



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर  
**NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR**

Imphal, Manipur, Ph.(0385) 2058566 / 2445812

E-mail : [director@nitmanipur.ac.in](mailto:director@nitmanipur.ac.in) , Website : [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in)

An Autonomous Institute under Ministry of Education, Govt. of India.

No. NITM.1/(255-Estt)/Purchase/2022/1079

Imphal, the 10<sup>th</sup> August, 2023

**RE-TENDER FOR SUPPLY OF DINING TABLE AND BENCHES.**

National Institute of Technology Manipur invites sealed rate quotation from Authorized Dealers/Agencies/Suppliers for supply of dining table and benches mentioned at **Annexure-II** under two bids systems (Technical bid and Financial bid).

Interested authorized dealers/agencies/suppliers are required to submit the sealed rate quotation in the Prescribed Form along with required documents under two bids systems (Technical bid and Financial bid). The complete tender documents and terms & conditions are available in the institute web-site <http://www.nitmanipur.ac.in> & eProcurement.

The sealed Tender superscribed as '**TENDER FOR SUPPLY OF DINING TABLE AND BENCHES**' along with **Advt. No. in bold letters at the top of the envelope** should reach to 'The Registrar, National Institute of Technology Manipur, Langol, Imphal – 795004' on or before **3.00 p.m. of 11/09/2023**. Tender will be opened on **12/09/2023 at 2:00 p.m.** in the Institute's Conference Hall in presence of the tenderer(s) or their authorized representative(s), who are present at the scheduled date and time.

**Note:** Any addendum/corrigendum/notifications will be published in the Institute website: [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in).

Sd/-  
(Prof. Kh. Tomba Singh)  
Registrar, NIT Manipur



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## TERMS & CONDITIONS

1. The tenderers are required to submit Earnest Money Deposit of **Rs. 20,000/- (Rupees twenty thousand) only** which is refundable and a non-refundable tender fee of **Rs. 1,000/- (Rupees one thousand) only** in the form of Demand Draft/Banker's Cheque in favour of Director, NIT Manipur payable at State Bank of India, Secretariat Branch, Imphal should be submitted along with the Tender documents. Tenders without EMD and Tender Fee will be rejected. The EMD of successful/unsuccessful tenderers shall be returned without interest.
2. The rates should be written in English both in figures and words without any corrections or over writing. Any over writing or rewriting should be duly countersigned. Using of pencil will be ignored/rejected.
3. Tenders should be submitted in two parts, **(i) Part – I (Technical Bid) & (ii) Part – II (Financial Bid)**. Envelope of Part – I should be superscripted as '**Technical Bid for supply of dining table and benches**' and Envelope of part – II should be superscripted as '**Financial Bid for supply of dining table and benches**'
4. Envelopes of technical bid & financial bid should be individually sealed and placed in third envelope to be sealed and **superscribed as 'Tender for supply of dining table and benches' along with Advt. No. in bold letters at the top of the envelope** should reach to '**The Registrar, National Institute of Technology Manipur, Langol – 795004**' on or before **3.00 p.m. of 11/09/2023**. Incomplete or those received without Tender Fee, EMD and after due date and time shall be summarily rejected. National Institute of Technology Manipur reserves the right to extend the date, or cancel the tender, accept or reject any/all quotations or not to purchase all or any of the items without assigning any reason thereof.
5. Interested authorized dealers/agencies/suppliers are requested to submit their tender papers, as per **Annexure-I, Annexure-II & Annexure-III** quoting the best rate/price.
6. **The technical specification (length, breadth, height, thickness, etc.), design and drawing of the Dining Table and Benches are to be provided at the time of submission of tender documents.**
7. Every unit of the furniture shall be physically inspected to ensure compliance of the technical specification.
8. No tender will be entertained by E-mail or FAX.
9. **Tender documents will be opened on 12/09/2023 at 2:00 p.m** in the Institute's Conference Hall in presence of the tenderer(s) or their authorized representative(s), who are present at the scheduled date and time.
10. In the event of the due date of receipt and opening of the tender being declared as a holiday for the Institute, the due date of receipt/opening of the tender will be the next working day at the same time.
11. The tenderers are requested to read the tender document carefully and ensure to comply with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise.
12. Payment shall be made only after receipt of the materials/articles in good and working conditions.
13. Installation of the equipment at site will be done by the supplier without any additional cost to the purchaser.
14. Bidder should have authorized service centre at Imphal.
15. The bidders should not be blacklisted by any Government/Semi Government/Private Institute.
16. PAN No., GSTIN No. should be enclosed.
17. The tenderer should have an annual turnover of Rs. 50,00,000/- (Rupees fifty lakh) or more on average basis for the last two years. Supporting balance sheets for these years, duly certified by Chartered Accountant, to be submitted with tender document.
18. **Tenderers who have submitted the tender documents against Advt. No. NITM.1/(255-Estt)/Purchase/2022/536 18/05/2023 are to require to re-submit a fresh tender along with tender fee and EMD. Tenders without EMD and Tender Fee will be rejected.**



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**ANNEXURE – I**

**(TECHNICAL BID)**

**Format for Bidders' Organization Details**

1	Name of the Authorized Dealers/Agencies/Suppliers	
2	Registered Office address Telephone Number Fax Number e-mail	
3	Correspondence address	
4	Details of Contact Person (Name, designation, address etc.) Telephone Number (including Mobile No) Fax Number, e-mail	
5	Name of the agency/firms If registered, please submit relevant document	
6	Former name of the Company, if any.	
7	GST Registration No.	
8	Annual Turnover during the last two financial year (Enclose copies of Audited Financial Statement)  2021-22  2020-21	
9	Valid Income Tax Clearance Certification/PAN, as the case may be, along with Certificates to prove payment of Govt. taxes / duties.	
10	Are you registered with any Government/ Department/ Public Sector Undertaking as Small Scale Industry (if yes, give details)	

Signature of authorized person with seal



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**ANNEXURE – II**

**(FINANCIAL BID)**

**Price Bid Format**

Sl. No.	Items	Size	Material	Drawing	Qty	Rate per unit (Rs)	GST (%)	Total (Rs)
1	Dining Table	8 feet (L) x 4 feet (B) x 2 ½ (H)  Thickness of top board - 1 inch  Thickness of leg/frame – 3.5 inches.	A Class wood with sunmica.	Enclosed ( ) Not enclosed ( )	26 nos.			
2	Benches	8 feet (L) x 1 feet (B) x 1 ½ (H)  Thickness of top board - 1 inch.  Thickness of leg/frame – 3.5 inches		Enclosed ( ) Not enclosed ( )	50 nos.			
<b>Grant Total</b>								

(Rupees.....(in words))

Signature of authorized person with seal



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**ANNEXURE - III**

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART  
IN TENDER.**

I / We ..... hereby declare that  
the agency/firm namely M/s. .... has not been  
blacklisted or debarred in the past by Union / State Government or organization from taking part  
in Government tenders in India.

Name:.....

Signature:.....

Date:.....