



HOSTEL SECTION

PERCENTAGE RATE TENDER

Hostel No. / 301 /2017-18



TENDER

TECHNICAL BID

- Name of work** : Supply and Installation of Washing Machines (Semi Automatic) for Hostels of SVNIT, Surat
- Name of Bidder** :
- Tender Fee** : Rs.1000=00
- Issue of tender** : 23/12/2017 to 15/01/2018
- Receipt of tender** : 15/01/2018 up to 5:00 p.m.

The Co-Chairman, Council of Wardens, S.V.National Institute of Technology,
Ichchhanath, Surat – 395 007.Phone No: 2201602



HOSTEL SECTION

S.V. NATIONAL INSTITUTE OF TECHNOLOGY SURAT-395007.

Name of work : Supply and Installation of Washing Machines (Semi Automatic) for Hostels of SVNIT, Surat

The tender document has 19 pages. The contents of the tender document are as follows:

Sr.No.	SCHEDULE	DETAILS	PAGE No.
1.	Schedule – A	Tender Notice Important Dates, and Notes	3-4
2.	Schedule – B	Technical Bid	5-7
3.	Schedule – C	Detailed Tender Notice/ Instruction To Bidders	8-10
4.	Schedule – D	Memorandum of Works	11-13
5.	Schedule – E	General Technical Specifications	14-18
6.	Schedule – F	Price Bid	19

Schedule – A

Sealed Tenders for work of “Supply and Installation of Washing Machines (Semi Automatic) for Hostels of SVNIT, Surat” are invited by the Co-Chairman Council of Warden, SVNIT, Surat from the registered manufacturers / dealers. The details are as follows:

Name of Work	Quantity	Estimate Cost per machine (in Rs.)	Total Estimated Cost	EMD (Rs.)	Tender Fee (Rs.)
Semi Automatic, Top Loading Washing Machine Capacity: 7.00 Kg. to 8 Kg. Make: IFB/Samsung/Whirlpool/LG	28	13,000/-	3,64,000/-	8000/-	1000/-

IMPORTANT DATES

1. Starting Date of downloading the Tender : 23/12/2017
2. Last Date of Receipt of Tender : 15/01/2018 (5.00PM)
3. Date of Opening of Technical Bid : 18/01/2018 (03:00 PM)

NOTES:

1. Bidders should download the tender document from the Institute’s web site under section: **Tenders and Enquiries**
2. Bidders may send their offer under **Registered Post/Speed Post/Courier** mentioning over the envelop “Supply and Installation of Washing Machines (Semi Automatic) for Hostels of SVNIT, Surat” so as to reach the following address on or before **15/01/2018** up to **5:00 PM** only. However, Hostel Section, SVNIT, Surat accepts no responsibility for offers received after the due time and date

**The Co-Chairman, Hostel Section
S. V. National Institute of Technology
Ichchhanath, Dumas Road, Surat
Pin code: 395 007, State: Gujarat**

3. Bidder should sign and stamp all the pages of duly filled tender document in testimony of having read all the terms & conditions laid down in the tender document.
4. The parties may seek detailed clarifications on Technical and price bids (if any) on the conditions of bidding document through e-mail (srp@ched.svnit.ac.in) addressing to the Chairman, Purchase Committee, Hostel Section, SVNIT, Surat.
5. A Banker’s cheque/demand draft of **Rs. 1000/- (Rupees One Thousand Only)** towards non-refundable **Tender Fee** and a Banker’s cheque/demand draft of **Rs.8,000.00/-**

(Rupees Eight Thousand Only) towards refundable **Earnest Money Deposit (EMD)** from a Nationalized bank/Schedule Bank in favour of “**Co-Chairman, Council of Wardens**, payable at **Surat** placed in a separate envelopes marked “**Tender Fee**” and “**EMD**” should accompany tender bid documents. Both the Banker’s cheque /demand drafts should be valid for 90 days. The tender will not be considered for evaluation without **Tender Fee and EMD**. The EMD of the successful bidder will be returned to them within 60 Days without any interest after deployment of services. The earnest money of unsuccessful bidders will be returned to them without any interest after awarding the offer.

6. Price bid (**Schedule F**) opening date and time for the bidders qualifying the Technical bid (**Schedule B**) will be informed separately by e-mail/mail/telephone/Institute website.
7. All rights are reserved by the Co-Chairman, Council of Warden to reject any tenders or all without specifying the reasons.

