

Ref. No.: NIT-ANDHRA/ESTATE/S, I - FURNITURE_2SEATED DESK CUM BENCH/2019
DATE:11.11.2019

NOTICE INVITING TENDER

(FOR SUPPLY & INSTALLATION OF FURNITURE (Two seated desks along with benches) CONTRACT AT NIT ANDHRA PRADESH, TADEPALLIGUDEM)



National Institute of Technology- Andhra Pradesh,
Sri Vasavi Engineering college campus, Pedatadepalli, Tadepalligudem-534102,
West Godavari District, Andhra Pradesh.
Phone No:08818-284710

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Newspaper Advertisement

Tender Notice:



NIT Andhra Pradesh, Tadepalligudem

Ref. No.: NIT-ANDHRA/ESTATE/S, I - FURNITURE_2SEATED DESK CUM BENCH/2019

Box Tenders/Open Tenders are hereby invited from reputed Registered Firms/Agencies/Contractors/Suppliers for providing the following services at NIT Andhra Pradesh, Tadepalligudem, West Godavari district.

“Supply & Installation of Furniture (Two seated desks along with benches) at Classrooms of NIT Andhra Pradesh, Tadepalligudem”

Tender Schedules can be downloaded from NIT Andhra Pradesh website from 11.11.2019 onwards. Bidders need to submit hard copy with relevant documents attested by gazetted officer.

The last date for submission of tenders is 13.12.2019 up to 11.00 A.M.

For further details regarding Tender notification & specifications, please visit www.nitandhra.ac.in.

**Date: 11.11.2019
NIT Andhra Pradesh,
Tadepalligudem.**

Time Schedule of various tender related events

[for Supply & Installation of Furniture (Two seated desks along with benches) at Classrooms of NIT Andhra Pradesh, Tadepalligudem]

Bid Document downloading Start date/ Time	11.11.2019 at 10.00am
Bid Document downloading End Date/ Time	13.12.2019 at 10.00am
Prebid meeting	28.11.2019 at 11.00 am
Last Date and Time for the receipt of Bids	13.12.2019 at 11.00 am
Technical Bid Opening Date /Time	13.12.2019 at 11.30 am
Financial Bid Opening Date / Time	Will be intimated later
Contact Person	The Registrar, NIT Andhra Pradesh, Tadepalligudem.
Reference No:	NIT-ANDHRA/ESTATE/S, I - FURNITURE_2SEATED DESK CUM BENCH/2019

Signature of the Bidder with stamp

CLARIFICATIONS

Queries, if any, can be made through e-mail only to registrar@nitandhra.ac.in on or before 28.11.2019. Queries received via any mode other than e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

If there is any addendum/corrigendum related to tender, it shall only be published on NIT Andhra Pradesh website (www.nitandhra.ac.in). The Bidders are advised to check NIT Andhra Pradesh website regularly. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued, if any, during pre-bid meeting in their bid.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

The Technical Bid along with relevant documents should be attached with original EMD and Tender processing fee. Physical submission of Price bid only shall be considered.

-Sd/-

**I/C REGISTRAR
NIT ANDHRA PRADESH**

For any clarification and further details on the above tender, please contact.

Office Phone Number:08818-284710

Also Contact,

For Technical queries estate@nitandhra.ac.in

For Non-Technical queries purchase@nitandhra.ac.in

BID

Ref. No.: NIT-ANDHRA/ESTATE/S, I - FURNITURE_2SEATED DESK CUM BENCH/2019
Dated:11.11.2019.

Subject: Tender for “Supply & Installation of Furniture (Two seated desks along with benches) at Classrooms of NIT Andhra Pradesh, Tadepalligudem”.

Sir/Madam,

Bids are invited on the Box/Open Tender platform from the reputed Registered Firms Agencies/Contractors/Suppliers from the experienced premises of furniture supply & installation business. The details of bidding conditions and other terms can be downloaded from the NIT Andhra Pradesh Website.

