



Tender No. ITK/ Pur/2017/.....777.

Korba, Dated: 28/07/2017

### NOTICE INVITING TENDER

Institute of Technology, Korba, Chhattisgarh invites sealed tender from eligible bidders (Manufactures, or their authorized dealers) for procurement of Laboratory Equipments, Materials, Library Books, Services i.e

1. Civil Engg Lab Equipments
- 2 (a) Civil Maintenance Work  
(b) Construction Of Ramp
3. EEE Lab Equipments
4. Electrical Maintenance Work
5. Computer Lab Equipments
6. Mechanical Lab Equipments
7. Science & Humanities Lab
8. Library Books
9. Wi-Fi
10. CCTV Security System

The tender form (Complete set of bidding documents including details of item with quantity for purchase) is available on the website www.itkorba.com from 04/08/2017. A complete set of bidding documents may be purchased by any interested eligible bidder.

The sealed tender should reach Office of the Principal, Institute of Technology, Korba, Balco-Urga Ring Road, Village-Jhagarha, Post-Risdi, Korba, District-Korba (C.G.) 495683 on or before 31.8.2017 by 17.00 hours and will be opened on 01/9/17 at 12.00 hours. Any bid received after the deadline for submission of bids as prescribed above will be rejected and returned to the bidder. The undersigned has all the rights pertaining to the tender. For any information please contact the I.T. Korba (C.G.).

  
Principal  
INSTITUTE OF TECHNOLOGY  
KORBA (C.G.)



# INSTITUTE OF TECHNOLOGY, KORBA (C.G.)

BALCO - URGARING ROAD, VILL- JHAGARHA,  
POST - RISDI, KORBA, DISTRICT- KORBA (C.G.)  
PHONE NO: 07415367124, 098939-05053, 99814-43708  
E-mail: [korbait@rediffmail.com](mailto:korbait@rediffmail.com), Website: [www.itkorba.com](http://www.itkorba.com)

P-3(B)/C

Tender No. ITK/PUR/2017/...777...

Korba, Dated: 28/07/2017

Last date of selling tender document: 31/8/2017 at 15:00 hrs

Last date of submission of sealed tender document: 31/8/2017 at 17:00 hrs

Date of opening of technical bid of tender document: 01/9/2017 at 12:00 hrs

Tender Document Fee (for each Department/Category)

Rs.1,000.00

## TERMS & CONDITION OF THE TENDER

Tender documents/Qualification requirements should be submitted in Main envelope as given below:

### Tender details:-

The tender contains following categories 1.Civil Engg Lab Equipments 2.Civil Maintenance Work 3. EEE Lab Equipments 4. Electrical Maintenance Work 5.Computer Lab Equipments 6.Mechanical Lab Equipments 7. Science & Humanities Lab 8.Library Books 9. Wi-Fi 10. CCTV Security System

Sr. No	Category/ Department	
1	Civil Engg Lab Equipments	For Tender fee details and EMD, please see Table 'A'
2	Civil Maintenance Work	
3	EEE Lab Equipments	
4	Electrical Maintenance Work	
5	Computer Lab Equipments	
6	Mechanical Lab Equipments	
7	Science & Humanities Lab	
8	Library Books	
9	Wi- Fi	
10	CCTV Security System	

If the bidder is interested to apply for more than one category/department then they should submit separate tender cost, emd amount, tender bid form etc for each and every category. In case if the firm has quoted for more than one department/section but submitted only one tender fee then the specifications submitted for the first department/section will be considered and the remaining specifications will be ignored.

- In addition to the terms & conditions mentioned below, there are special terms & conditions applied for the category of Library Books & CCTV.

### Tender Document Procurement:-


- Tender document can be obtained by the prospective tenderer on payment of Rs.1000/- (Rs. One thousand only) through demand draft only in favour of "Principal Institute of Technology, Korba" payable at Korba in person from the college or can be downloaded from our website [www.itkorba.com](http://www.itkorba.com). The DD of Rs.1000/- (Rs. One thousand only) as tender document fee must be submitted with downloaded tender document. The Tender form is non transferable.

