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NATIONAL INSTITUTE OF TECHNOLOGY, ARUNACHAL PRADESH
(Established by Ministry of Education , Govt. of India)
Jote, ARUNACHAL PRADESH -791113, INDIA

Dr. Prases Kumar Mohanty
Deputy Registrar(I/c)

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SUBJECT: Notice inviting quotation for NIT/AP/10th Convocation /Food Committee/2022-23 dated 01.12.2023

Dear Sir/Madam,

The Director, NIT Arunachal Pradesh, invites quotation for supply of **Food for Convocation** for Institute as per details at ANNEXURE-I. The quotation is to be submitted in Single bid as per format at Annexure II and addressed to Deputy Registrar (Purchase), National Institute of Technology Arunachal Pradesh, The quotation must be submitted on or before 21February 2020, 03:00 PM. For any technical clarification please send mail to deputyregistrar@nitap.ac.in

TERMS & CONDITIONS:

1. **Rates:** Rates quoted for indigenous items should be on **FOR NIT Arunachal Pradesh, on DOOR DELIVERY basis**, with break-ups as per details indicated in the bid format at **Annexure II**. Vague terms like "packing, forwarding, transportation etc. extra" without mentioning the specific amount will not be accepted. In case of a mismatch, the rates written in words will prevail.
02. **Important date, time and place:**
 - (a) **Last date & time of submission:** 15th December 2023, 11:00 AM
 - (b) **Date & time of opening:** 15th December 2023, 03:00 PM
 - (c) **Place of opening quotations:** Purchase section, NIT Arunachal Pradesh
 - (d) **Late and delayed tender:** Late and delayed tender will not be accepted.
 - (e) **Unscheduled Holiday:** In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
03. **Validity of Quotation:** Quoted rates must be valid for **30days** from the last date of submission of quotation.
04. **Warranty:** The quoted item, in case of equipment and components, must be warranted for a minimum of one year. If Applicable
05. **Literature a must:** In case of equipment printed technical leaflet/literature must be submitted. The model and specifications quoted should **invariably be highlighted** in the leaflet/literature for easy reference.
06. **Vendor detail:** Vendor and their nearest service centre details must be provided as per format at **Annexure III**
07. **Dealership Certificate:** Dealers or Agents quoting on behalf of Manufacturer must enclosed valid dealership certificate.
08. **Quality Certificates:** Valid certificate to prove that the products are genuine and of International standard, as applicable must be enclosed.
09. **Delivery:**
 - a) **Time Limit:** Maximum within 30 (Thirty) days from the date of issue of purchase order.
 - b) **Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of NIT user/representative and vendor's representative. The intact condition of the package and the seal/indicators for not being tampered with shall form the basis for certifying the receipt in good condition.
 - c) **Insurance:** The supplier is to establish 'All Risk Transit Insurance' coverage till door delivery at NIT Arunachal Pradesh.
 - d) **Part Delivery:** Part delivery is not allowed.
 - e) **Penalty against delay delivery:** The date of delivery should be strictly adhered to otherwise the Director, NIT-AP **reserves** the right **not** to accept delivery in part or full.
10. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to NIT/Institutes and other Government Organization.
11. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on NIT-AP.
12. **Road Permit:**
 - (a) Road permits: Road Permits (Waybills) shall be issued as applicable for delivery of materials against receipt of Order Acknowledgement and Proforma Invoice.
13. **GST:**
 - (a) Up-to-date Sales Tax clearance certificate, GST Registration Certificate indicating also the GSTIN number of the firm must be clearly mentioned in the quotation, Certificates must be enclosed.
 - (b) GST Deduction at source as per Order/notification of the Govt. of India will be applicable.
 - (c) GST No of NIT Arunachal Pradesh is **12AABAN3369B1Z3**
 - (d) HSN/SAC No of the items must be clearly mentioned in the quotation along with GST No.
 - (e) **As per Notification No. 45/2007-Central Tax (Rate) dated 14.11.2017 and 47/2017-Integrated Tax (Rate) dated 14.11.2017, issued by Ministry of Finance, NIT Arunachal Pradesh will avail 5% GST rate, on the items, as mentioned in the notification.**

14. Payment:

- (a) 100% Payment within 45 days from the date of successful delivery, installation and commissioning/ acceptance of goods at NIT Arunachal Pradesh, generally through A/c payee cheque. **OR**
- (b) 90% Payment against delivery and 10% payment after successful installation and/ or commissioning of the ordered goods at site. **(Please note as per Institute's norm advance payment is not allowed for indigenous purchase).**

15. Enquiry during the course of evaluation not allowed: No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (NIT Arunachal Pradesh) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same..

16. Performance Bank Guarantee

If PO value is above Rs.5 Lakhs, the successful bidder, to whom the PO is placed, shall furnish an unconditional Performance Bank Guarantee from a scheduled Bank of India, for 10% of the Purchase Order value, within 21 days of placement of order. Other normal Institute guidelines on PBG shall apply in this case.

17. Acceptance of quotations: The acceptance of the quotation will rest solely with the Director, NIT-AP, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.

