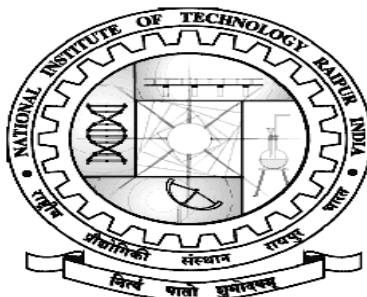


TENDER No.: -NITRR/CENTRAL STORE/STAT./2014/02/9419. Dt. 06/03/2014

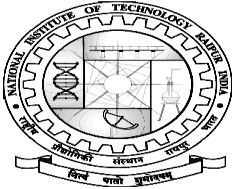


NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

G.E. ROAD,
RAIPUR (C.G.)492010

TENDER DOCUMENT
FOR
CONCLUDING ANNUAL RATE CONTRACT
FOR
SUPPLY OF STATIONERY ITEMS

Tender Document Cost: Rs.500/- (five hundred only)



jk"Vh; ik |kfxdh lLFkku jk; ij
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)
G.E. Road, Raipur – 492010 (CG)

Phone: (0771) 4270619
Email: registrar@nitrr.ac.in
Website: www.nitrr.ac.in

NOTICE FOR INVITING BIDS FOR 'SUPPLY OF STATIONERY ITEMS'

The National Institute of Technology Raipur invites bids for supply of 'Stationery Items' for its office at Raipur from reputed and financially sound firms, those are in the stationary business for the last Three years and capable of supply the items on credit basis.

Tender document can be obtained from the office of National Institute of Technology Raipur on a payment of Rs. 500.00 by cash or bank draft in favour of Director, National Institute of Technology Raipur between 10:00 AM to 6:00 PM on the working days.

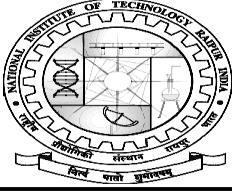
Last date of submission of tender document shall be **24/03/2014 at 03:00 PM**

Tender document can be downloaded from the website of Institute www.nitrr.ac.in

The interested parties can submit tender in a sealed cover super scribed "Tender for supply of Stationery items" addressed to Registrar, National Institute of Technology Raipur before 03:00 PM of 24/03/2014.

National Institute of Technology Raipur reserves the rights to accept or reject any tender or part thereof or all the tenders without assigning any reason thereof.

Sd/-
Registrar
NIT Raipur



jk"Vh; ik | kfxdh lLFkku jk; ij
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)
G.E. Road, Raipur – 492010 (CG)

Phone: (0771) 4270619
Email: registrar@nitrr.ac.in
Website: www.nitrr.ac.in

TENDER NO. :- NITRR /CENTRAL STORE/STAT. /2014/02/9419 Date: 06/03/2014

**SUBJECT: OPEN TENDER ENQUIRY FOR CONCLUDING ANNUAL RATE CONTRACTS FOR
PROCUREMENT OF STATIONARY AND GENERAL ITEMS.**

I invite you to submit sealed Tenders quoting your competitive rates against Annual Rate Contracts for procurement of stationary and general items at National Institute of Technology Raipur as per the detailed out in the Schedule of the open tender Enquiry.

1. Contracts concluded on the basis of tender enquiry shall be governed by the terms and conditions set out in the tender enquiry.
2. Tenders received through e-mail or fax shall not be accepted under any circumstances. Tenders submitted in the prescribed format given in the Tender Enquiry shall only be considered. Tenders submitted without accompanying the EMD shall be rejected summarily. Tender Document can be downloaded from the Institute website www.nitrr.ac.in and cost of tender document Rs. 500/- is to be paid by Demand Draft in favour of Director, National Institute of Technology Raipur, Payable at Raipur.
3. Tender contained in a sealed envelope should be dropped in the tender box (kept at the Central Store) **latest by 15:00 Hrs on 24/03/2014**, tender will be opened by the **Institute at 16:00 hrs** on the same date in the presence of such tenderers who wish to be present to witness the tender opening.
4. The Institute reserves the right to accept or reject any or all tender without assigning any reason thereof.

