

NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal - 462044

TENDER DOCUMENT

FOR

Repairing of Chairs & other Furniture in the Campus of NLIU, Bhopal

Cost of Tender Document: Rs. 236/- (Non-Refundable)

Last Date & Time of Submission: 22/01/2020, upto 2:00 pm

Date of opening of technical bid: Refer website [www:nliu.ac.in](http://www.nliu.ac.in)



NOTICE INVITING TENDER

Sealed tenders are invited in **two bids (Technical & Financial Bids)** from the contractors/ Fabricators for the work of Repairing of Chairs & other furniture in the campus of NLIU, Bhopal:

Cost of Tender Documents Rs. 236/- (NON REFUNDABLE) should be deposited in the form of DD only in favour of Director, NLIU payable at Bhopal. Tender Documents without 'Cost of Tender Document' will be summarily rejected. The Earnest Money (EMD) should be deposited in the form of DD only in favour of Director, NLIU payable at Bhopal. Tender Documents without requisite EMD will be summarily rejected. The DD for Cost of Tender Documents, DD for EMD, GST No, PAN No and Valid Firm Registration should be kept in a Technical Bid envelope and Financial Bid should be kept in other envelope and the main envelope containing Technical and Financial Bid.

Eligibility Criteria

Contractors/ Fabricators who fulfil the following requirements shall be considered as eligible bidder:

1. Valid Firm Registration
2. GST No.
3. PAN No.
4. **DD of EMD of Rs. 3000/-**
5. **Cost of Tender Document of Rs. 236/-**

The tender document (consisting of schedule of quantities of various types of items to be executed, the set of terms and conditions of the contract and other documents, if any) can be downloaded from University **website www.nliu.ac.in** from **08/01/2020 to 22/01/2020**, if any will be published only on **University Website**. The University shall not be responsible for any delay / difficulties / inaccessibility of downloading facility for any reason whatsoever. In case of any discrepancy between the documents downloaded from internet. No claim on this account will be entertained.

Tender should be submitted as per the prescribed format within the specified date and time at Office of Registrar, Kerwa Dam Road, Bhopal – 462044, failing which the offer shall be summarily rejected. Bid Validity period is 90 Days from submission of bid. Bid will be opened at Conference Hall of Samadhan Bhawan, Kerwa Dam Road, Bhopal – 462044. The University reserves the right to reject any tender without assigning any reason thereof.




Registrar 10.1.20
On behalf of NLIU, Bhopal

INSTRUCTIONS TO THE BIDDER

1. Attention of the tenderer is directed to the conditions of tender and general conditions of contract of NLIU. The Contractor must read the terms & conditions before submission of the tender.
2. The Tenderer shall visit and inspect the site and obtain all information on his own responsibility and at own cost, which may be necessary for the purpose of quoting and submitting the tender. No excuse or ignorance as to site conditions and local information shall be accepted after awarding of the contract. All costs, charges & expenses that may be incurred in connection with the preparation of his tender shall be borne by him and the University accepts no liability whatsoever therefore. Failure by the tenderer to have done all the things, which in accordance with his condition he is deemed to have done shall not relieve the successful tenderer of the responsibility for satisfactory completion of the work as required. If there is any clarification required, the tenderer shall submit the queries in writing 03 (Three) days before the last date & time of submission of the tender, to the Registrar, NLIU, Kerwa Dam Road, Bhopal. Access to the site will be granted, if necessary, to the party by prior permission of the University.
3. The time for completion of work is **30 days** & will be reckoned from the date of issue of Work Order.
4. EMD of requisite amount as mentioned in NIT in favour of Director, NLIU in the form of **Demand Draft** only from any **Public Sector Bank** payable at Bhopal should be enclosed within a **Technical Bid Sealed Envelope**. Any tender received without requisite Earnest Money in the form as mentioned above shall be summarily rejected and treated as cancelled. The Earnest Money received shall be refunded to the unsuccessful bidders without any interest, after the finalization of the party. The Earnest Money Deposit (EMD) of successful tenderer shall be refunded after 03 months from the date of completion of work.
5. Earnest Money Deposit (EMD) will be forfeited in the following cases -
If the tenderer withdraws / modifies his tender during the period of Bid Validity.
 - a. If the tenderer does not accept the correction of arithmetical errors of his tender.
 - b. If the tenderer after award of work, does not start the work within the stipulated time period as per Letter of Acceptance / Work Order.
6. **Eligibility Criteria**
Contractors/Fabricators who fulfill the following requirements shall be considered as Eligible Bidder:
 - a) Valid Firm Registration.
 - b) GST No. Copy enclosed
 - c) PAN No. Copy enclosed
 - d) Cost of tender Rs. 236/-
 - e) DD of EMD of Rs. 3000/-



(a) **Submission of Bid**

The bids shall be submitted in three **separate sealed envelopes**:

1. **Envelope-1 : Technical Bid** will comprise of -
 - **Cost of Tender Documents** Rs. 236/- (NON REFUNDABLE) in the form of DD in favour of **Director, NLIU**, payable at Bhopal. Tender without 'Cost of Tender Document' will be treated as cancelled.
 - **EMD of requisite amount in the form of DD of Rs. 3000/-** in favour of Director, NLIU payable at Bhopal. Bid without EMD would be summarily rejected.

