



No. NITM.1/(68-Estt)/Water/2015(Pt.)/617

Dated: 18.09.2019

“TENDER FOR SUPPLY OF 20 LITRES PACKAGED DRINKING WATER AT NIT MANIPUR”

Sealed tenders under two cover systems viz., (1). Technical Bid and (2). Financial Bid are invited from the Manufacturers, Distributors, Dealers, Agencies, Contractors etc. for supply of 20 litres packaged drinking water of any brand certified by ISI / ISO / FSSAI on Rate Contract basis at NIT Manipur.

Interested Manufacturers, Distributors, Dealers, Agencies, Contractors may submit their offers on the appropriate forms of NIT Manipur i.e. Annexure-I (Technical Bid) & Annexure – II (Financial Bid) along with a non-refundable processing fee of **Rs. 500/- (Rupees Five Hundred Only)** and refundable Earnest Money Deposit of **Rs. 5000/- (Rupees Five Thousand Only)**, payable directly to Bank of Baroda A/C No.- 60330100000143, IFSC code – BARB0NITMAN, MICR Code - 795012007 of Director NIT Manipur IRG.

Note: Transaction slip for deposited processing fee and EMD must be enclosed in Technical Bid. Tenders submitted without proof of payment of fees will be rejected.

Tender should be submitted in two covers, Cover-I (Technical Bid) and Cover-II (Financial Bid). Envelopes of Technical bid and Financial bid should be individually sealed and then placed in a common outer cover which shall also be sealed and super scribed with **“TENDER FOR SUPPLY OF 20 LITRES PACKAGED DRINKING WATER AT NIT MANIPUR”** and addressed to The Registrar, National Institute of Technology Manipur, Langol Campus, Imphal – 795004, Manipur so as to reach the undersigned on or before **10.10.2019 latest by 04:00 P.M.** or must be submitted in Institute’s Establishment Section at NIT Manipur, Langol Campus on or before **10.10.2019 latest by 04:00 P.M.** Incomplete tender in any respect shall be summarily rejected. The Director, NIT Manipur reserves the right to reject any or all the tenders without assigning any reason thereof.

Note: Prospective bidders are advised to check the Institute’s website every now and then for any amendment / corrigendum.

**Registrar
NIT Manipur**

Sl.	Details	Date	Time
1	Notification of Tender	18.09.2019	
2	Last date for submission /deposit of Tender	10.10.2019	4:00 P.M.
3	Opening of Technical Bid	11.10.2019	11:30 A.M.
4	Opening of Financial Bid	11.10.2019	2:00 P.M.



TENDER DOCUMENT FOR WATER SUPPLY

TERMS AND CONDITIONS:

1. Water should be supplied as and when required.
 2. Major water supply shall be for the Administrative/Academic and Hostel blocks. Supply shall be made only on demand by the authorized officials / staff of the Institute.
 3. Quotations should be for free delivery of packaged drinking water at NIT Manipur, Langol campus.
 4. NIT Manipur shall be at liberty to terminate the contract:
 - a. If not satisfied with the fitness of bottles or dispensers and purity of water supplied by the supplier on more than one occasion.
 - b. NIT Manipur will also have full rights to terminate the contract and award any portion of the supplies to any other agency at any stage in case of any breach of conditions of the contract.
 5. The Firm/Supplier should be in position to supply packaged drinking water on very short notice as and when required.
 6. Tenderers may please quote their unconditional rates and it shall be ensured that there is no cutting/over-writing in the tender form. The price quoted at the time of submission of tender should remain valid for 1 year from the date of tender opening and the rates finalized on the basis of these prices shall remain in force during the currency of the contract which will normally be for a period of two year. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during currency of the contract.
 7. The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible/ qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender. Tenders without requisite fee and documents will not be considered.
 8. If the supplier fails to supply the packaged drinking water jars/water bottles in the stipulated time or if the quality of the packaged drinking water is not as per the approved/ required norms, NIT Manipur shall be free to make necessary procurement of packaged drinking water jars from the market at the suppliers' risk and cost which shall be recoverable from his pending bills or Performance/Security Deposit besides resulting in cancellation of the contract. Further in case of any deficiency in service, a penalty of 5% of the total amount of the bill for the relevant period will be imposed.
- RATES:** The rates quoted should be inclusive of all taxes and delivery charges, if any and shall be firm for the entire period of contract.
- PAYMENT TERMS:** Bill/ invoice shall be submitted to NIT Manipur at the end of the month and payments will be made within 15 days of receipt of the bill/Invoice.
9. The rate contract shall be initially for a period of 1 year and based on the requirement it may be extended or renewed for another year on mutual consent and subject to satisfactory performance of the contract.
 10. Successful bidder has to deposit **Rs. 5000/-** as interest free security deposit which shall be refunded on completion of contract. EMD of the successful bidder may be adjusted towards security deposit.
 11. NIT Manipur reserves the right to refuse supply of dirty / muddy / unhygienic water.



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर

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12. In case of damage/leak of jar, it will be responsibility of supplier to replace jar immediately and no payment will be made for damage.

13. The safe delivery shall be the sole responsibility of the supplier.

14. A prospective bidder requiring any clarification of the tender document may communicate to The Registrar, NIT Manipur.

15. The Contractor is required to follow NIT Manipur security procedures for the vehicle's IN & OUT.

16. **Award of Tender:** The tender shall be awarded to the lowest financial bidder i.e., L1 party.

17. **Eligibility Criteria:**

- a. The average Turnover of the Supplier/Contractor for last 2 financial years ending on 31st March 2019 should be at least Rs. 3.00 lakhs.

18. **NIT Manipur right to accept any tender and reject any or all tenders:** NIT Manipur reserves the right to accept or reject any tender, and to annul the tender process and reject all the tenders, at any time prior to award of contract without any reference to the bidders.

Registrar, NIT Manipur



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Annexure – I

SUMMARY SHEET – TECHNICAL BID

Name of the Firm/Agency: _____

Name of the Proprietor: _____

Address: _____

Telephone No. (O) _____ (R) _____ (M) _____

PAN Number: _____

GST Number: _____

Date:

Signature of the bidder

NOTE:

List of the documents to be enclosed in Technical Bid are as under:

- (a) PAN/TAN certificate (b) GST Certificate (c) In case of Authorized dealer/supplier - Dealership certificate from the OEM/Manufacturer should be produced (d) Trade License/Registration Certificate (e) The manufacture should have latest FSSAI and BIS/ISO Certification issued by Competent Authority (f) Audited statement of accounts for the last 2 years.



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Annexure - II

FINANCIAL BID

Type of packed Jars/Bottles required	Name of Brand	Rate per Jar / Bottle (Rs.)	GST	Total Price including GST (Rs.)
20 Litres Packaged Drinking Water Bottle/Jar.				

(The amount is inclusive of all expenses like fuel, maintenance, driver's salary, service tax and any other tax applicable, but exclusive of price of Jar)

Date:

Signature of the bidder

UNDERTAKING

I have read the terms and conditions of the tender mentioned in this document and agree to abide by all the terms and conditions.

Date:

Signature of the bidder