*P. Manke  
I/C purchase*

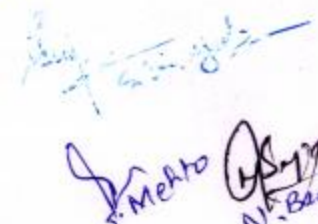
**Tender Submission details:-**

4. The tender envelope should be clearly marked with the category/department number for which it meant. Tender should be submitted in Duplicate. They should be tagged separately and marked as original and duplicate. The tender matter including prices should be typed neatly. Corrections/ overtyping in prices will not be accepted. However if correction/ overtyping is there, it should be attested by the bidder with signature, date and their seal. Hand written and Xerox tender will not be accepted.
5. Tender document will be prepared in following manner-
  - a. Main envelop "A"- Containing two envelops "B"( Technical Bid) & "C"(Commercial Bid).
  - b. Technical Bid envelop "B"- Contains Technical Bid with hard and soft copy (CD). Exact contents of envelop "B" will be prepared as per clause 6 of this tender document. Envelop Financial bid "C"- Contains financial bid for the tender with hard and soft copy (CD), Annexure II. On the top of envelope of Commercial bid, bidder should clearly mention Tender No., Due Date, Category/department, and Item Name with seal & sign of bidder.
  - c. Item no. and page no. of the tender form should be arranged strictly in chronological order. Complete tender document must be duly signed, stamped, pagged & indexed by the bidder. Unsigned or unpagged bids shall be straightway rejected.
  - d. Tender should be valid for at least twelve months from the date of opening the Commercial bid of the tender. The price should be firm without variations of any kind. There should be no alternations/corrections made in the quoted rates
6. Following documents should be kept inside the envelope "B":-
  - a. Covering letter containing- Index for all the submitted documents for the tender with particulars of bidders i.e address, phone no., e-mail, name of the authorized person(s), etc.
  - b. All the Annexure I, III, III a(in case of EMD submitted as Bank Guarantee) , IV, V be compulsorily included. Tender received without the mentioned Annexure will not be accepted. The contents of any should not be changed or amended otherwise will not be acceptable by this office
  - c. Demand Draft/ Bank Guarantee for earnest money/ bid security.
  - d. Signed copy of valid certificates related to TIN / TAN / Service Tax No/PAN etc. issued by competent Govt. authority pertaining to tender.
  - e. Undertaking for "After Sales Services" on the letter head of bidder.

  
P. Manke

  
P.K. RANA

  
S.P. J

  
S. Mehta

  
N. B. Bhatnagar



- f. Manufacturer's Company Profile showing its product range, turn over, web-address and certifications like ISO/ ISI etc. along with the documentary proof of such certificates if company/ products bear such certificate.
  - g. All relevant particulars, illustrative catalogue/ brochures etc. which should indicate the products technical specifications for all packages which is submitted in the bid.
  - h. The bidder should submit the Manufacturer's Make/ Brand name being used for marketing and registration no. of Commercial Tax Department.
  - i. The work experience & copy of successfully executed work orders/ certificates, purchase orders from Technical Educational Institutions(IIT,NIT,Polytechnics)/Public Sector Undertaking/ Government Sectors for the last two years.
7. The Terms & Conditions of the tender and clause usually printed on the party's tenders or bills will not be binding on this department.

**Tender opening details:-**

- 8. Complete Tender Documents received before the due date & time will be opened on the prescribed date and time in the presence of Purchase Committee/ related department members and Bidders (who choose to attend) / representatives who choose to attend. The Bidders / representatives willing to attend the bid opening event should submit authorization to attend and shall sign in a register evidencing their attendance.
- 9. Commercial bids of those tenders, which are found technically suitable, will only be opened and considered for the items technically approved. Commercial bid opening dates will be finalized after opening of technical bids and shall be informed to the technically qualified bidders separately

**EMD Details:-**

- 10. The bid should be accompanied by the prescribed Earnest Money/ bid security as part of the bid for each category/ laboratory separately, in the form of Demand Draft of Schedule Bank/ Bank Guarantee. Payment/ Draft/ Guarantee should be in favour of "Principal, Institute of Technology, Korba" payable at Korba, Chhattisgarh. Earnest Money submitted in any other form will not be accepted and the tender will be rejected. Unsuccessful bidder's earnest money will be discharged/ returned as promptly as possible.
- 11. The EMD will be treated as security deposit in case of selected tenders. EMD/Security deposit will be forfeited in case of breach of agreement of supply by the bidder (supplier). If purchase order is issued, the Security Deposit will only be returned after warrantee period of supply, if the machine/ equipment/ material/ services will found satisfactory at that time.
- 12. If any document given by the bidder is found fake/manipulated, then the entire EMD deposited by the bidder in the tender will be forfeited without assigning any reason and such bidder will not be entitled for future biddings.