The attested copies of all the documents of Technical bid, signed undertaking of Bidder should be submitted offline mode only to the Director, NIT Andhra Pradesh, Tadepalligudem, on or before opening of bid.

The participating Bidder/s shall have to pay tender processing fee (non-refundable) and EMD for the amounts specified in the Statement related to bids, in the form of DD drawn in favour of the Director, NIT Andhra Pradesh, Tadepalligudem.

Further, the Successful Bidder shall furnish a part of a bid as Performance Guarantee specified in the Statement related to bids, to be paid in the form of BG as mentioned in the Tender Schedule.

NIT Andhra Pradesh, Tadepalligudem, will not accept the tenders from blacklisted companies or undependable suppliers, whose past performance with NIT Andhra Pradesh was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of sub-standard quality/poor services, as defined in the other parts of the bidding documents.

For any clarification and further details of the above tender, please contact.

Office Phone Number:08818-284710

Signature of the Bidder with stamp

STATEMENT RELATED TO BIDS

Bid Document Fee/ Tender processing Fee (Non-refundable)	Rs. 5,000/- (Rupees Five Thousand only) by way of DD from any Nationalized bank drawn in favor of the Director NIT Andhra Pradesh, Payable at Tadepalligudem.
EMD	Rs. 41,000/- (Rupees Forty-One Thousand Only) by way of DD from any Nationalized bank drawn in favor of the Director NIT Andhra Pradesh, Payable at Tadepalligudem.
Estimated Contract Value	Rs. 27,00,000/- (Rupees Twenty-seven lakhs only)
Bid Validity Period	90 days from the date of opening of Financial bid
EMD Validity Period	90 days from the date of opening of Financial bid
Period of furnishing Performance Guarantee	Within 7 days from date of receipt of LOA
Performance Guarantee Value	5% on the work order value (in the form of BG)
Performance Guarantee Validity Period	1 year from the date of commencement of services
Period for signing the order of acceptance	Within 7 days from date of receipt of LOA

Signature of the Bidder with stamp

TENDER SCHEDULE

PREMEABLE:

National Institute of Technology, Andhra Pradesh, is the 31st NIT among the chain of NITs started by the Government of India. NIT Andhra Pradesh is established in the state of Andhra Pradesh in the academic year 2015 – 2016.

SUBJECT:

Supply & Installation of Furniture (Two seated desks along with benches) at Classrooms of NIT Andhra Pradesh, Tadepalligudem.

TENDER DETAILS:

1. OVERVIEW:

- a. NIT Andhra Pradesh is desirous of hiring a contractor for the said purpose subjected above.
- b. Bids are invited from eligible Bidders directly based on the eligibility criteria and general terms and conditions mentioned below. Interested Bidders may download the copy of the document(s) from website, i.e. www.nitandhra.ac.in.
- c. Interested Bidders are required to pay a Tender processing fee of Rs. 5,000/- (Rupees Five Thousand only) and Earnest Money Deposit (EMD) of Rs. 41,000/- (Rupees Forty-One Thousand Only) as prescribed in the Statement related to bids.
- d. Tender processing fee and EMD must be attached to the Technical Bid only and **NOT** to the Financial Bid.
- e. Bids received without EMD and Tender processing fee shall be summarily rejected.
- f. The Successful Bidder shall furnish a Performance Guarantee of an amount equivalent to 5% on work order value, in the form of bank guarantee from any Nationalized bank. Also, the Bank Guarantee shall be returned only after completion of warranty period and a satisfactory report obtained from Competent authority of NIT Andhra Pradesh.
- g. EMD of Bidder shall be forfeited, if the Bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid. Further, if the successful Bidder fails to furnish the Performance Guarantee within the specified period, his EMD shall be forfeited.
- h. In case the Bidders / Successful Bidder(s) are found in breach of any condition(s) at any stage of the tender, EMD / Performance Guarantee shall be forfeited.
- i. EMD will be returned to both Successful and Unsuccessful Bidders without any interest whatsoever, after allotment of Letter of Award.
- j. The return of EMD to the contractor (successful Bidder) shall be released only after the receipt of Performance Guarantee.