Yours faithfully,

Sd/-
Registrar
NIT Raipur

S.No.	Description of Material / Items	Unit	Min. Order Qty.	Unit Rate In Rs. (Including all taxes & FOR Basis) Figure in words
1.	Attendance Register Employees (200Page) As Per Sample	No	10	
2.	Cello Tape 1' White (50 Mtr. Length)	No	10	
3.	Cello Tape 2' White (50 Mtr. Length)	No	10	
4.	Cello Tape 1' Color (50 Mtr. Length)	No	10	
5.	Cello Tape 2' Color (50 Mtr. Length)	No	10	
6.	Brown Tape ,Size : 2" x 30-35 mtr.	No	10	
7.	Glossy Paper A-4 Size (Pkt=50 Sheet)	Pkt	1	
8.	Dak Pad (Four Folder) (As Per Sample)	No	5	
9.	File Pad (Standard Size)	No	50	
10.	Box File (Standard Size) As Per Sample	No	10	
11.	Sticky Flag /Page Maker (3 pc 25x75 Nos per pkt, Tri Color)As Per Sample	No	10	
12.	Fevi Stick (Small Size) Kores ,5gm	No	10	
13.	Glue Stick ,Kores, 8 gm	No	10	
14.	Paper Weight (Round Glass) As per sample	No	10	
15.	Pencil Cell (Panasonic or its Equivalent)	No	10	
16.	Cell ,Size :AAA	No	10	
17.	Cell ,Size :AA	No	10	
18.	Steel Scale 12' (Khyati or Equivalent)	No	5	
19.	Poker (Plastic Handle)	No	5	
20.	Single Hole Punching Machine (Small) Kangaro	No	5	
21.	Double Hole Punching Machine (Small) Kangaro	No	5	
22.	Pin Cushan(As Per Sample)	No	10	
23.	Eraser (Natraj)	Pkt	1	
24.	Re-Stick Notes,Size : 3"x4"(75x100mm)100 Sheet	Pkt	5	
25.	Sharpner (Natraj/Camlin/Apsara)	Pkt	1	
26.	Binder Clip,19mm (Steel)	No	12	
27.	Binder Clip,25mm (Steel)	No	12	
28.	Binder Clip,30mm (Steel)	No	12	

29.	Binder Clip,41mm (Steel)	No	12	
30.	Binder Clip,51mm (Steel)	No	12	
31.	Chalk White (Kores) (100Pc/Pkt)	Pkt	2	
32.	Duster Plastic (As Per Sample) 12 pc/Box	Box	1	
33.	Duster Wooden (As Per Sample) 10 pc/Box	Box	1	
34.	Envelop Plain (Cream Color) 9'x4'	No	100	
35.	Envelop Plain (Cream Color) 11x5'	No	100	
36.	Cream Color Laminated Envelope, Size- 14"x10"	No	50	
37.	Cream Color Laminated Envelope, Size- 12"x10"	No	50	
38.	Cream Color Laminated Envelope, Size- 16"x12"	No	50	
39.	Favicol Tube 100 gm	No	5	
40.	Lock Godrej (3 Lever)	No	2	
41.	Lock Godrej (5 Lever)	No	2	
42.	Lock Godrej (6 Lever)	No	2	
43.	Lock Godrej (7Lever)	No	2	
44.	Lock Godrej (10 Lever)	No	2	
45.	White Board Marker (Kores/Reynolds)	No	5	
46.	CD Marker (Camilin/Fine Trip)	No	5	
47.	Permanent marker Pen (Reynolds/Kores/Camlin)	No	5	
48.	Pen Cello Caliber (Blue/Black/Red/Green)	No	10	
49.	Refill for Cello Caliber Pen	No	10	
50.	Reynolds 045 (Red/Blue/Black)	No	10	
51.	Refill for Reynolds 045 Pen (Red/Blue/Black)	No	10	
52.	Cello Montax Pen (Red/Blue/Black)	No	10	
53.	Refill for Cello Montax Pen (Red/Blue/Black)	No	10	
54.	Pencil HB (Natraj/Camel/Apsara) As per Sample	Pkt	1	
55.	Drawing Sheet	No	20	
56.	Cloth Bond Register, 200 Page (As Per Sample)	No	2	
57.	Cloth Bond Register, 300 Page (As Per Sample)	No	2	
58.	Cloth Bond Register, 400 Page (As Per Sample)	No	2	
59.	Spiral Sheet (A-4 Size) Front/Back	No	10	
60.	Spiral Ring 10mm	Kg	250gm	