**Co-Chairman
Council of Wardens**

Schedule – B
Technical Bid

Bidder must submit the following documents (Technical Bid Cover) duly attested by Gazetted Officer / Notary valid on the date fixed for the receipt of tender.

Sr. No	Brief details of documents required	Whether enclosed or not
1.	Copy of firm's registration certificate.	Yes/ No
2.	Earnest Money in the form of Banker's cheque, Demand Draft from any Nationalized Bank in favor of the Co-Chairman Council of Warden, SVNIT valid for a stipulated period.	Yes/ No
3.	Power of attorney on behalf of firm issued in the name of person/s authorized to sign agreements/bills etc. and collect cheques from SVNIT for the work done. (if applicable)	Yes/ No
4.	List of customers and dealers in India.	Yes/ No
5.	Copy of Work order and Work completion Certificate in last five year.	Yes/ No
6.	Product Catalogue with technical details.	Yes/ No
7.	Details of three Similar Work orders Supply and Installation of Washing Machines (Semi Automatic) completed 40% of work put to tender over last five years, or details of two similar work of 50% of work put to tender or Details of one similar work completed costing not less than 80% of cost put to tender in Government / Semi Government / Large Corporate entity with work installation certificate. Annexure I	Yes/ No
8.	Declaration Form- Annexure II	Yes/ No

Note:

- a) The information and documents must be attached in chronological order i.e. Sr. No.1 to 08 in **Technical Bid Cover**
- b) Non disclosure of any documents stated above i.e. Sr. No. 01 to 08 shall be liable for rejection without assigning any reason thereof.
- c) Bidder must sign each and every page of the entire document before submitting the tender document.

Signature of Bidder

Annexure – I

Information regarding completed Works.

Details of Similar three Works Supply and Installation of Washing Machines (Semi Automatic) completed 40% of work put to tender (i.e. Rs. 1,45600.00 each) over last five years or details of two similar work of 50% of work put to tender (i.e. Rs.1,82,000.00 each) or Details of one similar work completed costing not less than 80% of cost put to tender (i.e. Rs.2,91200 lac) in Government/ Semi Government/ Large Corporate entity with work installation certificate.

Sr. No.	Name of work	Name and address of Organization i.e. client	Place and country	Type of Firm	Tender cost Rs. in lacs	Final bill cost Rs. in lacs	Date of starting	Date of completion	Stipulated time of completion months	Actual time of completion	Principle features in Brief	Penalty/ Bonus if any
1	2	3	4	5	6	7	8	9	10	11	12	13
Total Rs.												

Note: 1. Original/ Attested copies of work completion certificate from client must have to be attached.

2. Non-disclosure of any information in the above prescribed **ANNEXURE – I** will result in disqualification of the bidder/tender.

Signature of Bidder

DECLARATION FORM

1. I/We hereby declare that I/We have visited the site and fully acquainted myself / ourselves with the local situation regarding Supply and Installation of Washing Machines and other factors pertaining to the work before submitting this tender.

2. I/We hereby declare that I/We have carefully studied the conditions of contract; specifications and other tender documents of this work and agree to execute the same accordingly.

Name of Agency :
Address :
Telephone No. :
Mobile No. :
Fax No :
E-mail :

Signature of the authorized signatory of the agency

Official seal/ stamp

Date:

Place

Schedule – C
DETAILED TENDER NOTICE/ INSTRUCTION TO BIDDERS

TENDER PROCEDURE

1. **Manner of Submission of Tender:** **Technical Bid** and **Price Bid** should be placed in separate sealed covers by mentioning the Price Bid and Technical Bid on respective covers.
 - The **Price Bid Cover** includes **Scheduled F** only.
 - The **Technical Bid Cover** includes **Schedule – B (Technical Bid)**, **Signed copy of Schedule – C (Detailed Tender Notice/ Instruction to Bidders)**, **Signed Copy of Schedule – E (General Technical Specifications)** and Demand Draft of **Tender Fee & EMD** placed in separate cover.
 - The **Separate sealed covers of Technical Bid Cover** and **Price Bid Cover** shall be put together in a **Single Sealed Cover** at the time of submission
2. **Submission of Tender:** The tender shall put in one common cover and sealed. This sealed cover shall be marked on the left hand top corner, Tender for the work of **Supply and Installation of Washing Machines (Semi Automatic) for Hostels of SVNIT, Surat.**
 - The date and time for receipt of Envelope containing tender shall strictly apply in all cases. The bidders should ensure that the office of the Director receives their tender before the expiry of the date and time. No delay on account of any cause will be entertained for the late receipt of the tender. Tender offered or received after the date and time is over, will either not be accepted or if inadvertently accepted, will not be opened and shall be returned to the bidders unopened.
 - All the tenders must be attached with the documents as requirement as stated in Check list of documents.
3. **Opening of Technical Bid:** The bid should be opened on 18/01/2018 at 3:00 p.m. in the presence of bidders, who have submitted the tenders. No separate communication will be given to the bidders for opening the price bid.
4. **Earnest Money Deposit:** A Banker's cheque/demand draft of Rs. 1000/- (Rupees One Thousand Only) towards non-refundable Tender Fee and a Banker's cheque/demand draft of Rs.8,000.00/- (Rupees Eight Thousand Only) towards refundable Earnest Money Deposit (EMD) from a Nationalized bank/Schedule Bank in favour of "**Co-Chairman, Council of Wardens**", payable at Surat placed in a **separate envelopes marked** "Tender Fee" and "EMD" should accompany tender bid documents. Both the Banker's cheque/demand drafts should be valid for 90 days. The tender will not be considered for evaluation without Tender Fee and EMD. The EMD of the successful bidder will be returned to them within 60 Days without any interest after deployment of services. The earnest money of unsuccessful bidders will be returned to them without any interest after awarding the offer.
5. **Security Deposit:** The Security Deposit for the due performance of the contract shall be detailed in the enclosed statement. Total 50% of the Security Deposit will have to be deposited within ten days of the acceptance of the tender and the remaining 50% will be recovered from running bills at the rate as specified in the tender form.

6. **Time Limit:**
The work is to be completed within the time limit as specified in the tender.
7. **Tender Rate:** The bidders should quote the rates both in words and figures. The amount should also be worked out by him and requisite total given. No alteration in the form of tender and the schedule of tender and no additions in the scope of stipulation will be permitted. Rates quoted for the tender shall be taken as applicable to all leads, lifts and taxes. The tenders who don't fulfill all or any of the above conditions or are incomplete in any respect are liable for summery rejection.
8. **Tender Units:** The bidders should particularly note the units mentioned in Schedule "B" on which the rates are based. No change in the units shall be allowed. In case of difference between the rates written in figures and in words, the lower of the two will be considered as correct.
9. **Correction:** No corrections shall be made in the tender documents. Any corrections that are to be made by crossing the incorrect portion and writing the correct portions above shall bear the initials of bidders.
10. **Tender's Acceptance:** Acceptance of tender will rest with the Co-Chairman, Council of Wardens Surat who reserves the right to reject any or all tenders without assigning any reasons. The bidders whose tender is accepted will have to enter into a agreement within 10 days of being notified to do so. In case of failure on the part of bidders to sign the agreement within the stipulated time, the earnest money paid by him shall stand forfeited by SVNIT and the offer of the bidders shall be considered as withdrawn by him.
11. **Conditional Tender:** The tenders which do not fulfill the conditions of the notification and the general rules and directions for the guidance to bidders in the agreement form or are incomplete in any respect are likely to be rejected without assigning any reason thereof.
12. **Power of Attorney:** If the tenders are firm or company, they should in their forwarding letter mention the names of all the partners together with the name of the person who holds the Power of Attorney authorizing him to conduct all transactions on behalf of the body, along with the tender. The bidders may in the forwarding letter mention any points he may wish to make clear but right is reserved to reject the same or the whole of the tenders if the same become conditional tender thereby. The bidders or the firm tendering for the work shall inform SVNIT if they appoint their authorized Agent on the work.
13. **All pages of tender documents, conditions, specifications correction slips etc. shall be signed by the bidders. The tender should bear full signature of bidders, or his authorized Power of Attorney holder in case of firm.**
14. The income tax including surcharge @ 2.0% or percentage in force from time to time or at the rate as intimated by the competent Income Tax authority shall be deducted from bill amount whether measured bill, advance payment or secured advance.
15. The successful tenderer will be required to produce to the satisfaction of the specified concerned license authority a valid concurrent license issued in his favor under the provisions of the Contract Labor (Regulation and Abolition) Act 1970 for starting the work. On failure to do so the acceptance of the tender shall be liable to be withdrawn and also liable for forfeiture of the earnest money.
16. **Validity Period:** The offer shall remain open for acceptance for minimum period of **90 days** from the date fixed for opening the same and thereafter until it is withdrawn

by the agency by notice in writing duly addressed to the **Co-Chairman, Council of Wardens** and sent by Registered Post Acknowledgement due.

