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NATIONAL INSTITUTE OF TECHNOLOGY, MIZORAM
(An Institute of National Importance under Ministry of HRD, Govt. of India)
CHALTLANG, AIZAWL, MIZORAM – 796012

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Ref. No. NIT-MZ/D/ARC/2015/7848

Dated: 26 FEB 2016

NOTICE INVITING RATE CONTRACT PROPOSALS FOR SUPPLY
OF CHEMICALS, GLASSWARE, PLASTIC WARES, SCIENTIFIC CONSUMABLES,
AND OFFICE STATIONARIES

Last date for receiving proposals: 29th March 2016 before 3:00 PM
Date/Time for evaluation of proposals: 29th March 2016 at 3:30 PM



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Notice inviting rate contract proposals for supply of chemicals, glassware, plastic wares, scientific consumables, and office stationeries:

National Institute of Technology-Mizoram is one of the ten new NITs established by Ministry of Human Recourse Development, Government of India, New Delhi in the year 2010 at Aizawl, Mizoram to impart education, training and research in Science, Technology and Management leading to award of B. Tech., M. Tech., M.Sc., MBA and Ph. D degrees. This institute is fully financed and governed by Ministry of Human Recourse Development, Government of India.

NIT Mizoram invites sealed proposals from reputed Manufacturers / Authorized Dealers to shortlist as suppliers of chemicals, glassware, plastic wares, scientific consumables and office stationeries **under Annual Rate Contract** for the period up to 31.03.2017. Last date for submitting the sealed proposals to the undersigned is on or before **3:00 p.m. on 29.03.2016**. Manufacturers / Authorized Dealers should enclose a Demand Draft of Rs. 500/- (non-refundable) towards the cost of proposal. Demand Draft must be in favor of **"Director, NIT Mizoram"** Payable at **Aizawl**.

General Instructions for the Bidders:

01. Proposals are to be submitted in single sealed envelope. The address of the firm submitting the proposal and the Officer to whom the proposal is addressed (Mrs. Lalthinglimi Zote, Dy. Registrar (F&A), National Institute of Technology Mizoram, Chaltlang (Dawrkawn), Aizawl - 796012) must appear distinctly on top of the sealed envelope. Further, on sealed envelope, the following are to be written: "Proposals For Supply of Chemicals/Glassware/Plastic Wares/Scientific Consumables/Office Stationeries at NIT Mizoram" Ref No: NIT-MZ/D/ARC/2015/ Date: **Last Date of Submission: 29.03.2016, 3:00 p.m.** Proposals will be opened on the same day at 3:30 p.m. After evaluation, the successful bidders will be informed on a later date.

02. **Validity of Rate Contract:** Quoted rates and discounts must be valid at least upto 31.03.2017. Rates quoted shall be firm and fixed till the end of the contract period. No deliberation on change of rates will be considered during the period of this contract.

03. A firm may quote either for any of the particular category (Chemicals/Glassware/Plastic Wares/ Scientific Consumables/Office Stationeries) or for more than one category based on their preference. Firms sending proposal for office stationeries may see the list of items generally required by the office (Annexure-IV). Separate proposals have to be submitted for each category and they should include separate DD for each category.

04. The firms shall indicate discount offered on catalogue price in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the discount offered in words will prevail. Usage of "White ink" to erase and then rewrite the discounts will not be accepted. Bidders are advised to strike out wrong entries and rewrite clearly beside them. In such cases, the bidder shall have to sign and place their official seal for every corrected entry. Firms applying for stationary items may quote unit price in Annexure-IV (It is not necessary to fill Annexure-III for office stationary items). They must specify the brand name. The quoted of the items should be of high standard quality.

05. The firms must attach a copy of the CST/VAT/TIN No. and Circle code, failing which the quotation will be rejected. All future correspondences including invoices should bear the CST/VAT No. and Circle code.

06. All documents submitted should be self-attested with seal of the firm.

07. Firms must unconditionally accept all terms and conditions stipulated in this Notice. They should submit signed copy of Proposal Form (Annexure-II) in the letterhead of the firm. Firms applying for office stationary items may omit point at Sl. No. 5 of Annexure-II (if they are not attaching catalogue).