61.	Stapler ,Kangaro -10 No.	No	2	
62.	Stapler Pin No 10 (Kangaroo/Kores)	Pkt	5	
63.	Stapler ,Kangaro -HP-45 No.(Pat No. 170767)	No	2	
64.	Stapler Pin ,Kangaro -HP-45 No.	Pkt	5	
65.	Stapler Big Kangaro, HD 2317	No	1	
66.	Stapler Pin Kangaro, HD 2318	Pkt	5	
67.	Tape Dispenser (As Per Sample)	No	1	
68.	U Pin Plastic Coated (Wt. 50 Gm. Each Pkt)	Pkt	10	
69.	Whitener Pen (Kores)	No	5	
70.	Stapler Pin remover	No	1	
71.	Sutli	Kg	1	
72.	Basta (Cotton Cloth) Standard Size (As Per Sample)	No	10	
73.	White Board ,Size : 3' X 2' Make :	No	1	
74.	White Board ,Size : 5' X 3' Make :	No	1	
75.	White Board ,Size : 6' X 4' Make :	No	1	
76.	Notice Board Coverd (Aluminum Frame) As per Sample			
	Size : 3' X 2'	No	1	
	Size : 5' X 4'	No	1	
	Size : 6' X 4'	No	1	
77.	HIT (Black) Sprey	No	1	
78.	Allout Machine (Mosquito)	No	2	
79.	AlloutReffil Pack (Mosquito)	No	2	
80.	Spiral Machine (Oddymake, For A-4 Size Paper)	No	1	
81.	Dustbin (Standard Size) As Per Sample	No	2	
82.	Calculator (Casio/Orpet) (100 Step Check Facility)	No	1	
83.	Pen Stand 4 socket product no.1439 Kabica or equivalent	No	1	
84.	Pen Stand 2 socket product no.202 Kabica or equivalent	No	2	
85.	Sutli Plastic	Kg	250 gm	
86.	Favicol Tube 100 gm	No	2	
87.	Plastic File Cover (Word one Make, Size A-4) As per Sample	No	5	

88.	Rolled Paper (500 Page/Ream) as per sample	Ream	10	
89.	Stamp Pad Ink (Camlin),60 ml	Bottle	1	
90.	Highlighter (Kores/Camlin)	No	5	
91.	Plastic Scale Scale 12'(Natraj/Camel/Camlin)	No	5	
92.	Cash book (300) Cloth Bounded (As Per Sample)	No	1	
93.	Register 100 pages (Standard Size) As Per Sample	No	5	
94.	Register 200 pages (Standard Size)As Per Sample	No	5	
95.	Register 300 Pages (Standard Size)As Per Sample	No	2	
96.	Stamp Pad Big ,160 x 97 mm(Camlin/Camal/Golden / Silverking)	No	1	
97.	Stamp Pad Small Size ,(Camlin/Camal/Golden / Silverking)	No	1	
98.	Whitener (Camlin/Kores)	No	2	
99.	Note Pad (Peacock 8 No.)	No	5	
100.	Note Pad (Peacock 6 No.)	No	5	
101.	Favicol Tube 200 gm	No	2	
102.	Gum 150 ml (Mohini)	Bottle	2	
103.	Photo Copy Paper,A-4 size (JK 75 Gsm)500 Paper/Ream	Ream	5	
104.	Photo Copy Paper,A-3 size (JK 75 Gsm)500 Paper/Ream	Ream	1	
105.	Photo Copy Paper,(Fs) / Legal size (JK 75 Gsm) 500 Paper/Ream	Ream	2	
106.	Executive Bond Paper (85 Gsm) A-4 Size 500 Paper/Ream	Ream	2	
107.	Executive Bond Paper (100 Gsm) A-4 Size 100 Paper/Ream Color	Ream	2	
108.	Green Legal Paper (FS- Size) 500 Paper/Ream	Ream	1	
109.	Scissors (Gorilla/Kebica) Size : 7" to 9"	No	2	
110.	Brown Paper (Size -2.5' x 3.5' / Full Size)	No	10	
111.	Audit Pencil	No	5	
112.	File Tag (White color) Bundle of 100 Pcs.	Bundle	5	
113.	Table Cloth (As per Sample)	Mtr.	3	
114.	Door Curtain (Standard size) ValvateCloth,As per Sample	Mtr.	3	
115.	Color Tap for Paper (Size- 3") Blue,Black,Red	No	2	
116.	Solo File(As per Sample)	No	10	