2. TERMINOLOGY:

Definitions – Throughout this RFP/NIT, unless inconsistent with the subject matter or context:

- a. **Supplier/ Contractor/ Vendor** – Selected Bidder under this RFP/NIT.
- b. **Company/ Purchaser/ NIT Andhra Pradesh** - Reference to the “NIT Andhra Pradesh”, “Company” and “Purchaser” shall be determined in same context and referred as “NIT Andhra Pradesh, Tadepalligudem”.
- c. **Proposal/ Bid** – the Bidder’s written reply or submission in response to this RFP/NIT
- d. **RFP/NIT** – the request for proposal (NIT - this document) in its entirety, inclusive of any addenda that may be issued by NIT Andhra Pradesh, Tadepalligudem.

3. ELIGIBILITY CRITERIA:

Following eligibility criteria required to be fulfilled by the tenderer (Scanned copies of following documents to be submitted):

- a) The firm should be registered with the appropriate registration authority and should be in existence for not less than **three years** before 31/03/2019.
- b) **Work Experience:** The Bidders having experience of successfully completed similar nature of works during the last 2 years ending last day of the month previous to the one in which applications are invited.
 - Three similar works, each costing not less than the amount equal to 40% of estimated cost put to tenders.
 - Two similar works, each costing not less than the amount equal to 50% of estimated cost put to tenders.
 - One similar work of aggregate cost not less than the amount equal to 80% of estimated cost put to tenders.
- b) **Annual Financial Turnover:** Should have had average annual financial turnover of at least **50 Lakhs** during the last two years from the overall business ending March 31, 2019. (Scanned copy of audited balance sheets, profit and loss statements, a certificate issued from chartered accountant is to be submitted) and should not have incurred any loss in the last two years.
- c) Registration of GST
- d) Copy of Registration of firm
- e) PAN (Permanent Account Number)
- f) IT returns for the years 17-18 & 18-19
- g) Self-declaration, declaring Bidder has not been blacklisted by a Central/ State / Local Government Organization/ Academic Institution /PSU as per Annexure-III

4. METHOD OF SUBMISSION OF BIDS:

- The bids should be filled in two bid formats with all the required documents as enclosures in separate sealed covers i.e. (a) Part-I Technical bid, (b) Part-II Financial bid
- Two separate sealed covers should be specifically super-scribed as **(a) "Technical bid for Supply & Installation of Furniture at Classrooms of NIT Andhra Pradesh, Tadepalligudem"** and **(b) "Financial bid for Supply & Installation of Furniture at Classrooms of NIT Andhra Pradesh, Tadepalligudem"**. Both the sealed envelopes (a) and (b) are to be kept in another larger envelope, which should also be sealed and submitted.
- The larger envelope should be super-scribed with **"Quotation for Supply & Installation of Furniture at Classrooms of NIT Andhra Pradesh, Tadepalligudem"** and shall be addressed to The Tender Box, C/o Director, National Institute of Technology Andhra Pradesh, SVEC Campus, Pedatadepalli, Tadepalligudem, A.P-534102.
- **Last date for submission of bid documents is 13.12.2019 up to 11.00 am.**
- Bids received after the due date and time shall be summarily rejected.
- Incomplete bids or bids not submitted in prescribed format are liable for rejection.

5. EVALUATION PROCEDURE:

- At the first stage, the Technical Bids shall be opened in the presence of Bidders, who may like to be present on 13.12.2019 at 11.30 a.m in Administrative section, NIT Andhra Pradesh, Tadepalligudem, Sri Vasavi Engineering College Campus, Pedatadepalli, Tadepalligudem: 534102, Andhra Pradesh.
- A Committee duly constituted by the Competent Authority would evaluate the Technical bids submitted by the Bidders.
- Prior to detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification/eligibility criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honour the terms and conditions of contract etc. will be deemed to be material deviations.
- If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- Only those Bidders whose technical bids have been found to be substantially responsive would be evaluated.
- The Financial bids of those Bidders only shall be opened who qualified in the Technical Evaluation. The Institute will award the contract to the Successful Bidder, whose Financial bid is the lowest price bid among all the quoted bids. The decision of the Director, NIT Andhra Pradesh, Tadepalligudem, is final in this regard.
- Tenders with revised/modified rates/offer after opening of the tenders shall be summarily rejected and the entire Earnest Money Deposit (EMD) submitted with the tender shall be forfeited

