

## Nehru Arts and Science College Kanhangad

Tender Reference No.: LTEN/NASCFIST/2023/1

Dated: 30.03.2023

### General Instructions

1. The bidder should be a manufacturer (**OEM**) or their Authorized Dealers/Agencies (with at least 5 years of experience in supply of similar equipments) specifically authorized by the manufacturer (OEM authorized partner) to quote on their behalf for this tender. *Preference will be given to the bidders having higher experience in supply of similar equipments as per the technical committee's recommendations.* If the equipment/instrument is not quoted by the original manufacturer, the bidder who quotes the same should produce **Authorization Certificate** from the original manufacturer. The equipment quoted within the budget limit must be of the most recent series/model, incorporating the latest improvements in design. The equipment should be in successful operation for at least one year as on date of Bid Opening. Tenderers shall clearly specify whether the goods are offered from indigenous sources, from imported stocks in India or from foreign sources to be imported under a license. College reserves the right to reject offers for import of goods if the Import Trade Control Policy in force at the time of award of the contract prohibits or restricts such imports.
2. All bid/tender documents are to be submitted to the undersigned at the Office of the Nehru Arts and Science College Kanhangad during the working hours ( 9 am to 4 pm) . Late tenders will not be accepted.
3. The bid shall contain detailed technical specifications, brochures and pamphlets of all items quoted. Detailed technical specifications (including catalogues and other details if any) should be submitted as "Other Important Documents". All the claimed specifications (make, model, year of manufacture, warranty etc) should be mentioned in the brochure or catalogue of the equipment.
4. Purchase officer is vested with power to accept bids quoting equivalent/at par with specifications/any branded items meeting major specifications and experience and service availability of the bidder, as per the recommendations of purchase/technical committees.
5. 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. The prices quoted must be on "all-inclusive till destination" basis and inclusive of all taxes, insurance, freight, packing, forwarding, handling, delivery and installation charges etc. A bid submitted with an adjustable/variable price quotation will be treated as non-responsive and will be rejected.
6. **WARRANTY**  
Minimum 2-year full warranty including free replacement of any non-functional parts during this period and AMC for 2 more years must be offered. Cost of additional/extended warranty, if applicable should be separately quoted. Preference will be given to the bidders offering higher period of warranty as per the technical committee's recommendations. In case of under performance during the warranty period, the item should be replaced by the bidder free of cost within a reasonable period of such notification and the period of warranty will recommence from the date of replacement.
7. Since the estimate amount is less than 10 Lakh, the bidders should remit 0.2% of the estimate amount as cost of the tender rounded to the nearest multiple of 100 subject to a minimum of Rs.400/-.
8. The bidder has to pay GST at 18% of cost of tender to GST department directly under Reverse Charge Mechanism.

9. **EMD@1%** of the estimate amount should be remitted either through Demand Draft or Banker's Guarantee in favour of the Principal, Nehru Arts and Science College Kanhangad payable at Kanhangad. Tenders submitted without EMD shall be rejected. The earnest money of the unsuccessful tenderers will be returned as per rules and the EMD of successful tenderers will be discharged upon the bidder executing the contract and furnishing the Security deposit that will have to be deposited for the satisfactory fulfilment of the contract. Bidders eligible for exemption from payment of EMD must submit relevant documents in support.
10. Forfeiture of EMD: (i) If any tenderer withdraws from his tender before the expiry of the bid validity period specified by him or (ii) in case after being successful bidder, the firm fails to sign the contract and to furnish the performance security.
11. If tender is confirmed, Tenderer will have to execute a contract bond on Kerala State stamp paper worth Rs.200/- and deposit a security amount of 5 % of the contract amount, before the supply of articles as specified in the supply order. The successful bidder has to execute an agreement within 15 days of receipt of the order. If the successful tenderer fails to deposit the security and execute the agreement, the earnest money deposited by him will be forfeited. The security deposit shall, subject to the conditions specified herein, be returned to the contractor within three months after the expiration of the contract. However, in the event of any dispute arising between the college and the contractor such as cases like after having made partial supplies fails to fulfil the contracts in full, all or any of the materials not supplied, the college shall be entitled for proportional deduction out of the deposits.
12. In cases where a successful tenderer, after having made partial supplies fails to fulfil the contracts in full, all or any of the materials not supplied, may at the discretion of the Purchasing Officer, be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already. Even in cases where no alternate purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials not supplied at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded. Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of security in the event of default in supplies or failure to supply within the stipulated period.
13. Bid shall contain the following documents which every bidder has to submit as "Other Important Documents":
  - a. Bidder information details such as registration details of bidders establishing eligibility and qualifications and Valid Registration Certificate.
  - b. If the bidder is a dealer specifically authorized by the manufacturer, then a copy of the **authorization certificate/letter** should be attached. If the dealer/agency quote multiple items of different manufacturer, then authorization letter from those entire manufacturers is required.
  - c. Preliminary Agreement (and Agreement in case of successful bidders) in the prescribed format in Kerala Stamp Paper worth Rs.200/-.
  - d. Bidders eligible for exemption from payment of EMD must submit relevant documents in support.
  - e. **Compliance statement** which includes specification and warranty details of each equipment, details of service facility offered and nearest authorized service centre available.
  - f. Relevant and detailed technical brochure/catalogue and Manual of the equipment, that support the specification details of each and every equipment. (Brochure must describe the model number, make, information of the product quoted)
  - g. Bidder should have GST registration and copy of **GST registration certificate** should

be submitted.