117.	Rubber Band (Size-1"/2"/3")	Kg	250gm	
118.	U-Pin Big Size (As per Sample) 35mm,100Gm/pkt	Pkt	5	
119.	U-Pin Plastic Coated ,Small Size: 100 pc/pkt. multicolor (As per Sample)	Pkt	5	
120.	Plastic Tray for Table (As per Sample)	No	5	
121.	Room Freshener ,150gm (Bottle)	Bottle	1	
122.	Table Glass (as per sample) 8 mm Thickness	Per Sq. Feet	3'x2'	
123.	Table Glass (as per sample)12mm Thickness	Per Feet	5'x3'	
124.	Table Glass (as per sample)18mm Thickness	Per Feet	5'x3'	
Printer cartridge & Ink				
125.	Reso master roll CR-5-2500	No	1	
126.	Reso master roll Z type HD	No	1	
127.	Reso Ink Z type HD	No	1	
128.	Reso Ink CR-5-2498	No	1	
Printing Material (As per Sample)				
129.	Graph Paper(Pad) Simple M.C.M. (One Pad = 100 Nos)	Pad	10	
130.	Stock Register ,192 pages	No	2	
131.	Stock Register ,300 pages	No	2	
132.	Stock Register ,400 pages	No	2	
133.	Stock Register ,500 pages	No	2	
134.	Envelope Manuscript 12x28 cm	No	50	
135.	Admission File (Tag File without Clamp) as per sample	No	500	
136.	Envelope Printed (80 Gsm) size- 9"x4"	No	500	
137.	Envelope Printed (80 Gsm) size- 11"x5"	No	500	
138.	Envelope Printed (80 Gsm) size- 14"x10"	No	500	
139.	Envelope Printed (80 Gsm) size- 12"x10"	No	500	
140.	Envelope Printed (80 Gsm) size- 16"x12"	No	500	
141.	Cream color Laminated Envelope size-16"x12"	No	10	
142.	Envelope Printed (80 Gsm) size- 10"x4.5" window (In White) with Print	No	100	

143.	Envelope Printed (80 Gsm) size- 11"x5" window (In White) with Print	No	100	
144.	Cobra File (Spring file) front Page Printing	No	50	
145.	Writing Pad, 40 Page Rolled(Front Page Printing) Size : 14 x 22 cm	No	20	
146.	File Cover (Standard Size) Printed (As Per Sample)	No	50	
147.	Attendance Register (Student) (20 Page) as per sample	No	10	

NOTES :

1. The rates of items 1-147 shall be submitted on the above given format.
2. Prices/Rates against all items should be quoted including Taxes F.O.R. Basis.
3. Selected Firm/Agency should deliver the items at Institute at free of cost.
4. The Institute will not be bound to accept the lowest quotation and Rate contract can be placed on any other supplier whose samples/items are found superior or as per the requirements of Institute. The decision of the Institute shall be final in this regard.