- The tender is not transferable under any circumstances.
- Telegraphic, conditional or incomplete tenders shall not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the Bidder.
- Institute reserves the right to reject any or all the tenders at any stage or accept them in part or reject the lowest tender without assigning any reason thereof and the decision of the Institute in this respect shall be final.
- The Institute reserves the right to cancel the tender process at any stage without assigning any reason.

For further details, please contact the NIT Andhra Pradesh Administration on
08818-284710.

TIE BREAKING PROCEDURE:

1. The Total Amount quoted in Rupees in the Financial bid for all the categories, shall be the first criteria for deciding the lowest Bidder.
2. In case of a tie in the least quoted price, the following tie-breaking procedure shall be applicable. The contract will be awarded to Bidder, who gets highest points by considering the below aspects.

SL. No	Description	Points	Total (30 Points)
1	No. of years of work experience only in Educational Institutions (Government). (From 26AS must be submitted for the period of Experience claimed)	1 point per each running year	Max. 15 points
2	Average turnover during the last two Financial Years.	1 Point for each crore	Max. 15 points

Note: The Bidders must submit the hardcopies of documentary proofs for the above 2 items.

I / we accept all the terms and conditions of the tender notice.

Date:

Place:

Name and Signature of Bidder with Seal

6. GENERAL TERMS & CONDITIONS:

1. The Bidders, who do not meet the eligibility criteria; or do not submit all the necessary documents in support of the eligibility criteria; or do not submit documents that are complete and valid - shall be disqualified.
2. In the event of increase in the taxes and levies implemented by the Government(s) during the contract period, the same shall be paid by Bidder.
3. Validity of prices quoted in financial bids: The validity of prices quoted in the financial bid by the Bidders is for a period of 90 days from the date of opening of the financial bid.
4. NIT Andhra Pradesh, Tadepalligudem, shall correspond only with the technically Qualified Bidders.
5. Irrespective of the offers received or their competitiveness, the final decision on choosing a Bidder, will vest in entirety with the NIT Andhra Pradesh, Tadepalligudem.
6. The Bidder is expected to examine all instructions, terms and specifications in the tender document. Failure to furnish all information required or to submit a bid not substantially responsive to the tender document in every respect will be at the Bidder's risk and may result in the rejection of the bid.
7. "Bidder must ensure to quote rate of each item. If any cell is left blank and no rate is quoted by the Bidder, rate of such item shall be treated as "0" (ZERO). However, if a tenderer quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section/sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer".
8. If any stage, it is found that any of the details/documents furnished by the Bidder is false/misleading/fabricated, his/her/its bid would be liable for cancellation without intimation to the Bidder.


Signature of the Bidder with stamp

7. SCOPE OF SUPPLY:

Supply & Installation of Furniture (Two seated desks along with benches) at Classrooms of NIT Andhra Pradesh, Tadepalligudem.

- Two seated desks along with benches - 300 nos.

SPECIFICATIONS:

Sl. No	Description	Product Images
01.	<p><u>DESK-TOP PANEL:</u></p> <p>All panels are made from 18mm thick pre laminated twin board with PVC edge banding on all sides. The panels have corner rounded.</p> <p>Front(Top): 1100mm(length)×400mm(width)×700mm(height)</p> <p>Middle(seating): 1100mm(length)×330mm(width)×425mm(height)</p> <p>Rear (Back rest): 1140mm(length)×200mm(depth)</p> <p>NOTE: As per sample</p>	
02.	<p><u>UNDERSTRUCTURE:</u></p> <p>All side metal frames and cross connectors shall be made from combination of 25.4 X 1.2 mm Thick (approx. 18 SWG) round ERW tubes, 31.8 X 1.2 mm thick (approx. 18 SWG) round ERW tubes, and 28.6 X 1.2 mm thick (approx. 18 SWG) round ERW tubes which are welded together. The welded structures and cross connectors shall be coated with min. 45-micron thickness of epoxy polyester coating.</p> <p>Back supports which are provided at the rear back shall be made of 50.8 X 25.4 X 1.2 mm thick (approx. 18 SWG) rectangular ERW tubes. The tubes shall be coated with min. 45-micron thickness of epoxy polyester coating.</p> <p>The storage shelves shall be made from 0.6 mm thick MS sheet fixed below the desk top panel and shall be coated with min. 45-micron thickness of epoxy polyester coating.</p> <p>Hooks shall be provided on the vertical side frames on both sides of the desk for hanging bags. They shall be made from</p>	

	<p>2 mm thick MS sheet and shall be coated with min. 45-micron thickness of epoxy polyester coating.</p> <p>The understructure shall be assembled with M6 trilobular screws with Zn painting.</p> <p>Compact Laminate seat and back panels shall be assembled using M6 countersunk trilobular screws with Zn painting.</p> <p>Spacers shall be provided on the top of round tubes for wooden panels fixing. They shall be made of PP Glass filled.</p> <p>Plastic Caps made of PP copolymer shall also be provided on the rear frames adding more aesthetic value to the product.</p> <p>M6 high tensile TVS make bolt with glass filled nylon level adjustors shall be provided at the bottom of understructure to take care of unevenness in floor with height adjustment of approx. 15 mm.</p> <p>NOTE: As per sample</p>	
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8. SERVICE TERMS & CONDITIONS:

1. The vendor/contractor will be responsible for any mishap or accident during the installation /maintenance of the equipment which may occur due to negligence on part of the vendor.
2. The vendor/ contractor shall pay and be responsible for payment of all taxes, duties, levies, fees, costs or charges in respect of the products/ Equipment and services rendered to NIT Andhra Pradesh, Tadepalligudem, as part of the contract. The vendor/contractor shall indemnify and keep indemnified NIT Andhra Pradesh, Tadepalligudem, against claims in respect of above taxes, levies, duties, fees, costs, charges etc. All of the aforesaid taxes, duties, levies, fees, cost and charges shall be to the vendor/ contractor's account and NIT Andhra Pradesh, Tadepalligudem, shall not be required to pay any additional or extra amount on account of variation of the above charges if any, till the completion of work as per the contract to the satisfaction of NIT Andhra Pradesh, Tadepalligudem, and no extra claim on this account will be entertained in any case.

9. SPECIAL TERMS & CONDITIONS:

1. Bidders are expected to substantiate their offers by providing all necessary datasheets and testimonials of existing installations. Bids with commercial for all the items will be selected for subsequent process.
2. Rates quoted by Bidder in the Price bid is Inclusive of Supply, Installation, one-year warranty.

Signature of the Bidder with stamp

10. SUPPLY AND PAYMENT SCHEDULE:

Phase of Supply	Duration	Quantity to be supplied (Two seated desks along with bench) (in nos.)	% of payment made against delivery of supply
I	15 days from the date of work order	150	90% on supplied quantity
II	30 days from the date of work order	150	90% on supplied quantity

Note:

- The retention amount shall be released only after submitting installation reports, manuals, manufacturer warranty cards, etc., to the Institute.
- TDS and other taxes/duties will be deductible as applicable as per Government of India rules.
- The Quantity may vary depending upon the Institute requirement.

DELIVERY PERIOD: The contractor should supply the furniture within 30 days from the date of issue of work order.

FOR DELAY IN SUPPLY: Penalty of 5% of the value of the order calculated at the contract rate per week or a part of a week will be levied. The maximum penalty for late supply shall not exceed 10 % of total value of order/orders.