18. Force Majeure:

If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- I) any law, statute or ordinance, order action or regulations of the Government of India,
- II) Any kind of natural disaster, and
- III) Strikes acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

19. Termination for default: Default is said to have occurred

- (a) If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- (b) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by NIT.
- (c) If the supplier fails to perform any other obligation(s) under the contract.
- (d) Under the above circumstances NIT may terminate the contract / purchase order in whole or in part. In addition to above, NIT may at its discretion also take the following actions: NIT may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate NIT for any extra expenditure involved towards goods and services obtained. Besides, the Director, NIT-AP, and reserves the right to impose any other form of penalty as deemed fit including blacklisting of the vendor.

20. Applicable Law:

- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Arunachal Pradesh or India only.
- (b) Any dispute arising out of this purchase shall be referred to the Director NIT Arunachal Pradesh, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

Sd/-
Deputy Registrar (Purchase)
NIT Arunachal Pradesh
Jote-791113

ANNEXURE –I
TECHNICAL SPECIFICATIONS

NIT/AP/10th Convocation /Food Committee/2022-23 dated 01.12.2023

Name of Equipment: Food for Convocation

Sl. No.	Particulars	Quantity
Refreshment (During rehearsal time)		
1	Refreshment: Veg sandwich Kala gulab jamun Kaju barfi Real Fruit Juice (100 ml) Red Tea / Milk Tea Water (in 20 ltr Barrel) Bisleri	200
BREAKFAST MENU		
1	Chola Bhature	300
2	Veg sandwich	
3	Suji Halwa	
4	Banana	
5	Tea (Milk / Red)	
6	Real Juice	
7	Water (in 20 ltr Barrel) Bisleri	
VIP REFRESHMENT		
1	Veg Sandwich	75
2	Kaju Barfi	
3	Dry Fruit (Kaju + Pista + Almond)	
4	Cookies (Farmlite)	
5	Real Juice	
6	Kala gulab jamun	
7	Water Bottle in 200 ml	
LUNCH (VEG + Non -VEG)		
1	Tomato Soup	600
2	Green Salad	
3	Plain Rice	
4	Fried Rice	
5	Tawa Roti	
6	Naan	
7	Missi Roti	
8	Dal Makhani	
9	Mix Veg	
10	Kadhai Paneer	
11	Dahi Bora	
12	Hara Pudina Dhania Chutney	
13	Kala Gulab Jamun	
14	Jalebi + Rabri	
15	Papad	
16	Water (in 20 ltr Barrel) Bisleri	

ANNEXURE –II
FORMAT FOR QUOTATION/BID

Name of Item : **Food For Convocation**

Quantity :

Ref. :

S.N.	Description of item quoted	Qty	Price
	Total Basic Price		
	Packing and forwarding charge (as applicable)		
	Transportation & Insurance Charge (upto Kolkata for foreign vendor), if any		
	Domestic freight and insurance(Kolkata to NIT-AP for foreign vendor), if any		
	GST, if any		
	Installation & Commissioning Charge, if any		
	Any other charge/s		
	Grand Total F.O.RNIT-AP		
	AMC Rate: Rate of AMC after the warranty period		

Sign. :.....

Vendor: M/s.....

Official seal of the vendor

ANNEXURE –III

NIQ ref: **NIT/AP/10th Convocation /Food Committee/2022-23** dated 01.12.2023

BIDDERS DETAIL

Sl. No.	Name of the company/Firm	To be filled by vendor (Documentary Proof must be attached as applicable)
01	Registered office Name & Address Contact person Name Designation Telephone number E-mail	
02	Name & Address of service centre in or nearest to Guwahaticity Contact person/s Name Designation Telephone number E-mail	
03	Is the company/firm a registered company/firm? If yes, mention year and place of the establishment of the company and submit documentary proof.	
04	Is the company/firm registered for GST? If yes, submit valid certificate.	

Sign. :.....
Vendor: M/s.....
Official seal of the vendor

ANNEXURE -IV

COMPLIANCE CERTIFICATE
(A certificate of compliance to NIQ term to be enclosed)

Certify that we have carefully examined the NIQ terms and fully understood its implications and do hereby agree to comply with all the terms, and hereby submit this compliance certificate.

Sl. No.	General Terms and Conditions	Yes / No
01	Details of the technical features of the offered equipment vis-à-vis NIQ specification	
02	Rates quoted as per instruction	
03	Standard Technical literature on each of the items offered	
04	Warranty period agreed	
05	AMC rates provided as instructed	
06	Validity period of quoted rate agreed	
07	EMD submitted (as applicable)	
08	Tender Fee Submitted.	
09	PBG term agreed	
10	Delivery terms agreed	
11	Certificate of Up-to-date Sales Tax clearance, GST Registration Certificate provided	
12	Payment term agreed	
13	Penalty clause for delay agreed	
14	Literature- Printed Literature with highlight and tag on the quoted item provided	
15	Manufacturer/Authorization certificate submitted	
16	Quality certificate as claimed submitted	
17	After Sales Service term agreed and detail address & contact provided	

Sign. :

Vendor : M/s.....

Official seal of the vendor