08. Late and delayed submission of proposals: Late and delayed submission will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.

09. **Submission of Compliance Certificate:** Duly filled and signed Compliance Certificate (as per format at Annexure-I) must be submitted along with the other documents.

10. The submitted documents are not transferable and the seal and signature of the authorized official of the firm(s) must appear on all the papers submitted.

11. At any time prior to the date of submission of proposals, NIT Mizoram may, for any reason, either of its own or in response to a clarification from an interested firm, modify the Notice by an amendment / corrigendum. Any such amendment / corrigendum will be duly notified in the Institute's website. Interested firms are advised to check the Institute's website. In order to provide reasonable time to take the amendment into account in preparing the documents, NIT Mizoram may extend the date and time for submission of proposals.

12. The acceptance of the proposals will rest solely with the Director, NIT Mizoram, who, in the interest of the Institute, is not bound to accept the lowest quotation / highest discount, offered and reserves the right to reject or partially accept any or all the proposals received without assigning any reasons.

TERMS & CONDITIONS:

01. Prices, if quoted, should be in Indian Rupees only.

02. Rates/discounts quoted should be on DOOR DELIVERY, NIT Mizoram basis.

03. **Discounts** offered shall be clearly mentioned in terms of **percentage** on the **manufacturer's price list**.

04. **Special discount(s)**, if any, applicable to the Institutions aided by the Government of India should be quoted separately.

05. Vague terms like "packing, forwarding, transportation, etc. extra" without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected.

06. **Authorized dealers** quoting for the supply **should attach authorization letter from the manufacturers** to ensure prompt supply.

07. **List of other IITs/NITs and other reputed academic Institutions** where similar supplies under rate contract have been made in last three financial years are to be attached.

08. **The rate contract** can be terminated at any time by giving one month's notice from either side. However, if the selected supplier(s) fail(s) to comply with the terms and conditions of the contract, then the Institute is empowered to terminate the contract with short notice of one week.

09. If the rate contract is signed at a lower price with any other organization in Mizoram subsequent to award of contract by NIT Mizoram, the firm(s) must supply the items/materials under the rate contract at those rates.
10. **Soft copy of the Product Catalogue and Price list** should be submitted in CD along with one signed hard copy of printed Pricelist and Catalogue to NIT Mizoram. (Not necessary for office/stationary items).
11. The bidder shall provide separate price list (both hard and soft copies) in case of imported consumables. NIT Mizoram has started the process to obtain the Excise Duty Exemption Certificate by DSIR, Ministry of Science and Technology, Govt. of India and is expecting the same soon.
12. Discount on bulk chemicals and fine chemicals may be indicated separately.
13. **Distributorship Certificate:** Sole selling Agents/ Distributors of a particular make should submit a Certificate from their Principals to the effect that they are the authorized Agents of the manufacturers and that they are authorized to import and supply to NIT Mizoram.
14. Bidders are requested to mention the catalogue No., Part No., and Model No and Make wherever required.
15. **Loss, Damage and Shortage:** The firm shall be responsible for any loss, damage and shortage during transit. Payment shall be made for materials received in good conditions only. Any damage or shortage noticed on delivery, the same must be replaced within 14 (Fourteen) days after intimation.
16. **Delivery:**
- (a) **Time Limit:** Maximum within 30 (Thirty) days from the date of issue of purchase orders.
 - (b) **Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor.
 - (c) **Part Delivery:** Acceptance of part delivery shall be a prerogative of the Institute.
 - (d) **Penalty for delay in delivery:** The date of delivery should be strictly adhered to otherwise the Director, NIT Mizoram reserves the right not to accept delivery in part or full.
17. **Statutory levy increases** like taxes, duties, etc. if any during the period of contract, will be allowed extra on submission of documentary evidence.
18. **VAT deduction at source:** In case of suppliers within Mizoram, VAT deduction at source, as per Order/ Notification of the Govt. of Mizoram will be applicable. Suppliers have to clearly mention the VAT amount in their bills. If the supplier furnishes a Tax Clearance Certificate from appropriate authority, no VAT will be deducted.
19. **Payment:** 100% payment within 30 (thirty) days from date of delivery and acceptance.
20. **Conditional proposals not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the firms. Conditional proposals shall not be accepted on any ground and shall be rejected straightway. Conditions mentioned in the proposals submitted by vendors will not be binding on NIT Mizoram.
21. **Enquiry during the course of evaluation not allowed:** No enquiry from the firm(s) shall be entertained during the course of evaluation of the proposals till final decision is conveyed to the successful firm(s). However, the Institute Authorities may make enquiries/seek clarification from the firm(s). In such a case, the firm(s) must extend full co-operation. The firm(s) may also be asked to produce samples or arrange demonstration of the offered items, in a short period of notice.