ADVANCE PAYMENT: NIT Andhra Pradesh, Tadepalligudem, will not pay any advance payment (s) against supply material or against Proforma invoice to vendor.

WARRANTY PERIOD: Warranty period of 1 year (Bidder will have to quote all prices with 1-year warranty) will start from the date of installation and satisfactory commissioning and acceptance. Any defects or others faults which may appear with in defect liability/warranty period of 1 year from the satisfactory working conditions or date of satisfactory report of the institute level final inspection committee whichever is later, arising in the kitchen due to material or workmanship should be corrected and replaced/repared with the parts of original specifications and makes by contractor at his own cost.

Signature of the Bidder with stamp

ARBITRATION: All disputes in connection with the execution of contract shall be settled under the provisions of Arbitration and Conciliation Act 1996 and the rules framed there under and in force shall be applicable to such proceedings. The Competent Authority of NIT Andhra Pradesh, Tadepalligudem, or a person nominated by him/her shall be the sole Arbitrator.

JURISDICTION: The Courts of Tadepalligudem alone will have jurisdiction to try any matter/dispute or reference between the parties arising out of this agreement/contract.

COMMENCEMENT OF WORK:

The Successful Bidder should start the work with effect from the date of commencement of agreement by mutual consent. In case, it is found that the work has not been taken up from the date of commencement of agreement, the NIT Andhra Pradesh, Tadepalligudem, at its sole discretion may cancel the work order and the Performance guarantee shall be forfeited without any further reference to the Bidder. Further, the work order will be awarded to next least quoted Bidder with the same terms and conditions.

DISCLAIMER:

Even though adequate care has been taken in the preparation of this Tender Schedule the Bidder should satisfy himself that the Schedule is complete in all respects.

NIT Andhra Pradesh not their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender Schedule and it is not possible for the NIT Andhra Pradesh to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tenders Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender Schedule and obtain independence advice from appropriate sources.

The Registrar, NIT Andhra Pradesh reserves the right to change any or all of the provisions of this request for Proposal. Such changes would be intimated to all parties procuring this request for Proposal.

The Registrar, NIT Andhra Pradesh reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.

Signature of the Bidder with stamp

PART-I (TECHNICAL BID)

All the commercial conditions shall also be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Bidders shall mention point-wise confirmation with regard to technical specifications given in our Enquiry.

S No.	Particulars	Details
1	Bidder's name	
2	Registered Office and address	
3	Working Place of the office	
4	Year of Establishment	
5	Type of Firm (Ownership, Partnership, Pvt Ltd or Ltd Co.	
6	Details of ownership (Name and Address of the Board of Director, Partners etc)	
7	Name of the authorised signatory who is authorised to sign all the relevant documents (power of attorney, if any to be submitted)	
8	Contact Details	
	Name of the contact person	
	Designation	
	Telephone Number (Office)	
	Mobile Number	
	Email Id	
9	Address for communication	
10	Registration Numbers:	
	Firm Registration No.	
	GST No.	

11	PAN Number	
12	Total Annual Turnover for the years	2017-18: Rs 2018-19: Rs
13	Whether Agency has been blacklisted by any Govt or Semi-Govt. organization or any other organization? If yes, provide details	YES/NO
14	Do you accept all terms and conditions of tender document and signed the tender document?	YES/NO
15	Do you agree to provide services as per the Institute's requirement?	YES/NO
16	No. of years of service in the field of Supply & Installation of Furniture.	
17	Have you submitted the relevant work order(s), work completion and satisfactory certificate(s), IT returns, audited accounts statement / bank statement etc.?	YES/NO
18	DD Number, Amount and Date of the EMD submitted	
19	Bank Particulars	
	Account name	
	Type of A/C: (SB/CA/CC)	
	A/C No.	
	IFS code	
	Name of the Bank	
	Branch	

Enclose all certificates in support of above statements.

Date:

Authorized Signatory

Name:

Place:

Designation:

Company:

Contact No.

Company Seal

CHECKLIST

The Bidder may use the checklist below, to ensure that the tender submitted is complete in all respects.

