



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
..... HALL OF RESIDENCE
HALL MANAGEMENT CENTRE

LTE Enquiry No.: Hall (name)/HMC/IITKGP/2024/.....

Date:

Limited Tender Enquiry Form

Sub. Repair and maintenance of

..... Hall of Residence under the Hall Management Centre, Indian Institute of Technology Kharagpur invites sealed BID from vendors for repair and maintenance of at Hall of Residence.

Name of the Procuring Entity:Hall of Residence, HMC, IIT Kharagpur

Firm's Reference		Date	
Firm Registration No. (if any)		PAN (attach photocopy)	
GST No.	LIMITED TENDER FORM	Address:	
Phone			
Email			
M/s:	Enquiry No. and Date		
	Last Date for Submission of Tender Document(date)..... at 3:00 PM at(address).....	
	Date of Tender Opening(date)..... at 4:00 PM at(address)	

Please submit on or before 5:00 pm on the date of tender opening, your quotation for the following services, in accordance with the terms and conditions printed overleaf, in a sealed cover, marked on top with – Enquiry No; Date of Tender Opening.

Hall Manager
 Hall of Residence

Asst. Warden
 Hall of Residence

Warden
 Hall of Residence

General Instruction

LTE Enquiry No.: Hall (name)/HMC/IITKGP/2024/.....

Date:

Bidders may submit their sealed bids under Two-Bids system as per Technical Specifications/Scope of Works given at Annexure I and acceptance of the General Terms & Conditions of Limited Tender mentioned. Two covers (Technical Bid and Price Bid) are to be sealed and placed in one large Cover superscribed with Limited Tender reference number (Limited Tender No. _____, DT: _____) and submitted to "Warden,..... Hall of Residence, HMC, IIT Kharagpur, Kharagpur, P.O. Kharagpur Technology, PIN : 721 302 on or before at 3:00 PM . Technical Bids will be opened on at 4.00PM.

The Technical bid will be evaluated first and price bids will be opened in respect of those Vendors, who are found technically qualified after evaluation of Technical bids. Date for opening price bids will be intimated later.

Technical Bid Comply Statement

Sr No:	Description and Specification	Qty	Unit	Delivery Terms	Comply (Yes or No)
1	As per Annexure I	As per Annexure I	As per Annexure I	To be delivered/Completed by at any extra charges	
<ul style="list-style-type: none">• Delivery/Work Completion Schedule: Within 20 Days from the date of issue of PO or formal confirmation whichever is earlier.• I/we confirm that above quoted price is including of packing, transportation, scope of works etc. all taxes including GST.					

Signature with Company Seal

Date:.....

Place:.....

SCOPE OF WORK

LTE Enquiry No.: Hall (name)/HMC/IITKGP/2024/.....

Date:

Price Bid Format

LTE Enquiry No.: Hall (name)/HMC/IITKGP/2024/.....

Date:

Annexure: II

Sr No:	Description / Specification / Scope of Work	Qty	Unit	Rate per Unit	Taxes & Duties	Packing/forwarding (if)	Total Rate per Unit	Total Value
1								
2								
3								
4								
5								
Total:								
In words: Rupees								
<ul style="list-style-type: none"> • I/we confirm that above quoted price is including of packing, transportation, scope of works etc. all taxes including GST. 								

1. Non-conformities between Figures and Words:

- a. If, in the price structure quoted for the required goods, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price shall be corrected accordingly;
- b. If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
- c. If there is a discrepancy between words and figures, the amount in words shall prevail.
- d. This Price Bid should be submitting in one different sealed envelope along with Technical Bid documents.

Signature with Company Seal

Date:.....

Place:.....

General Terms and Conditions of Limited Tender

LTE Enquiry No.: Hall (name)/HMC/IITKGP/2024/.....

Date:

I/we engage to supply the material(s)/repair and maintenance/scope of work to your office and comply the following:

1. Tender schedule and technical specification indicated.
2. Item/tender specific conditions for this tender.
3. Terms and conditions printed overleaf.
4. This offer is valid for 90 (ninety) days from the date of opening of the tender.
5. That we have not been debarred by any Government/Public Sector Undertaking Organization.
6. That the rates quoted are not higher than the rates quoted for same item to any Government/Public Sector Undertaking Organization.
7. That the bid submitted by us is properly sealed and prepared so as to prevent any Subsequent alteration and replacement.