SIGNATURES OF TENDERING FIRM WITH SEAL

NAME OF THE AUTHORIZED SIGNATORY:
(IN BLOCK LETTERS)

CAPACITY/POSITION IN COMPANY:
By WHICH TENDER IS SIGNED

COMPLETE POSTAL ADDRESS OF COMPANY:

PIN CODE:

TELEPHONE No. :

MOBILE :

Email / FAX NO.:

IMPORTANT INFORMATION

- 1. PURCHASER:** National Institute of Technology Raipur
 - 2. CONSIGNEE:** Registrar
 - 3. PERIOD OF CONTRACT:** One year from the date of conclusion of Rate Contract. Contract period may be extended for further one year depending upon requirements with mutual agreement.
 - 4. FIRM & FIXED RATES:** Prices should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected without any consideration.
 - 5. NON TRANSFERABILITY:** This tender is non-transferable.
 - 6. TERMS & CONDITIONS:** Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be rejected at the discretion of this Authority.
 - 7. PRESCRIBED FORMS:** Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/ Email/ Letterhead/Quotations will not be accepted and ignored straightaway.
 - 8. EARNEST MONEY:** An amount of Rupees Rs. 10,000/- only has to be submitted by way of Demand Draft in favour of Director, National Institute of Technology Raipur, payable at Raipur, along with the original copy of the tender submitted by the firm. Payment by any other mode shall not be acceptable. Photocopy of the Demand Draft, should be attached along with the Duplicate copy of the tender document. Offers received without EMD shall be rejected straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotations but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of authority. EMD is refundable without any interest to the firm or supplier on expiry/termination of empanelment and the EMD of the unsuccessful bidder will be returned within one month from the date of selection of final bidder.
 - 9. TENDER FEE:** Tendering firms are required to furnish a non –refundable tender fee of Rs. 500/- (Rupees five hundred only), along with the Tender.
 - 10. LATE/DELAYED TENDERS:** Tenders received after closing date and time prescribed in this enquiry shall NOT be accepted under any circumstances.
 - 11. NIT Raipur's RIGHTS:** Institute reserves the right to reject any tender/all tenders in full or part thereof without assigning any reason.
 - 12. LEGAL CONTRACT:-** The supplier shall execute a legal contract agreement with undertaking on stamp paper worth Rs. 100.00 (charges to be borne by the supplier), immediately after the receipt of the award letter but not later than by 15 days of the date of issuance of award letter.
- Note: - Contract agreement is to be signed at NIT Raipur, Raipur. Contract agreement by post shall not be entertained.**

GENERAL INSTRUCTIONS

1. The Annual Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in words as well as in figures.
3. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
4. Tenders should be submitted in duplicate. Duplicate copy of the tender set should contain the same sets of documents as enclosed with the original tender.
5. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly
6. Tenderers are requested to enclose a copy of their valid certificate of Registration Cer., PAN No., TAN No, Service Tax No. etc. with their tender.
7. Tenders received without Tender Fee, EMD amount by way of DD /Banker's Cheque in the name of Director, National Institute of Technology Raipur will not be considered at all.
8. The tender documents can be obtained from Central Store on payment of Tender Fee of Rs. 500/- (Rupees five hundred only) non- refundable on any working day between 10.00 am to 6.00 pm.
9. Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in Institute will stand automatically extended up to 1500 hours of the next working day.
10. Late/delayed tenders received in Institute due to any reason whatsoever will not be accepted under any circumstances.
11. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderers or outsiders shall not be allowed to attend the tender opening process.

12. NIT reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
13. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Registrar, NIT Raipur and his decision shall be binding to both the parties.
14. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Raipur only.
15. Authorized Signatory/ Signing of Tender:
Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:
 - a.) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
 - b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

The sealed tender envelope should be super scribed as under:

“TENDER No.:-NITRR/CENTRAL STORE/STAT./2014/02/9419 Dt. 06/03/2014

“TENDER FOR SUPPLY OF STATIONERY AND GENERAL ITEMS TO NIT RAIPUR”

16. The sealed tender should be dropped in the Tender Box kept in Central Store, NIT Raipur, G.E. Road, Raipur (C.G.)-492010.