Cover (a) “**Technical Bid**” should contain the following documents:

S. No	Particulars	Yes	No
1	Signed and submitted the original tender schedule downloaded from the NIT Andhra Pradesh website.		
2	Attested and Submitted all the relevant hard copies		
3	Crossed Demand Draft from National Bank towards Tender Processing Fee		
4	Crossed Demand Draft from National Bank towards EMD		
5	Experience certificates		
6	work orders		
7	Work satisfactory certificates		
8	Financial turnover certificates issued by C.A along with UDIN (as applicable) and monthly GST returns and summary		
9	List of present clients with address & phone numbers		
10	All documentary proofs in support of Tie breaking procedure		
11	Latest Audited IT Returns along with computation sheets and acknowledgement copy for previous two/three years as applicable		
12	Copy of Firm registration certificate		
13	Copy of PAN card		
14	Copy of GST registration		
15	Signed undertaking by the Bidder/Agency (Declaration)		

Note: All the pages of the original bid document may be serially numbered and signed by the Bidder.

Signature of the Bidder with stamp

PROFORMA FOR BANK GUARANTEE

To

WHEREAS _____ (Name of Bidder) (hereinafter called "the Bidder " has submitted its BID dated _____ (Date) for the supply of (Name of Contract and/ or description of the goods) _____ (hereinafter called "the BID") in favour of _____ (hereinafter called the " Client ");

KNOW ALL MEN by these presents that we, _____ Bank, having its Registered Office at _____ (address of bank) (hereinafter called "the Bank") are bound unto _____ (name of the Client) for the sum of Rs _____ (Rupees _____ only) for which payment will and truly to be made to the said Client, the Bank binds itself, its successors and assigns by these presents; Sealed with the common seal of the said Bank this _____ day of _____ 20_____.

THE CONDITIONS of this obligation are:

- 1) If the Bidder withdraws its BID during the period of BID validity specified in the BID Form; or Does not accept the correction of errors in accordance with the bidding documents;
- 2) If the Bidder having been notified of the acceptance of his BID by the Client during the period of BID validity;
 - a) Fails or refuses to execute the contract, if required; or
 - b) Fails or refuses to furnish the performance Guarantee or security Deposit, in accordance with of Terms and Conditions of this BID.

We undertake to pay to the Client up to the above amount upon receipt of his first written demand without the Client having to substantiate his demand, provided that in his demand the Client will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Notwithstanding anything contained herein, our liability under this Bank Guarantee shall not exceed Rs _____ (Rupees _____ only).

The Bank Guarantee is valid upto _____ and we are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before _____ (mention period of the Guarantee as found under clause (ii) above plus claim period)

Dated _____ day of _____ 20_____ .

DECLARATION

(To be provided on letter head of the Bidder)

I / We _____ do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Andhra Pradesh or by any State Board Universities, since inception of the firm / company.

All the terms and conditions given in the tender draft "**for Supply & Installation of Furniture (Two seated desks along with benches) at Classrooms of NIT Andhra Pradesh Campus**" issued by NIT Andhra Pradesh, Tadepalligudem are acceptable to us.

We also certify that the information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in case at a later date it is found out by the Institute (NIT Andhra Pradesh, Tadepalligudem) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Place:

Authorized Signatory

Name:

Designation:

Company:

Contact No.

Company Seal:

PART II – FINANCIAL BID

Ref. No.: NIT-ANDHRA/ESTATE/S, I - FURNITURE_2SEATED DESK CUM BENCH/2019

Dated:29.10.2019

1. Name of the Bidder:

TABLE:

S. No.	Description	Quantity required	Rate per each item	Total Amount quoted in Rs.
1	Two seated desks along with benches (as per given specifications)	300		
2	GST (as applicable)			
TOTAL AMOUNT (in words:)				Rs.

Note:

a. If there is a discrepancy between the rates quoted in words and in figures, the amount quoted in words shall prevail.

b. The Financial Bid shall be considered as a single job.

Signature

Name and Address of the Bidder with stamp

Place:

Date: