

Tender Document for Purchase of Laptops (6 Nos) for NIIFT,Mohali

This tender document contains following papers :

1. Technical Bid (Annexure-A) :Terms and Conditions A'
2. Financial Bid (Annexure –'B') Submission Form of Financial Bid

Note :- Documents at S.No. 1 above to be submitted in one sealed envelop marked as ' Technical Bid' . Document at S.No.2 above to be submitted in another sealed envelope marked as ' Financial Bid' .

Signatures of Tenderer

**NORTHERN INDIA INSTITUTE OF FASHION TECHNOLOGY, MOHALI
TENDER FORM**

INSTRUCTIONS TO TENDERERS

1. Cost of Tender is Rs. 1000/-
2. The Technical Bids/ Financial Bids shall be submitted separately, Technical Bid should be covered in a separate sealed cover super scribing the word “ **TECHNICAL BID**” (**Annexure – A**) and Financial Bid “ **FINANCIAL BID**”(Annexure – B). Both the Bids must be enclosed in a properly sealed envelope super scribed “**Tender for Purchase of Computer Laptops as called for in the Newspaper advertisement** addressed to the Director General NIIFT, Mohali, by designation and not by name (For NIIFT, Industrial Area,Phase 1 Mohali. The Tender must reach the Director General, NIIFT, Industrial Area,Phase 1 Mohali before 14.30 hours on the date mentioned in the advertisement notice.
3. The tender shall be submitted with earnest money of Rs. 10,000/- by way of account payee bank draft of any schedule bank in favor of Director, NIIFT, Mohali payable at Mohali. An affidavit clearly stating that he has gone through all the terms and conditions of the tender and they are acceptable to him. The affidavit should be duly attested by Notary/ Oath Commissioner.
4. Tender shall be submitted in official tender form only if submitted in any other form the same shall be summarily rejected.
5. The tenderers must sign Tender Document and no paper shall be detached from the tender document.
6. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender. The tender should be filled in and submitted strictly in accordance with the instructions laid down herein, otherwise the tender is liable to be ignored.
7. The tender is liable to be ignored if complete information is not given therein, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.

- 8 The tender must be addressed to the The Director General, NIIFT , Industrial Area,Phase 1 Mohali and be deposited in the Tender Box on or before 2:00 pm on _____. The Technical bid will be opened on the same day at 2.30 pm in NIIFT, in the presence of tenderer who may wish to be present, either by themselves or through their authorized representatives.
- 9 Financial bids of only technically qualified bides shall be opened..

SCHEDULE "A"

S.No.	Specifications	Qty
1	Laptop : Intel Core i3 Processor (6th Gen.), 4 GB DDR4 RAM, 1 TD HDD, 15.6" Display, Windows 10 Operating System, Warranty One Year Onsite	5
2	Laptop: Intel Core i3 6th Gen, 4 Gb Ram, 1 Tb Hard disk , Windows 10 , 360 Degree Rotate, Touch Screen, 13.3". Warranty One Year Onsite	1

All rates for delivery are F.O.R., Destination, Dated the _____ day of _____,2017.

Signature _____

Name _____

Address _____

Please read conditions Schedule “ B” and then fill in all the above columns

SCHEDULE ‘B’

Conditions of Contract

1. Offers received without earnest money or with earnest money less than the amount specified above , the cost of tender document shall be summarily rejected.
2. The Supplier will supply nothing but genuine articles. The Supplier will be responsible for the damage or loss in transit. He will replace goods broken or lost with in 10 days from the date of notice thereof.
3. The items required as per Schedule-A and the evaluation of bid will be on the basis of total bid value. The rates quoted should be inclusive of all taxes and duties including GST. The rates quoted should be on the basis of free delivery to the consignee at the premises i.e. NIIFT, ,Industrial Area, Phase 1, Mohall.
4. Unless otherwise specified in a requisition, bills for the whole of the goods referred to in each indent, in triplicate, will be prepared and submitted by the supplier to NIIFT. The full amount will be paid on receipt of stores in good condition after their verification as regards specifications, etc.
5. The Technical Bid/Financial Bid Documents must be signed by proprietor or Director or Partner/Managing Director of firm. The offer should also accompany with valid authorization letter/resolution. Any offer, if found signed by another person or employee other than above shall not be considered.
6. Financial Bid will be only be opened in case of those parties who meet all the Technical specifications/requirements and terms and conditions of the DNIT for Technical Offer
7. If the date of opening of tenders happens to be holiday, the same shall be received and opened at the same time on the next working day.
8. The bid document issued to the bidder is non transferable.
9. The tenderer should be registered for GST/CST/SST and Income Tax and should enclosed copies of relevant certificates.
10. Posted Telefax/Telegraphic offers and offers sent through e-mail shall not be considered.
11. Bid received after the due date and time and any change in quotation after the specified date shall be straightway rejected. NIIFT will not be responsible for the loss of bid document or for the delay in postal transit.
12. The conditional Tender will not be accepted.

13. Rate quoted in the tenders shall be both in figures and words. There should not be any cutting in the Tender Document as regards quoted rates etc.
14. The offer/tender should be typed or written in Ink. Offer/Tender written in Pencil may be ignored.
15. The Tenderers should certify unequivocally that the stores offered conform strictly to the advertised specification to this office.
16. Tenderes will have to pay the testing charges of samples to be sent to any laboratory in India at the discretion to this office.
17. Income Tax/Service Tax/Statutory Levies shall be deducted from all bills as per rule.
18. No payment will be made in advance for any supplies under this contract . The supplier shall not assign or sublet the contract without written approval of the officer sanctioning the contract.
19. For all items mentioned above, the bidders must ensure the required quality material, dimensions & other parameters and quote accordingly. In case items are not the same as quoted and are non functional they shall not be accepted. No payment/claims for such items shall be entertained.
20. Delivery time shall be 15 days after the issue of work order.
21. Northern India Institute of Fashion Technology, (NIIFT) reserves the right to accept or reject/cancel any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weight age shall be given to several factors besides the commercial bid.
22. The time and date of delivery or dispatch stipulated in a supply order shall be deemed to be the essence of the contract and should the supplier fail to deliver or dispatch any consignment with in the period prescribed for such delivery or dispatch stipulated in the supply order, the delayed consignment will be subject to 2% penalty per consignment per month or a part of the month recoverable on the value of recovery will be made from his bills or security deposited with the NIIFT, Mohali provided also that "No recovery of penalty will be made if the delayed supplies are accepted by extending the delivery period by the Director General.
23. Dispute, if any, arising out of the supply of items shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Director General NIIFT Mohali as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.

Signature

(Annexure-B)

Financial Bid

SCHEDULE "A" OF RATES

(in Rupees)

S.No.	Item	Nos	Rate	Amount
1.	Laptop : Intel Core i3 Processor (6 th Gen.), 4 GB DDR4 RAM, 1 Tb HDD, 15.6" Display, Windows 10 Operating System, Warranty One Year Onsite	5		
2.	Laptop: Intel Core i3 6th Gen, 4 Gb Ram, 1 Tb Hard disk , Windows 10 , 360 Degree Rotate, Touch Screen, 13.3". Warranty One Year Onsite	1		
	Sub Total			
	GST			
	Grand Total			

Signature_____

Name _____

Address _____