NOTES:

- i. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partner admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- ii. In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
- iii. A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, NIT Raipur may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

17. The tenderers should sign at each page of the tender and all its Annexure. NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.
18. The tendering firms will have to give a declaration to the effect that they have not been Black listed or their business dealings with the Government bodies have not been banned.
19. Indenting Authority: NIT Raipur.
20. Consignee: Registrar, NIT Raipur, G.E. Road, Raipur, (C.G.) 492010.
21. Terms of Delivery: Central Store, 1st floor NIT Raipur, G.E. Road, Raipur, (C.G.) 492010.
22. Delivery Period: Within 15 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order.
23. Payment Terms: 100% payment shall be released within 15 days on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.
24. Dispatch Instructions: Stores are required to be delivered at the Central Store, 1st floor NIT Raipur, G.E. Road, Raipur, (C.G.) 492010. on free delivery without any extra charges to the consignee's premises.
25. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.

26. GUARANTEE/ WARRANTY:

The supplier shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The supplier shall guarantee that the said goods/stores articles would continue to conform to the description and quality aforesaid for a period of twelve months, if during the aforesaid period of 12 months the said stores/goods/ articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the supplier and the purchaser shall be entitled to call upon the supplier to rectify the goods/stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the supplier and in such an event, the abovementioned warranty period shall apply to the goods/stores/ articles rectified from the date of rectification thereof. In case of failure of the supplier to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the supplier for such defective stores.

27. TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises).

28. The decision of the Institute shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects.
29. Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.
30. **Liquidated Damages:** In case the firm does not complete the supply within delivery period, action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to 1 % per week of the price of any stores which the contractor has failed to deliver/install within the period fixed for delivery of such stores. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total price of stores required.
31. **Inspection:** The inspection of the materials shall be carried out by authorized representative of Institute at its store.
32. The Institute reserves the right to reject any or all the quotations without assigning any reason.

The term and conditions for S.No. 1 to 32 are accepted.

Signatures of the bidder

1	2	3	4	5	6	7	8
Contract no.	Description of Stores	Quantity	Value	Original Delivery Period	Quantity supplied within original DP	Last supply position	Present position with reasons for delay

Page No. 15

DECLARATION

From:-

M/s.....
.....
.....

To

The Director
National Institute of Technology Raipur
G.E. Road, Raipur (C.G.) 492010

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Registrar NIT Raipur immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderers)

Name:

Designation with Seal of the Firm

Dated.

ANNEXURE - 3

TENDER FEE

TENDER No.: -NITRR/CENTRAL STORE/STAT./2014/02/..... Dt.....

TENDER SET NO.:

ISSUED TO

M/s.....

.....

.....

Against request letter No. _____ Dated _____ 2012 and
payment of an amount of Rs. 500/- (Rupees five hundred only).

TENDER DOCUMENT ISSUED ON _____

FORM OF CONTRACT

(To be executed by the Bidders who have been awarded the contract)

This Contract entered into this day of at between the Registrar NIT Raipur, Chhattisgarh, (herein referred as the Registrar. Which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the First part and.....
..... the goods /service provider hereinafter referred to as 'The Vendor/Supplier' (Which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the second part.

Whereas the National Institute of Technology, Raipur decided to purchase materials/services from various suppliers/dealers/manufacturers.

Whereas the Registrar and the Vendor/Supplier, in pursuance thereof have signed at the contract on following terms and conditions.

