

**TENDER DOCUMENTS / TERMS AND CONDITIONS OF
HARDWARE MATERIALS TENDER**

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**Sant Longowal Institute of Engineering and Technology,
Longowal, Distt. Sangrur
(Deemed to be University)
(Established by Govt. of India)**

e-Tender Notice

e-Tenders in two bid system i.e. technical bid along with commercial part and financial bid for the following work are invited from Manufacturers, Distributors, Dealers & Suppliers having ST/CST/VAT number etc. :

Sr. No .	Name of Work	DNIT Amount (Rs.)	Earnest Money Deposit (Rs.)	Cost of Tender Document in Rs. (Non-refundable)	Tender Processing fee	Time Period	Scope of work
1	Supply of Hardware Material for Annual Repair & Maintenance for F/Y 2015-16	2493000.00	49900.00	1,000.00	2750.00	12 Months or upto 31.03.2016 whichever is earlier	As per annexure 'A'

The tender documents will be available only on the Institute's e-tendering website (www.tenderwizard.com/SLIET or www.sliet.ac.in) and should be submitted **ONLINE** through e-tendering along with **only demand draft** of Rs.1000/- (non-refundable) in favour of Director, SLIET. The tender processing fee (Non Refundable) should be paid through e-payment (debit or credit cards and internet banking). Separate Tender is required to be submitted for each work.

It is mandatory for the Bidders/ Contractors to get themselves registered with www.tenderwizard.com/SLIET & get a User Id, password & Class-3 Digital signatures for themselves who wish to participate in the E-tendering process.

For more details the Bidders/Contractors may contact Mr. Pavitar Singh on behalf of M/s ITI Limited on mobile No. +918146699866 or e-mail pavitar.s@etenderwizard.com

Schedule of Tenders

Availability of Tenders online for Bidding		Last date of Submission for Online Bids	Date and time of opening of Technical Bids in the Office of In-charge Estate, Estate Office, SLIET, Longowal	Date and time of opening of Financial Bids in the Office of In-charge Estate, Estate Office, SLIET, Longowal
From	To			
28.02.15	11.03.15 upto 1.00PM	11.03.15 upto 5.00 PM	17.03.15 at 11.00 AM	18.03.15 at 10.00 AM

The tenderer should attach online the proofs of the following documents (i) Official and Residential address of the Tenderer on an affidavit duly attested by competent authority or any document containing photograph and Official & Residential address (ii) PAN & TAN Number (iii) Service Tax Clearance Certificate (ix) Earnest Money Deposit, Tender fee and Tender processing fee proof etc.

The tender fee, Earnest Money and tender processing fee in the form of demand drafts in original should reach the office of In-charge Estate SLIET, Longowal on **17.03.2015 before 10.30 AM.**

If any tenderer is unable to upload any document due to technical reason, the hard copy of the same can be submitted in person in the office of In-charge Estate, Estate Office, of the Institute on **17.03.2015 before 10.30 AM.**

Tenders received without earnest money, incomplete, conditional, telephonically or telegraphic shall not be entertained. The undersigned reserves the right to reject any or all the tenders without assigning any reasons thereof.

Instructions to Tenderers

1. All rates be quoted on the proper form of the tender alone.
2. The Tenderers should quote in figures as well as in word the rates and amount tendered by them. The amount for each item should be worked out the requisite totals given.
3. i) An item rate tender containing percentage below/above will be summarily rejected. However where a tendered voluntarily offers a rebate, this may be considered.
ii) Tender shall be strictly as per the condition of contract, conditional tenders are liable to be rejected.
4. i) Special care should be taken to write the rate and amounts in figures as well as in words in such a way that interpolation is not possible. The total amount should be written before the figure of Rupees and word paisa should be written at the end (unless the rates in whole rupees) and followed by the word only. It should invariably to upto two decimal places. While quoting the rates in schedule of quantities, the word only should be written closely following the amount and it should not be written in the next line.
ii) In case of any discrepancy between the rates quoted in figures and words that rate on which the amount has been worked out shall be taken as correct. In case of any discrepancy between the rate quoted and the amount worked out the rate quoted **in words shall be taken as correct.**
5. The tender for the work shall not be witnessed by a contractor or contractors who himself/ themselves has/have tendered or who may and has/have tendered for the same work. Failing to observe this condition would render tender of the contractor (s) tendering as well as witnessing the tender liable to summary rejection.
6. The tender for works shall remain open for acceptance for a period of ninety days from date of opening of tenders. If any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which are not acceptable to the Institute, then the Institute shall without prejudice to any right or remedy, be at liberty to forfeit the said earnest money absolutely.
7. The acceptance of a tender will rest with the Director, SLIET who does not bind himself to accept the lowest tender, and reserves to himself the authority to reject any or all of the tenders received without the assignment of any reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
8. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-charge shall be intimated to the undersigned.
9. Canvassing in connection with tenders is strictly prohibited and the tender submitted by the contractors who resort to canvassing will be liable to rejection.
10. The tenderer shall not be permitted to tender for work in the SLIET responsible for award and execution of contractors in which his near relative is posted as Accountant or as an Officer in any capacity between the grades of Estate Officer and Assistant Engineer (both inclusive). He shall also intimate the names of persons who are working with in any capacity or are subsequently employed by him and who are near relatives to any of the officers in the Institute. Any breach of this condition by the tenderer would render him liable to be removed from the approved list of contractors of this Institute.
11. Sales tax or any other tax on material in respect of the contract shall be payable by the contractor and Institute will not entertain any claim whatsoever.
12. A sum of Rs. 44600.00 (Rs. Forty Four Thousand Six Hundred only) must be deposited as EMD in the shape of Bank Draft in favor of the Director, SLIET. If any successful Tenderer fails within the time fixed by the Director, SLIET to sign the contract on terms contained in the invitation for Tender, its Tender shall be rejected.