*P. Manke*

*P. K. RANJAN*

*S. P. S.*

*S. M. B. N. Bajaj*



**Award of Tender:-**

13. Contracts will be awarded only for those items which have sufficient number of valid rates.
14. Contracts for procurement will be awarded as per the priority and availability of budget. Suppliers have to deliver the specified items within stipulated time.
15. **The undersigned reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time without assigning any reason prior to contract award, without thereby incurring any liability to the affected bidder(s).**
16. **The undersigned reserves the right at the time of Contract award to increase or decrease the quantity of goods originally specified without any change in unit price or other terms and conditions.**
17. **As per State Government policy, Vendors registered within the State will be given advantage in price bid limited to the applicable VAT compared to the price quoted by the vendors registered outside CG State.**

**Supply & Payment Terms & Conditions:-**

18. The rates quoted by the bidder must be inclusive of all the charges (like – transportation, installation charges, delivery charges, inspection charges, training charges, charges for services, excise duty, customs duty etc.) except VAT. The VAT should be mentioned separately. Loading/ Unloading charges shall be borne by the supplier.
19. If the Supplier fails to deliver any or all of the Goods or to perform the services within the stipulated delivery period(s) specified in the Contract, then Principal, Institute of Technology, Korba (C.G.) shall, without prejudice to its other remedies under the Contract, forfeit the Bid Security and the order is liable to cancel.
20. If the supplier/ dealer fail to supply the items as per the specifications, items will not be received by the consignee and supplier/ dealer has to take them back on his/ her own cost. The supplier / dealer may supply the items of higher specifications (due to manufacturing obligations) if accepted by consignee after examination and testing.
21. The undersigned may get, the items supplied by the successful tenderer, inspected on receipt of the same by such person or persons he deems fit or may reject the items as in his opinion do not come up to the specification. The decision of the under signed will be final in such cases.
22. The one time extension (if application received within specified time) may be granted at the discretion of the undersigned. The liquidated damage at a rate of 2% per month (till max 05 months reached) of the contract price of the full cost of the tool/equipment/machine is liable to be charged for the extension of the delivery period (which includes the date of demonstration). Exemption in penalty may be given in a particular case of default by the institute side for the period of

S. Manke

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27/10/17

N. Banjara

S. Mehta



delay. Equipment received after the delivery period or dispatched after the delivery period mentioned in the order will also be subjected to this liquidated damage or termination of contract. Power to extend delivery period would remain reserved with Principal, Institute of Technology, Korba (C.G.).

- 23. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. All items will come under warranty of two years which will cover free servicing/spares if any.
- 24. 100 % payment will be released after the safe receipt of goods, as per the specifications given in purchase order & and after ensuring successful installation, commissioning, training/demo of the equipment/software to staff/students and satisfactory report by users. Bills will be submitted in triplicate.
- 25. Items should strictly comply the standards/norms as prescribed in BIS specifications.
- 26. Pre-dispatch inspection of the sample/material may be carried out by Institute Technical Committee (if required) after the award of tender. The charges for such inspection will be borne by the tenderer.
- 27. Prices shall be quoted in Indian Rupees only. All quoted rates should be for new and unused items unless and otherwise specified so.

**Other Terms & Conditions:-**

- 28. The technical specifications published by the Institute are the minimum required specifications. Interested bidders may quote higher/superior specifications with valid justification and considerable pricing.
- 29. If a bidder understands that the given required technical specifications are incomplete or insufficient or additional equipments are required then they may quote them separately under the heading extra and essential accessories.
- 30. Request for the supply of any details regarding quotation or comparative chart or any other enquiry in respect of the tenders received will not be entertained.
- 31. Either a manufacturer or their authorized dealer can bid for the items. In absence of above the bid will be treated non-responsive & likely to be rejected.
- 32. The bidders must specifically indicate all specification of the items and should mention clearly what item will be supplied under "accessories" with the Equipment/ Machinery in price schedule enclosed as Annexure-II. Any ambiguity or vagueness in tender for item concerned will be liable for rejection.
- 33. The bids will be examined to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed.
- 34. Samples sent by the party and the approved samples will be adjusted in regular supply and in the case of rejection, they will be returned back to the party at his cost. The rejected items will be returned on the bidder's cost
- 35. All the equipments shall be suitably protected, coated, covered or boxed and crated to prevent damage or deterioration during transit/ handling and storage at site till the time of installation/ commissioning. While packing all the materials, the limitations from the point of view of availability of railway wagon sizes, in India should be taken into account. The contractor shall be responsible for any loss or damage during transportation, handling and storage due to improper packing.

  
 29/04/17

P. Manke  
 P. K. RANE  
 ST  
 N. Banjara  
 S. Banjara



TECHNICAL SPECIFICATION SCHEDULE

Department/Section.....,  
Laboratory Name/Work.....  
Name of Bidder.....

Item serial no	Item Name/ Code	Specification of items, which bidder offers	Name of Accessories with specification (if any)	Make/ Brand of item	Manufacturer's Name	Catalogue/ Brochure Page No. (as indexed by you)	Mention the deviations from the required specifications(if any)	Whether higher or lower side (if higher specifications or shortfall if any)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Note:-

- a. Specifications quoted should strictly comply the asked ones. However with valid justification the higher/lower specifications may be quoted (Column 8). Consideration of such deviated specifications will be purely at the discretion of the concerned department & Principal I.T.Korba.
- b. Vendor has to specify if the specifications quoted by him are extra and more modernized than the asked ones (Column 9)
- c. Specifications of the item which bidder offers as per the catalogue / brochure / Technical details etc. will be considered for comparison and selection. Incomplete details will not be considered for comparison.

*[Signature]*  
P. Manke

*[Signature]*  
P. K. RAO

*[Signature]*  
S. K.

*[Signature]*  
27/04/17

*[Signature]*  
N. Banjare

*[Signature]*  
S. Mehta



ANNEXURE-II

Note:- Give bid price item-wise in the following Performa only. Any deviation will not be accepted.

PRICE SCHEDULE

Department/Section....., Laboratory Name.....  
Name of Bidder.....

(Amount in Rs)

Item serial no.	Item Name/ Code	Specification of items, which bidder offers	Name of Accessories with specification (if any)	Make/ Brand of item	Manufacturer's Name	Catalogue/ Brochure Page No. (as indexed by you)	Quantity of item as per tender with unit (8)	Cost per unit (Inclusive of all charges) except VAT (9)	VAT (10)	Total value item wise ( col. 9 + col. 10)	Total Value in (col. 8 * col. 11)
Total (in words)											

Note:-

- a. The bidding prices shall be for F.O.R. Destination.
- b. Rates should be inclusive of all charges (such as charges for inspection / Demonstration / Installation/ Commissioning/ Transportation/ Excise / Custom / Services charges etc. except VAT. VAT should be mentioned separately.
- c. Conditional rates will not be accepted.
- d. Comparison may be done item wise on the basis of total values as mentioned in column.
- f. Specifications of the item which bidder offers as per the catalogue / brochure / Technical details etc. will be considered for comparison and selection. Incomplete details will not be considered for comparison.
- g. Price schedule given in other form will not be accepted and bid will be rejected.
- h. Exact and earliest possible time of delivery should be indicated in the tender against each item. Other things, being equal, the tenders who give earliest delivery period will be preferred while comparing the rates. The delivery period given in the order will be the date of receipt of the equipment in the institute and not the date of dispatch of the equipment by the supplier

*[Signature]*  
P. Manke

*[Signature]*  
P. K. RANA

*[Signature]*  
S. R.