1. This Contract shall remain in force during the Contract period of one year commencing from the date of the signing of this contract. But in the event of any breach of terms and conditions of the contract at any time on the part of the Vendor/Supplier, the Contract shall be terminable by the Registrar without any compensation to the Vendor/Supplier and also at the risk and cost of the Vendor/Supplier.
2. The Vendor/Supplier agrees to carry out by way of various suppliers/dealers/manufacturers as per the Institute's guidelines within the stipulated period prescribed by the Registrar at the agreed rates for the different materials as per the detailed to this contract which will form the part of this Contract . This rate is firm and is not subject to change on any ground, during the contract period.
3. The rate for the contract as detailed in this contract includes excise duty , Sales Tax/Vat Tax, Service Tax, Surcharges, Freight, Octroi, and Such other levies that may be applicable from time to time .
4. The goods or materials to be supplied under this contract are to be of the quality and of the sort specified in the tender document.
5. The goods or materials are to be supplied at the National Institute of Technology Raipur without any extra cost in such quantities or numbers contained in the purchase / work order.

6. If the goods / work is not found as per specifications, the Registrar shall have the full Authority to terminate the contract, forfeit the earnest money deposit by the Vendor/Supplier and take any such other action that will be deemed fit in the circumstances at the risk and cost of the Vendor/Supplier.
7. The Vendor/Supplier shall supply only standard quality materials/services.
8. The materials or goods shall be guaranteed against any manufacturing defects and bad workmanship.
9. Damages will be levied at the rate of 1 % per week or part thereof on the total contract value if Vendor/Supplier is found unable to supply the materials/service is not provided or completed according to the time schedule in the purchase orders. The Office of the Registrar may cancel the contract/order for the entire work or a part of that. Besides, such performance may entail action towards blacklisting of the Vendor/Supplier.
10. If there are any manufacturing or other technical defect in the goods, the same will have to be rectified or replaced free of cost by the Vendor/Supplier.
11. The guarantee will cover all the materials and goods supplied by the Vendor/Supplier under this contract /order irrespective of the fact whether these have been manufactured by the Vendor/Supplier or not.
12. No advance payment will be made.
13. The Contract or any part share of interest in it shall not be transferred or assigned by the Vendor/Supplier directly or indirectly to any other person or persons whomsoever without the prior written consent of the Registrar.
14. The relevant Government Orders, relevant provisions of Registrar guidelines on purchase rule or tender notice and tender document dated along with the enclosures, the detailed final offer of the Vendor/Supplier and the letter of acceptance of the tender respectively will be part of this contract. Wherever the offer conditions furnished by the Vendor/Supplier are at variance with conditions of this contract or conditions stipulated in the tender document, the latter should prevail over the offer conditions furnished by the Vendor/Supplier.
15. Unless otherwise provided in the Contract any notice, request, consent or other communication given or required to be given hereunder shall be given by mailing the same by speed post / tele fax. Such notice sent by post shall be deemed to have been served on the date when in the ordinary course of post, it would have been delivered at the address to which it was sent shall be deemed to be sufficiently served.
16. Any notice to the Vendor/Supplier if given or left in writing at their usual or last known place of abode or business shall be deemed to be duly given.

17. In case of any dispute, claims and differences arising out of or in connection with this, the matter will be referred to an Arbitrator mutually agreeable to both parties who will be the Arbitrator and his decision will be final and binding on both the parties as per the provisions of the Arbitration and Conciliation Act, 1996. The place of Arbitration shall be at NIT, Raipur Chhattisgarh.
18. In case of breach of any of the conditions of the contract by the Vendor/Supplier during the contract period the Registrar reserves the right to recover costs/liabilities arising due to such breach apart from the termination of the Contract by the Registrar
19. The Vendor/Supplier shall insure at their own cost against any risk like fire, theft, accidental damages etc. during transit.
20. The Vendor/Supplier herein shall indemnify the Registrar and keep always indemnified the Registrar for any loss, damage, expense, costs etc, which the Registrar may have to incur by reason of any omission/commission, in this regard by the Vendor/Supplier.
21. This contract is subject to the jurisdiction of courts at Raipur only.

For and on behalf of

For and on behalf of

Registrar,

Vendor/Supplier,

Signature :

Signature :

Name :

Name :

Designation :

Designation :

Witnesses:

1.

1.

2.

2.

Date -----

Place -----