17. The tendered rates shall be inclusive of all taxes, as applicable rates, and cesses and shall also be inclusive of the tax leviable in respect of work contract under the Provision of Gujarat Sales Tax on transfer of property in goods involved in the execution of works contract Act 1985 (Gujarat Act No. XIX of 1985).

Signature of Bidder

Schedule – D

MEMORANDUM OF WORKS

I / We _____ of M/s. _____, (herein by referred to as Contractor) hereby undertake to execute for the Sardar Vallabhbhai National Institute of Technology, Surat – 395 007 (herein after referred to as the Institute) the work of **Supply and Installation of Washing Machines (Semi Automatic) for Hostels of SVNIT, Surat.**

of the Institute specified in the underwritten memorandum within the time specified in such memorandum at the quoted rates specified in schedule (Memorandum showing items of works to be carried out) in accordance in all respects, with the specifications, designs and terms and conditions as specified in this tender.

MEMORANDUM		
1.	Name of The Work	: Supply and Installation of Washing Machines (Semi Automatic) for Hostels of SVNIT, Surat
2.	Estimated Cost (Including terms, as applicable)	: Rs.3,64,,000/- (Rupees Three Lac Sixty Four Thousand only).
3.	Accepted Tender Rate	: Willing to execute the said work at the rate of _____ % above/below the estimated rate of each item as given in Schedule – F . The estimated quantity given in the schedule – F may be less or more compared to the actual executed quantities to any extent for which no ceiling limit is fixed.
4.	Security Deposit	: 10% i.e Rs.36,400/- of the total of the estimated cost, of which 5% i.e.Rs 18,200.00 is to be deposited before the commencement of the work and remaining 5% will be deducted from the R.A. bills.
5.	Time Limit	: 01 Month from the date of issue of the work order. The penalty @ Rs.600/- per lacs per day shall come in force, if the work is not completed in the specified time limit.
6.	Deletion and or reducing or increasing the quantity of any items	: The Co–Chairman, Council of Warden is empowered to delete and or to reduce or to increase the estimated quantity of any items as given in the schedule – ‘F’ to any extent irrespective of the ceiling either for saving or excess quantity compared to the quantities of such items of Schedule – ‘F’ during execution.
7.	Income Tax	: Income Tax with surcharge at rate of 2.0% of the work executed will be deducted from the R.A. Bills/final bill or at the rate as per the prevailing rule of In-come Tax in force.

8.	Labour Cess	:	1% of the actual bill will be deducted from the R. A. bill/final bill.
9.	The amount of Security Deposit shall be refunded after 12 months from the date of final bill.		
10.	No payment shall be made for the “price-escalation” what so ever for any materials, transportation or labour charge etc. used for the execution of the work under reference		
11.	The bill shall be released after satisfactory work performance certificate issued by the Chief warden of respective Hostel and endorse by the Chairman, Hostel Purchase Committee.		

I / We hereby agree to abide by and fulfill all the terms and provisions of the conditions of the contract annexed in the tender and mentioned as above so far as applicable and in default thereof to forfeit and to pay to the Hostel Office, the sum of the money mentioned in the said condition from the Security Deposit. In case of any terms, conditions & specifications laid down in the above all document are contradictory, the decision of the Co-Chairman, Council of Warden in this regards shall be final and binding on me/us for which no reasons will be assigned or asked for from the Co-Chairman, Council of Warden.

In case of dispute, the decision of the Director, SVNIT, and Surat –07 shall be final and will be binding on me / us.

Name of Agency :
Address :
Telephone No. :
Mobile No. :
Fax No :
E-mail :

Signature of the authorized signatory of the agency

Official seal/ stamp

Date:

Place

Witness by 1 _____
()

2 _____
()

Place: Surat

Date:

The above agreement is hereby accepted by me on behalf of Sardar Vallabhbhai National Institute of Technology, Surat – 395 007.