- h. **Reference:** Names of Institute with contact person and telephone/email where similar equipment supplied by you in Kerala and other states of India [Preferably South India] shall be submitted in the bid
  - i. Sealed and **signed copy of “Terms and Conditions”**.
  - j. **Undertaking of support** for next 10 Years for spare part and service of equipment etc.
  - k. Duly filled **e-payment requisition**
  - l. **Warranty of OEM** (Original Equipment Manufacturer) and Dealers/Agencies
  - m. Nearest authorized service centre details
14. The Installation, commissioning and initial operation to the satisfaction of the Nehru Arts and Science College Kanhangad, Padannakkad, P.O. Padannakkad, Kasaragod District, PIN-671314, Kerala will be the responsibility of the supplier.
  15. The payment will be made after completion of supply, installation and commissioning. An installation report must be submitted by the bidder/contractor. All payments will be made by the Principal in due course on submission of the invoice by way of cheques/online.
  16. The supplier should be ready to supply and complete the installation within **30 days** of putting up purchase order.
  17. Tenderers shall invariably specify in their tenders the delivery conditions including the time required for the supply of articles tendered for.
  18. At any time, prior to the date of submission of Bids, the college may, for any reason, whether on its own initiative or in response to any clarification sought by a bidder, shall modify bid documents by amendments and these amendments will be binding on bidders. In order to afford prospective bidders, a reasonable time to take the amendment in to account in preparing their bids, the college may, at its discretion, shall extend the deadline for the submission of bids suitably. Any amendment to the Bid document shall also be uploaded in the college website [www.nasc.ac.in](http://www.nasc.ac.in) as and when it is made.
  19. Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful tenderer shall also execute an agreement for the due fulfilment of the contract within the period to be specified in the letter of acceptance.
  20. In case any difference or dispute arises in connection with the contract, all legal proceeding relating to the matter shall be instituted in the Court within Kerala/Kasaragod Jurisdiction.
  21. The tenderer shall undertake to supply materials according to the standard sample and/or specifications.
  22. No representation for enhancement of rates once accepted will be considered.
  23. The tenderer should send along with his tender a preliminary agreement executed and signed in Kerala Stamp Paper of value Rs.200/-purchased in the Kerala State. Tenders without the agreement in stamped paper will be rejected outright. But in deserving cases where agreement has not been received, the Principal may exercise his discretion and call upon such tenderer to execute the agreement within a period of ten days from the date of issue of such intimation, if the Principal is satisfied that the omission to forward the agreement along with the tender was due to causes beyond the control of the tenderer and was not due to any negligence on his part. Agreement received from a tenderer after the above time limit will not be considered. Format of agreement appended.
  24. The tenderer shall quote their rates in the Schedule appended.
  25. The number of items purchased will be according to the availability of fund and as per the stipulated conditions of the funding agency.

26. The quotation shall be valid for a minimum period of **90 days** from the date of opening of the tender.
27. The purchaser reserves the option to give price preference to the offers from Public Sector units and or Small scale/Cottage Industries /Units over those from the other units in accordance with the policies of the Government from time to time.
28. The provisions of the Kerala Store Purchase Manual are applicable to this Tender and further proceedings.
29. The College reserves all right to accept or reject any or all the tenders without assigning any reason whatsoever at its discretion as per the recommendation of the Purchase/Technical committees. The College do not bind themselves to accept the lowest or any tender in full. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tenders as may be allotted to them.
30. The bids shall be opened at the office of the Principal, Nehru Arts and Science College Kanhangad, Kerala on the date mentioned in the notice inviting tender. If the date fixed for opening happens to be a holiday, the tenders will be opened on the next working day, at the same time.

Superscription: - Tender No: <b>LTEN/NASCFIST/2023/1</b>	
Date and time for receipt of tender	17.04.2023 11.00 am.
Date and time for opening of tender	17.04.2023 11.30 am.
Date upto which the rates are to be firm	90 days
Price of tender form	Rs.600/-+ GST as applicable
Price of duplicate copy	Rs.300/-+ GST as applicable
An earnest money (EMD) of one per cent of the total cost of the articles tendered for (rounded to the nearest rupee) subject to a minimum of Rs.1500, if the amount calculated at one per cent of the value of the articles tendered for falls below Rs.1500.	The amount may be paid by Demand Drafts (crossed) on the local branch of State Bank of India drawn in favour of the officer mentioned below. Cheques will not be accepted.
Total cost of articles tendered for	Rs. 3,00,000/-
Address of Officer from whom tender forms are to be obtained and to whom tenders are to be sent:	Dr. K V Murali, Principal, Nehru Arts and Science College Kanhangad, P.O. Padannakkad Kasaragod (Dist.) Pin: 671314 Kerala (State) Ph: 0467-2280335

Dr. K V Murali, Principal  
(Name & designation of Purchasing Officer)

Padnekad, 30-03-2023.