TERMS & CONDITIONS

1. Tender should be submitted along with EMD in the properly closed envelope duly subscribing "**Tender for Category Hardware material** due on _____". Security if any lying with the Institute will not be considered against this Tender.
2. Conditional, Telegraphic & Tender without EMD shall be rejected outrightly.
3. All Tenders rates will be deemed to be for F.O.R. SLIET Destination includes packing and forwarding charges and must not be "ex-Godown", "ex-mills", etc.
4. The Tenders will be regarded as constituting an offer or offers open to acceptance in whole or in parts.
5. While quoting the rates all the parties should quote their sales tax registration Nos. in their offer and also certify that the product quoted by them is strictly according to N.I.T. failing which their offer will be ignored.
6. Excise and custom duties are exempted to the Institute in terms of Govt. Notification No.10/97 Central Excise 'dt' 1st March, 1997 and Notification No.51/96-customs dt.23.07.1996 respectively. If exemption is applicable under the notification, quote the rates accordingly.
7. The rates should be quoted for a complete unit with all accessories. Make of each accessory may be mentioned.
8. In cases where full specifications are not incorporated in the enquiry or where alternative specifications are quoted, or the suppliers own specifications should be stated in full for the articles quoted for. Any illustrative literature available duly stamped and signed should also accompany.
9. In all cases the Country manufacture and unit of measurement must be prominently stated. The unit should usually be the one stated in the enquiry.
10. All containers will be deemed to be non-returnable, unless when specifically stated otherwise in Tender.
11. The minimum period of delivery from date of placing the order should be specified.
12. All Tender will be deemed valid for at least one year from and excluding the date of opening of Tenders.
13. The inspection of the goods will be carried out by the authorized officer at destination, if required and rejected goods will have to be removed by supplier within 10 days of dispatch of advice from the Institute, failing which the goods will lie at his risk.
14. The rejected goods must be replaced by supplier (s) within 15 days of the dispatch by the Director, S.L.I.E.T. of a registered notice intimating that the goods have been rejected failing which the Director, S.L.I.E.T. will be entitled to make risk purchases without any further reference to the supplier (s).
15. A sum of Rs. 49900.00 in the form of EMD shall have to be deposited by Tenderer as performance guarantee in favor of Director, SLIET from their Bankers along with the Tender, irrespective of the total amount of supply order to the Tenderer in whole or in parts. This amount will be released after expiring 12 months after the date of delivery of first installment of supply. In case the Tenderer fails to get any supply order being not able to attain L1 for any of the quoted items, its EMD shall be returned within 30 days of the date of opening of Tender.
16. The supply must be completed satisfactorily within the stipulated period, failing which penalty @ ½ % per week on the value of supply order will be imposed without any notice.
17. In case rates are good for a certain period, postings of the acceptance on the last day will be acceptable to the Tenderer.
18. In case of Controlled goods by the Government the Tender must be sent subject to control rate and other conditions and they will be paid at the controlled rate offered by them whichever is lower.

19. In case of any dispute; the decision of the Director, SLIET shall be final and binding on Tender.
20. The contractor shall dispatch material "freight paid" in all cases where their offer in F.O.R. Destination. In the event of their failure to do so a penalty of 10% per annum shall be charged on the amount paid as freight by the Director, SLIET on their behalf in addition to recovery of amount of freight paid.
21. The SLIET reserves the right to cancel the tender/contract/agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the supply/ supply of spurious material. In such eventuality, SLIET further reserves the right to procure the material from other agencies and also shall cancel the tender/agreement/ contract at one calendar month notice. Agency will be black listed by the SLIET for a period of four years from participating in such type of tender of the SLIET and its earnest money/security deposit shall be forfeited.
22. All above conditions will be enforced, unless with order of Director, SLIET are obtained relaxing any specific condition in any specific instance.
23. The Tender not strictly in accordance with the above conditions are liable to be rejected without consideration.
24. Without prejudice to other rights of the Director, SLIET the contractor shall be liable to pay at the rate of ten percent of the value of the order by way of liquidated damages which will be recoverable from any amount due to the contractor whether under this or any other contractor.
25. The Director, SLIET does not bind himself to accept the lowest Tender and reserves to himself the right to reject any or all Tenders without assigning any reasons, whatsoever. He may also increase or decrease the quantity of items.
26. No Tender will be considered unless and until all the documents are properly signed.
27. In the event of Tender being accepted the Tender will be converted into a contract which will be governed by conditions of the contract. The instructions to Tenderers shall also form part of the contract.
28. The quoted rates in no case shall be exceeding the M.R.P. Responsibility of any legal complications arising out of this action of the Tenderer will be its own responsibility.
29. Non supply of quoted items may result in cancellation of Tender and forfeit of EMD.
30. Tender of already blacklisted firms/parties by the institute shall not be considered.
31. **The quoted rates should not be more than M. R.P., otherwise the Supplier will be responsible.**

I/ We hereby quote to supply the goods and materials specified in the under written schedule in the manner in which and within the time specified set forth in the conditions of contract at para to at the rate given in my/our Tender. The conditions in paras.....towill be binding upon me /us in the event of the acceptance of my /our Tender.

I/We herewith enclosed call deposit receipt for a sum Rs.....as Performance guarantee and if I/ We fail to execute an agreement embodying the said conditions and deposit security as laid down in the form within 10 days of the acceptance of my / our Tender. I/ We hereby agree that the above sum of security money shall be forfeited to the Director, S.L.I.E.T.

**Read and Accepted
Signature of the Tenderer with Seal**