

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA SURATHKAL HOSTELS TRUST®

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

Phone: (0824) 2473848.
E- mail: Hosteloffice@nitk.edu.in

Mobile: 6364244536
Website: <http://www.nitk.ac.in>



TENDER DOCUMENT

Tender Notification No:1/NITKSH/Housekeeping Materials/2023-24/Supdt.

Date: 17/07/2023

Name of Goods	Housekeeping Materials
Estimated amount put to Tender	₹ 1,40,000/- per Quarter (GST Extra)
E M D Amount	₹ 11,200/-
Time for Supply of item	1 Week
Last Date for submission of Quotation	26/07/2023 before 3.00 PM
Bid Opening Date	26/07/2023 at 3.30 PM (if possible)
Contact person of TIA for tender query	Professor In charge, Hostel Affairs, Phone: +91-824-2474800, Mob: 6364244536 Email: chiefwarden@nitk.edu.in
Address for Submission of Quotation	NITK Hostel Office, First floor, Sahyadri Hostel Block building, Srinivasnagar, Mangalore – 575025.



NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL HOSTELS TRUST®
SRINIVASNAGAR, MANGALORE-575 025.

Phone: (0824) 2474800
E-mail: nitksh4800@gmail.com

Fax: (0824) 2474033
Website: <http://www.nitk.ac.in>

Tender Notification No: 1/NITKSH/Housekeeping Materials/2023-24/ Supdt.

Date: 17/07/2023

NOTICE INVITING TENDER (NIT)

The sealed Tenders are invited for the following items in **two cover system** (i.e., Technical bid and financial bid) subject to the following terms and conditions, from the reputed manufacturers or it's authorised dealers so as to reach this office on or before 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.

Name of Goods	Housekeeping Materials
Estimated amount put to Tender	₹ 1,40,000/- per Quarter (GST Extra)
E M D Amount	₹ 11,200/-
Time for Supply of item	1 Week
Last Date for submission of Quotation	26/07/2023 before 3.00 PM
Bid Opening Date	26/07/2023 at 3.30 PM (if possible)
Contact person of TIA for tender query	Professor In charge, Hostel Affairs, Phone: +91-824-2474800, Mob: 6364244536 Email: chiefwarden@nitk.edu.in
Address for Submission of Quotation	NITK Hostel Office, First floor, Sahyadri Hostel Block building, Srinivasnagar, Mangalore – 575025.

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

Sd/-
Professor In- charge
Hostel Affairs

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 the copy of all related documents. This envelope should be sealed and duly super-scribed as “**Envelope No. 1 – Technical Bid**”. 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 Licence certificate for manufacture /supply of the item.
- b) List of Owner/partners of the firm and their contact numbers
- c) The Bidder should possess Income tax PAN Number.
- d) The Bidder should possess GST registration and TIN number.
- 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. The 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 is not conforming 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 minimum six months, through Bank Guarantee drew 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 accompanying with EMD is liable to be treated as non-responsive and rejected.**
- k) **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 initialled. This envelope should be duly superscribed as “**Envelope No. 2 – Financial bid**”. 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 the 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 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 Price Schedule given in Section 4. The Contract form as per 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 contract value in terms of Bank Guarantee 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 authorisation certificate by the principles 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, 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 of accepting any bid other than the lowest or even rejecting 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 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 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 vendor has to provide EMD at the rate of 2% estimate in form of DD. The EMD will be converted to Performance security of L1 vendor and it will be released after 14 months.

24 Any other details required may be obtained from the contact person given in the notice inviting tender during the office hours.

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 :

Seal of the Bidder's Firm

Date :

SECTION 2: CONDITIONS OF CONTRACT.

1. In the case of import, both CIF and/ or FOB rate 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. 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 need 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 : Housekeeping Materials

Type (Equipment / Software / Furniture / Others) : Others

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

Brief Technical Specifications of the Item(s)
(Attach Additional Sheet if necessary) : As Per Annexure 'B'

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

EMD (in Rupees) : ₹ 11,200/-

Performance Security : EMD will be converted to Performance security of L1 vendor



**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA SURATHKAL
HOSTELS TRUST®, POST SRINIVASNAGAR, MANGALORE-575025.**

SECTION 4 - PRICE BID (for indigenous Supplies)
[To be used by the bidder for submission of the bid]

Reference Number:

Date:

Sr. No.	Description of the Item and Specification	Qty. in Units	Unit Price (Rs.)	Discount %	GST (%)	Other charges if any (please specify details)	Total Price (Rs.)

1. Delivery Mode: Delivery at NITKSH, Surathkal, at the site only.

Total Bid Price in the above column should be inclusive of all taxes and levies transport, loading, unloading etc.

Delivery Period: days.

Validity Date: Minimum 90 days from the date of submission of Tender/Tender.

2. Payment Term: Payment within 30 days from the date submission of bill Acceptance Certificate to concerned Dept./ Sect.

PAN No. :

GST Registration No. :

Seal and Signature:

Name & Business Address:

Note: Price Bid should be submitted in given format only. For additional information/extra items above format may be typed and used.

Place:

Date:

SECTION 5 : CONTRACT FORM

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

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:

Sl. No.	Particulars	Make (or equivalent)	Total Quantity
1	Mop Product Dimensions: 94.9 x 14.7 x 6.3 cm; 370 Grams	Scotch Brite/ Gala	90
2	Coconut Fiber Broom	Local	110
3	Soft Broom Soft Natural Grass Broom Made with Plastic Handle Jumbo Size (69.9 X 9 X 5 cm)	Gala	110
4	Steel Scrubber Product Dimensions: 10 x 16.6 x 13 cm; 140 Grams	Gala	65
5	Wiper Product Dimensions: 102 x 41 x 3 cm; 340 Grams	Milton	65
6	Toilet Cleaning brush Shape: Round Product Dimensions: 8L x 8W x 40H Centimeters	Gala	15
7	Wooden Toilet Cleaner brush	Any	30
8	Cob web Ceiling Brush round (plastic material) Shape: Round, Product Dimensions: 7 x 12 x 50 Centimeters	Scotch Brite	40
9	Dustbin Big With Cap (70 Ltrs)	Any	10
10	Dustpan	Any	20
11	Bucket (16 Ltrs) (Plastic Unbreakable Bucket)	Nilkamal	10
12	Bucket (6 Ltrs) (Plastic Unbreakable Bucket)	Nilkamal	45
13	Hard Cleaning Brush	Any	35
14	Urinal Cake	Any	240
15	Bleaching Powder	Any	70
16	Hydrochloric acid as per IS:2650- (1 ltr each)	Any	40
17	Water Pipe (1 Inch)	Any	5
18	Lime Powder	Any	10
19	Garbage bag (50 Ltrs capacity) (kg)	Any	135
20	Floor Cleaner (Disinfectant Surface & Floor Cleaner Liquid)	Lizol/Dettol	105
21	Toilet cleaner (Blue cleaner)	Harphic	75
22	Bathroom Cleaner (Red cleaner)	Harphic	90
23	Rubber Hand Gloves (for toilet cleaning Medium size)	Any	150
24	Duster Cloth	Any	75
25	Cream Cloth (Meter)	Any	60
26	Goggles for Toilet cleaning	Any	60

27	Electrical Rubber Hand Gloves (LT 230 to 430)	Any	6
28	Hand wash (250 ml) (Germ Protection Handwash Liquid Soap Pump)	Santoor	5
29	Safety Helmet	Any	10
30	Safety Shoes	Any	12