Bids not from Srinagar shall be dispatched sufficiently well in advance so as to reach the destination as per scheduled time & date. NIT Srinagar shall not be responsible for any delay by posts Deptt. or a Courier agency.

12. Bid opening.

- (a) The Bids will be opened first on 14.03.2019 at 3.00PM in the o/o the undersigned. Interested bidders can attend the Bid opening.

14. Notwithstanding above, the purchaser reserves the right to reject any or all the bids received in response to this N.I.T. or withdraw it without assigning any reasons thereof.

Officer In-charge
Central Purchase unit, NIT Srinagar

N.B.

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 well in advance so that these are received in time.

No. NIT/CPU/INSPIRE/19/4702 Dated 25.02.2019

Annexure-A

Item No.(1) Catering for around 300 participants Daily 5-dats

Item No.(01)	Description of items	CDR Amount and Eligible Bidders
Catering.	<p>(a) Breakfast /milk/tea (dip-150 ml), 2 eggs, bread and butter</p> <p>-----</p> <p>(b) Tea twice daily (Having tea/coffee 150 ml and cookies at 11:00 a.m & 4:00 p.m)</p> <p>-----</p> <p>© Lunch/Dinner: Compressing of;</p> <p>(i) Rice/Roti</p> <p>(ii) Chicken or fish or Rista 1piece Rista/</p> <p>(iii) Mixed vegetable/ Boiled Veg, Paneer /Dal/Salad/Mineral water bottle 1/2 Ltr. Curd: 250 ml</p> <p>-----</p> <p>Refreshment/Inaugural/Valedictory session (Kehwa & Sermal for 500 people.</p> <p>(d) Venue preparation:-</p> <p>The contractor has to erect three big size tents with well decorated chairs and round tables with cover wherein separate counters for (a) Males (b) Females (c) Guests (d) Vegetarian have to be arranged. Necessary crockery of good quality will also be provided by the caterer himself.</p> <p>(e) Terms &Condition:</p> <p>1.The contract can be terminated at any time in case of complaint made by participants and if found true.</p>	<p>CDR for Rs. 3,000/=</p> <p>Registered Restaurants/ Caterers/Event Management Agencies.</p>

	<p>2. No advance payment will be made.</p> <p>3. The Caterer shall be duty bound to ensure that sufficient quantity of food as per above details is provided to the satisfaction of the organizers for the full number of persons, which shall be communicated before 12 hours</p> <p>4. The payment shall be made as per number of tokens.</p> <p>5. The caterer shall be responsible to maintain hygiene conditions at the venue and also ensure disposal of the waster without pollution. Any issue arising out of bad food, shall be the responsibility of the supplier. Breakfast and Dinner is to be served in the Hotels. Lunch and tea during breaks is to served at the venue.</p>	
<p>Item No (2)</p>	<p>Accommodation; Double Bedded Rooms on twin sharing basis with attached bathroom, Wardrobe 02 study table/chairs and T.V.</p> <p>Terms & Conditions; 1.The Hotel/Guest House should be registered with J&K Tourism Department.</p> <p>2. 50 rooms are to be provided at one location within a reach of 2 Kms from the Institute. It should be noted that the requirement of the number of rooms may increase or decrease and payment shall be made as per actual number of rooms used..</p> <p>3. The rates quoted should be inclusive of all duties and taxes.</p> <p>4.The rates quoted should be per room with complimentary breakfast to each occupant.</p>	<p>Registered Hoteliers/ Guest House owners</p>

	<p>5.The agency has to provide adequate and neat bedding facility to each occupant in view of cold season.</p> <p>6.The hotel should have its own security /hot water facility, power back-up for light atleast.</p>	
Item No. (3)	<p>Innova Cars; Terms & Conditions:</p> <ol style="list-style-type: none"> 1. The vehicle should have valid registration and insurance. 2. The driver should have valid driving license. 3. The vehicle are required to ply between 7:30 A.M to 10:00 P.M. No extra mileage will not be considered. 4. The rates should be inclusive of all duties and taxes. 5. The payments shall be made as per duty slip. The tenders can be rejected without assigning any reason. 	Registered Transport Agency Dealers only
Item No.4 (a)	<p><u>Conference Kit:-</u> Kit shall comprise of: Bag (preferably of Leather) Pen preferably V 5/-1 pc Pad (spiral bound 50 pages) 1 pc. I Card with printed Cord- 1 pc Round Broach ICNBL-19 (Blue Colour)- 1 pc Gift items (to be selected from a list) - 1 pc Office Stationery; Rubber, Pen etc.</p>	Registered Stationery Dealers only
(b)		
Item No.(5)	<p>Publication of Proceedings;</p> <p>300 Pages A4 Size with 12 Pages Coloured</p> <p>- Printing of Certificates/Test Monials</p>	Registered Printers/Publishing Holders only
Item No (6)	<p>Audio/Video items (Recording of all events)</p> <p>Terms & Conditions;</p> <ol style="list-style-type: none"> 1. Two video cameras with two persons & 	Registered Photographers/Videographers/ film makers/Documentary makers only

	<p>separate Photographer.</p> <ol style="list-style-type: none">2. Recording of all events from Morning to Evening.3. Rates for Album and other items shall be separately quoted4. Photographs with frames shall also be quoted.5. Selected Photos shall only be developed.	
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Annexure -B
(Tender opening format)

(To be filled-in by the Bidder)

Name of the firm:- _____

Tender for supply of _____

NIT No. & Date:- _____

Technical specifications/ literature attached(if needed):- Yes/No

Valid tax clearance certificate attached:- Yes/ No

GST/Pan card attached Yes/No

Registration/ Authorization /Dealership certificates attached Yes/ No

Revenue stamp affixed. Yes/ No

Rates covered with transparent tape:- Yes/ No

Call Deposit Receipt enclosed:- Yes/ No.

Bid price in Indian Rupees:- Yes/ No

FOR NIT Srinagar:- Yes/No

Bid without correction/overwriting:- Yes/ No

Seal & Signature of the Supplier

Annexure-C

Price Schedule

**Note: Please quote for Genuine/original
and standard items only.**

Item No	Name of Item	GST	Total Unit Price of the Item (Rupees)	
		%	Figures	Words