*[Signature]*  
27/04/17

*[Signature]*  
N. Banjara

*[Signature]*  
S. Mehra



ANNEXURE-III

FORM - A

(To be signed and returned along with the tender)

I/We (Full name).....

Address.....

.....

.....


have read the Term and Condition of the tender for the supply of various stores as per your tender notice for supply \_\_\_\_\_ for \_\_\_\_\_ Chhattisgarh due on \_\_\_\_\_ and I/We


fully accept the Term and Condition of the Bid supplier to me / us with the Bidding Documents.

I/We also undertake to permit the inspection our accounts and records and other documents related to the bid submission and contract performance and to have them audited by auditors appointed by the society.


It is further noted that if any manipulation is found at any stage, the tender / Contract / Supply order shall be rejected and the Principal, I. T. Korba, Chhattisgarh may take any action against me/ us, as she/ he deems appropriate.

 P. Manke

 P. K. RANZ

 S. R. Banjare



 S. Mehta

to



Details of Earnest Money/ bid security in the form DD/BG @ 5% of the total tender value for which bid is submitted) :

(a) DD/BG No.-----

(b) Values `-----


(c) Name of Bank-----

Date:-----


Signature & Stamp  
(Name & full Address of the firm)

  
P. Manke

  
P. K. Rane

  
N. Benjato

  
S. P. Rane

  
S. Mehta



ANNEXURE-III a

**EARNEST MONEY / BID SECURITY FORM**

To:  
The Principal,  
Institute of Technology,  
Korba (C.G.)

WHEREAS.....(Name of Supplier) hereinafter called "the bidder" has undertaken, in pursuance of Tender No.....Date..... to bid in the said tender.

AND WHEREAS it has been stipulated by you in the said Tender notification that the Supplier shall furnish you with a Bank Guarantee by a schedule bank for the sum specified therein as Earnest Money/ Bid Security for compliance with the Bidders obligations in accordance with the Tender terms and conditions.

AND WHEREAS we have agreed to give the Bidder a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of.....(Amount of the Guarantee in words and figures) and we undertake to pay , upon your first written demand declaring the bidder to be in default under the Terms and Condition and without cavil or argument, any sum of sums within the limit of .....(Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specification therein.

This guarantee is valid until-----day of -----20----

Signature and Seal of Guarantors

.....  
.....  
.....  
Date.....20.....  
Address.....  
.....  
.....

.....  
(Signature of the Bank)

Note: The bank guarantee (submitted by Indian Bidder) should be executed on stamp paper in accordance with stamp Act. The stamp paper should be in the name of executing bank.

*(Handwritten signatures and dates)*  
P. Mankar  
P. K. RANA  
N. Banjare  
S. Mehta  
27/4/17



**SECTION XII**

**MANUFACTURERS' AUTHORIZATION FORM\***

No. \_\_\_\_\_ Dated \_\_\_\_\_

To  
Principal,  
Institute of Technology,  
Korba (C.G.)

Dear Sir:

Tender no \_\_\_\_\_ Dated \_\_\_\_\_

We.....who are established and reputable manufacturers of (name and description of goods offered) having factories at(address of factory) do hereby authorize M/s(Name and address of Agent) to submit a bid, and sign the contract with you for the goods manufactured by us against the above IFB.

No company or firm or individual other than M/s.....are authorized to bid, and conclude the contract for the above goods manufactured by us, against this specific Tender. (This para should be deleted in simple items where manufacturers sell the product through different stockiest.)

Yours faithfully,

(Name)  
(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. It should be included by the Bidder in its bid.\* Modify this format suitably in case where manufacturer's warranty and guarantee are not applicable for the items for which bids are invited

*[Signature]*  
P. Manke

*[Signature]*  
P. K. Rana

*[Signature]*  
N. Banjara

*[Signature]*

*[Signature]*  
S. S.