Place: Surat

Date:

Signature of Bidder

**Co-Chairman
Council of Wardens**

Schedule – E

GENERAL TECHNICAL SPECIFICATIONS

Name of work: Supply and Installation of Washing Machines (Semi Automatic) for Hostels of SVNIT, Surat.

Capacity: More than 7.00 Kg. to 8k.g

Make: Videocon /Samsung/ whirlpool/L.G/Electrolux.

TECHNICAL DATA

1.	(a)	Name of the tendered	:			
	(b)	Are you a Manufacture/ Authorized dealer/ sub dealer/ any other (please specify)	:			
	(c)	Income tax No.	:		Date :	
		C.S.T. No.	:		Date :	
		VAT Reg. No. / Sale Tax No.	:		Date :	
		Professional tax No.	:		Date :	
		Details of other License held	:		Date :	
	(d)	What is the form of Business you submit this tender at?	:	Yes / No	Registration Details/ Validity Date : (Submit attested copy of certificate)	
		Sole proprietor? (Registration No. under shops and establishment Act.)	:			

		Partnership Firm?	:			
		Public Limited Company under the companies Act?	:			
		Private Limited Company under the Companies Act?	:			
		State Government owned undertaking corporation/enterprise.	:			3
		Central Government owned undertaking corporation/enterprise?	:			
		Co-operative society?	:			
		Association of persons?	:			
		Any other, Please specifies.	:			
2		Complete Address of the tendered				
	a)	Head Office	:			
	b)	Main office in Gujarat	:			
	c)	Office nearest to Surat	:			
	d)	Phone Nos.	:			

		Fax Nos.	:			
		E-Mail	:			
		Name of contract person	:			
3.	Give details about your mode of ensuing supply to SVNIT, Surat.		:			
4.	If you are a dealer, kindly state the name of your principals for each item. (Submit a copy authenticated by the Principal)		:			
5.	If you are a manufacturer, kindly provide the manufacturing facilities that you have, giving details of the quality control set-up that you may have		:			
6.	Terms of payment (No advance payment will be made)		:			
	a)	Credit days offered (Minimum 15 days credit insisted)	:			
7.	Is any sales promotion scheme (s) launched by you? (Please tick mark as applicable)		:	[] Yes	[] No	
	If yes, mention detail thereof		:			

8.	Do you agree to all the terms and conditions of the tender?	:	[<input type="checkbox"/>] Yes	[<input type="checkbox"/>] No
	If no, then please specify where and how you differ.	:		
9	Give attested copy of	:		
	i.	Copy of PAN card		
	ii.	Power of attorney (if applicable)		
	iii.	List of customers and dealers in India		
	iv.	Organizational and business profile of the firm with details of manufacturing plant including machineries, standards followed and quality monitoring and control methods.		
	v.	Supply orders for last five years and corresponding completion certificates of clients.		

	vi.	Product catalogue	
10.	E.M.D. Details	Banker's cheque/ DemandDraft No. and date	Amount

Date :

Place :

Signature & Stamp

Of Authorized person

Terderer's stamp :

Name :

Designation :

Signature of Bidder

SCHEDULE – F

Price Bid

Name of work: “Supply and Installation of Washing Machines (Semi Automatic) for Hostels of SVNIT, Surat”

Name of Work	Quantity	Estimate Cost per machine (in Rs.)	Total Estimated Cost
Semi Automatic, Top Loading Washing Machine Capacity: 7.00 Kg. to 8 Kg. Make: IFB/Samsung/Whirlpool/LG	28	13,000/-	3,64000/-

I / We am/ are willing to carry out the work at _____ % above/below percent (should be written in figures and words) of the estimated rates mentioned above. Amount of my/ our tender works out as under.

Estimated amount: **3,64,000.00**

Put to tender Rs. _____

Deduct _____% below Rs. _____

Net Rs. _____

Inwords

Estimated amount: **3,64,000.00**

Rs.
Put to tender _____

Rs.
Add _____% above _____

Rs.
Total _____

Inwords

Signature

Note:

1. All the columns is Scheduled be filled in ink and the total of the entries in the last column should be struck by the bidder under his signature
2. Rates quoted include clearance of site (prior commencement of work and at its close) in all respects and hold good for work under all conditions, site, moisture, weather etc.

.To be continued on additional sheets, if found necessary