Signature & Seal Place & Date:		Name of Authorized Signatory:	
Address:		Tel. No./Mobile No./Email Id:	

1. The quotation must be in the form furnished by Procuring Entity and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not, the quotation will not be considered. Quotation written in pencil will not be considered.
2. Quotation will be opened on due date at the indicated venue in presence of the tenderers or their representatives who may wish to be present.
3. The Warden, Hall of Residence or Chairman, HMC, IIT Kharagpur reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
4. Participation in this tender is by invitation only and is limited to the selected Procuring Entity's suppliers. Unsolicited offers are liable to be ignored. However, suppliers/service provider who desire to participate in such tenders in future may bring it to the notice of Procuring Entity.
5. Manufacturer's name and country of origin of materials offered must be clearly specified. Please quote whether your organization is large scale industry or small-scale industry. If you have NSIC/MSE/MSI/DGS&D Certificate, please attach it to the quotation. Mention your registration details.
6. Complete details and specification if any must accompany the quotation. Make/brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately.
7. Samples must be submitted where specified along with the quotations. Samples must be carefully packed, sealed and labeled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted.
8. All supplies are subject to inspection and approval before acceptance. Manufacturer/ supplier

warranty certificates and manufacturer/Government approved lab test certificate shall be furnished along with the supply, wherever applicable.

9. The Warden, Hall of Residence or Chairman, HMC, IIT Kharagpur reserves the right to modify the quantity specified in this enquiry.
10. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the quotation is likely to be rejected. Prices quoted for free delivery/repair and maintenance at Hall of Residence, HMC, IIT Kharagpur will be given preference. If there is no indication regarding the FOR, in the quotation, then it will be considered as FOR destinations.
11. In case your quotation is accepted and order is placed on you, the supply against the order should be made within the period stipulated in the order. Warden, Hall of Residence or Chairman, HMC, IIT Kharagpur reserves the right to recover any loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall entitle Procuring Entity for the imposition of penalty without assigning any reasons @ 1/2% (half percent) of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
12. If the deliveries are not maintained and due to that account Procuring Entity is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
13. Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at West Midnapur only.
14. Bidder must sign with seal on each page of the Limited Tender Form.
15. Bid Security Declaration in lieu of EMD: No EMD shall be deposited, however the bidder should submit the Bid Security Declaration as per Annexure – III with the Technical bid, without which the bid shall be straightway rejected. If a successful bidder fails to act on the offer made by the Hall and/or the bidder withdraws/amends his bids after opening of the tender, the bidder shall be suspended from being eligible for bidding in any contract with Hall of Residence, HMC, IIT Kharagpur for a period equal to the duration of the contract for tender related to 'Services' and/or 01 to 03 years in case of 'Procurement of Goods' from the date of notification of the Tender document.
16. **Payment Terms: 100% payment on successful completion of the Repair and Maintenance work/ successful installation and demonstration thereafter certification by the Warden, Hall of Residence.**
17. Warranty:(if any)

Hall Manager
..... Hall of Residence

Asst. Warden
..... Hall of Residence

Warden
..... Hall of Residence

ANNEXURE - III

LTE Enquiry No.: Hall (name)/HMC/IITKGP/2024/.....

Date:

BID SECURITY DECLARATION

1. I, -----Son /Daughter of Shri -----
-----Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s.-----
-----am competent to sign this Bid Security Declaration and execute this tender document and hereby declare that;
2. I/we understand that, according to your conditions, bid must be supported by a Bid Securing Declaration.
3. I/we accept that I will automatically be suspended from being eligible for bidding in any contract with, Hall of Residence, HMC, IIT Kharagpur for a period equal to the duration of the contract for tender related to 'Services' and/or 01 to 03 years in case of 'Procurement of Goods' from the date of notification, if I am in a breach of any obligation(s) under the bid conditions, because I;
 - a. have withdrawn/modified/amended, impairs or derogates from the tender during the period of bid validity specified in the bid document, or
 - b. having been notified of the acceptance of our Bid by Hall of Residence, HMC, IIT Kharagpur during the period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the General terms and conditions & Instructions to Bidders.
4. I/we understand this Bid Securing Declaration shall cease to be valid if I am not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) 45 (forty-five) days after the expiry of the validity of my Bid.

Signature of the Authorized Person

Date: -----

Full Name: -----

Place: -----

Company Seal: -----