*[Signature]*  
(S. Mehta)



On Non Judicial Stamp Paper of Rs. 50/-

निविदाकर्ता द्वारा निविदा प्रपत्र के साथ दिये जाने वाला**शपथ-पत्र**

निविदाकर्ता फर्म मेसर्स .....की ओर से मुझे/हमें अधिकृत किया गया है और मैं/हम निम्नलिखित कथन शपथपूर्वक करता हूँ/करते हैं कि :-

1. मैंने/हमने निविदा की सारी शर्तें ध्यानपूर्वक पढ़ी हैं और उनसे सहमत हैं तथा उन्हें मानने के लिये वचनबद्ध हैं।
2. मेरे/हमारे द्वारा संलग्न किये गये सभी दस्तावेज सही है और उनमें किसी प्रकार की कांट-छांट नहीं किया गया है एवं गलत जानकारी नहीं दी गई है।
3. मेरे/हमारे द्वारा कमर्शियल बिड में सामग्रियों के लिये जो स्पेशिफिकेशन दिया गया है और उनके सपोर्ट में जो भी संबंधित दस्तावेज, कैंटलॉग/ब्रोशर्स आदि संलग्न किये गये हैं उनमें लिखा विवरण निर्माता द्वारा जारी किया गया है एवं मूल रूप में हैं और उनमें कोई फेरबदल या कांट-छांट नहीं किया गया है।
4. मेरे/हमारे द्वारा निर्माता से मुझे/हमें जारी आर्थोराइजेशन प्रमाण पत्र जो कि बिड के साथ संलग्न किये गये हैं वे सही एवं मूल रूप में हैं और उनमें कोई फेरबदल नहीं किया गया है।
5. यदि हमें कय आदे 1 आपूर्ति का अवसर दिया जाता है तो, मैं/हम दिये गये क्रयादेशानुसार सामग्रियों को निर्धारित समय सीमा में स्पेशिफिकेशन के अनुसार सप्लाय करने के लिये बाध्य हैं। देर होने या सामग्रियों के स्पेशिफिकेशन में अन्तर होने पर मुझे/हमें दिये गये कयादेश को निरस्त किया जा सकता है एवं संस्था को होने वाले नुकसान की भरपाई मेरे/हमारे द्वारा की जायेगी।
6. मेरे/हमारे द्वारा दी गई जानकारी असत्य पाये जाने पर मुझे/हमें एवं हमारी फर्म को निविदा में भाग लेने से वंचित किया जा सकता है।

दिनांक .....

हस्ताक्षर : .....

नाम : .....

धारित पद : .....

फर्म का नाम : .....

.....(सील सहित)

P. Manke - P.K. Rana  
N. Banjara

Signature

S.P.

K. Mehta

**Institute Of Technology, Korba**

Table 'A'

**Tender Fee & EMD Details**

Sr.No	Category/Department	Laboratory Name/ work details	EMD (Rs)	Tender Fee (Rs)
1	Civil Engg Lab Equipments	Environmental Engg Lab	60,000	1000
		Concrete Lab	20,000	
		Surveying Field Work Lab	25,000	
		Fluid Mechanics Lab	50,000	
		Structural Analysis & Engg Lab	100,000	
		Geotech Engg Lab	50,000	
		Engineering Geology Lab	20,000	
		Transportation Engg Lab	15,000	
		Consumable for all labs	5,000	
2	Civil Maintenance	Maintenance Work	75,000	1000
3	EEE Lab Equipments	Elements of Electrical Engg Lab	500	1000
		Basic Electronics Lab	2,500	
		Electrical Manchine Lab I	13,500	
		Electrical Manchine Lab II	40,000	
		Swichgear Protection Lab	13,000	
		Installation Maintenance & Testing Lab	10,000	
		Trainer Kits for various Labs	56,200	
		Miscellaneous(Machine Foundation & Partition Works)	10,000	
Vocational Training & Prog Tools	5,000			
4	Electrical Maintenance	Electrical Maintenance Work		1000
5	Computer Lab	Computer Trainer Kits	50,000	1000
6	Mechanical Lab Equipments	Workshop A	85,000	1000
		Workshop B	30,000	
		Robotics Lab	75,000	
		CNC Lab	60,000	
7	Science & Humanities Lab	Chemistry Lab	20,500	1000
		Physics Lab	14,000	
8	Library	Library Books	75,000	1000
9	Wi-Fi	Campus Wi-Fi Work	80,000	1000
10	CCTV Security System	CCTV Installation	15000	1000