The tenderer shall submitted original tender documents duly stamped & signed in all pages, self certified copies of Firm Registration No, GST No, PAN No, Cost of tender documents and EMD in a Technical Bid envelope.
2. **Envelope-2 : Financial Bid** will comprise of -
 - **Financial Bid**
3. **Envelope – 3**: will comprise of -
 - **Technical Bid & Financial Bid Envelope.**

The envelopes should be duly marked on top with **Name of work** as the case may be and the **name of the bidder**. Tender Documents must be delivered at the place and time as indicated in NIT / further corrigenda. Bids that are not in the above format will be rejected.

1. Each and every page of the tender documents and correspondences accompanying the tender shall have to be duly signed and stamped by the Bidder / Authorised Signatory before submission.
2. The bidder shall have to submit self-certified copies of valid PAN, Valid Firm Registration, GST registration details.
3. All Rates, Prices, Amounts and Sums quoted by the bidder shall be in Indian currency only. The language used throughout shall be English.
4. All Rates, Amounts & Sums shall have to be quoted in indelible ink and written both in figures and words. If the rate quoted in words does not tally with the rate quoted in figures then the rate which corresponds to the lesser amount shall be considered.
5. Any overwriting / correction / applying correction fluid shall be avoided and in case any correction is made the same must be initialized and stamped.
6. Tender must be submitted with the rates for all the items of work involved and any incomplete tender documents will not be considered. The items for which the rates are not quoted will be considered as '**Zero**' & the agency shall complete that item of work without any claim.
7. No alteration shall be made by the party in the quotation and no conditional tender will be entertained. Tender with split rate will not be considered.
8. The bid shall remain valid for a period of **90 days** from the date of opening of the bid. If before expiry of the validity period or issue of work order, whichever is earlier, the bidder amends / modifies / withdraws his bid, making unacceptable to the University, then the Earnest Money Deposit shall be liable to forfeiture at the option of the University.
9. The Rates quoted by the party should be inclusive of GST & duties, freight, cost for loading & unloading etc. and must hold good till the completion of work and shall not be subjected to escalation due to increase in local market rates of materials and labour. No claim on this account what so ever shall be entertained at any stage including the extended period, if any.
10. The Intending bidders will have to produce documentary evidence in original in support of their credentials before the competent authority whenever demanded for verification. If any information furnished by the bidder is found as false / fabricated then his bid will be rejected and treated as cancelled, even if the same is detected at any stage after signing of the contract and would lead to termination of the contract besides forfeiture of Ernest Money Deposit (EMD) and liabilities towards prosecution under appropriate law. In such cases the bidder / tenderer will be debarred from participation in future tendering process.



11. Should there be any doubt or obscurity as to the meaning of any of the tender documents or if any further information is required, the tenderer must address his enquiry in writing in duplicate to Registrar, National Law Institute University, Kerwa Dam Road, Bhopal – 462044.
12. The sealed Bids shall be received by the Registrar, Office at NLIU, Bhopal not later than the time and date stipulated in the Notice Inviting Tender or Corrigenda otherwise. Tenders that are received after the date and time specified will not be considered.
13. The Technical Bids will be opened on the specified date and time of opening at the Conference Hall of Samadhan Bhawan, NLIU, Kerwa Dam Road, Bhopal in the presence of bidders / tenderers or their Authorised representatives.
14. The University reserves the right to accept or reject any or all the offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.
15. Payment shall be made after the completion of work and EMD of successful bidder shall be merged in the Security Deposit and the same shall be refunded after 03 months from the date of completion of work. EMD of unsuccessful bidder shall be refunded after the finalization of the party.
16. No advance payment will be made; any offer linked with advance payment is likely to be ignored. Payment shall be made after the completion of works.
17. After winning the order, if you fail to complete the work your EMD will be forfeited and you will be blacklisted from participating in any future bid/tender.
18. The decision of acceptance of tender will lie with the competent authority of NLIU, who does not bind himself to accept the lowest tender and who reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason.
19. Electricity charges shall be deducted by the University from the bill of the contractor @ 0.5% of value of work if electricity is taken by the contractor from the NLIU.
20. A penalty of 1% of the total order value will be imposed per week for late completion of work or maximum @10% of value of work.
21. Financial bids of those bidders shall be opened who qualified in the Technical Bids. Date and time of opening of Financial shall be declared, refer **website: nliu.ac.in**.



ADDITIONAL CONDITIONS OF CONTRACT

- 1 The quantities indicated are approximate and may vary at the time of execution. The University will exercise absolute discretion for operating all or some items of the schedule.
- 2 Contractor has to remove all the debris from the site of execution and dispose them at suitable places shown by the Engineer or his authorised representative at site.
- 3 All temporary arrangements, staging, working platforms etc. is to be provided by the tenderer at his own expense to the satisfaction of the University. The University will not however, be liable to pay any compensation due to accident, injury to the contractor's work men or any account what-so-ever.
- 4 Irrespective of rates quoted by the bidder, the contractor shall be solely responsible for payment of *Minimum Wages* as stipulated by the Government from time to time.