22. 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(fifteen) days from the date of such an event in writing to the other party, and the events referred to are as follows:

- (a) Any law, statute or ordinance, order action or regulations of the Government of India,
- (b) Any kind of natural disaster, and
- (c) Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

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

- (a) If the item 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 Mizoram.
- (c) If the supplier fails to perform any other obligation(s) under the contract.

Under the above circumstances NIT Mizoram may terminate the contract / purchase order in whole or in part. In addition to the above, NIT Mizoram may at its discretion also take the following actions: NIT Mizoram 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 Mizoram for any extra expenditure involved towards goods and services obtained.

24. 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 Aizawl / India only.
- (b) Any dispute arising out of this purchase shall be referred to the Director, NIT Mizoram, 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/-

(LALTHIANGHLIMI ZOTE)

Dy. Registrar (F&A), NIT Mizoram

Encl.: Annexure-I (Compliance certificate), Annexure-II (Proposal Form) & Annexure-III (Format of Financial Bid), Annexure-IV (List of items required by office)

Annexure-I

**A. COMPLIANCE CERTIFICATE FOR ANNUAL RATE CONTRACT
(To be submitted in the Bidder's letterhead)**

Sl. No.	ARC Terms and Conditions	Yes/No
01	Discount/Rate quoted as per instruction	
02	Payment term agreed	
03	Delivery terms agreed	
04	Authorized Dealership / distributorship certificate (in case of dealers/agents) provided	
05	Manufacturer certificate provided (if applicable)	
06	Applicable law terms agreed	
07	Copies of purchase order/annual rate contract issued by IITs/ NITs/ University, etc submitted	
08	CST/VAT/TIN No. and Circle code provided	
09	Distributorship Certificate (if applicable) provided	
*10	Softcopy (in CD) and hardcopy of Product Catalogue and Price list submitted as instructed	
11	Proposal Form (Annexure-II) attached	
12	Demand Draft of Rs. 500/- drawn in favor of "Director, NIT Mizoram" Payable at Aizawl attached	
13	Discount/Rate quoted as per Annexure-III/ Annexure-IV	

*Not necessary for bid related to office stationary items

Signature with Seal:.....

Vendor: M/s.....

Annexure –II
(To be submitted in the Bidder's letterhead)
PROPOSAL FORM

1. Proposal form submitted for (Chemicals /Glassware/Plastic wares/ Scientific Consumables/Office Stationeries)

2. Name and Address of Bidder

.....

.....

Phone:.....

Email:

3. Details of demand draft

D.D. No.	Amount (Rs.)	Bank	Date
	500/-		

4. We are bound to accept all the terms and conditions as mentioned in proposal document No. NIT-MZ/D/ARC/2015/7848 Dated: 26 FEB 2016 .

*5. The hard and soft copies of catalogue of(Chemicals/Glassware/Plastic wares/Scientific Consumables) is enclosed.

6. The supplies as per orders shall be made within 30 days.

7. The discounts given in Annexure-III are valid up to 31st March 2017 from the date of Institute approval letter and the period may be extended with mutual consent.

8. We are enclosing herewith the following documents as desired by you: Latest Sales tax Clearance Certificate, Sale tax/ Income Tax Registration Certificate, Manufacturing license/ Authorized dealer certificate Distributorship certificate, copies of P.O. issued by NITs/IITs/Universities etc. (*as applicable*)

*Not necessary for bid related to office stationary items

Date:

Stamp/Seal

Signature

ANNEXURE –III

Format of Financial Bid (to be submitted in the Bidder's letterhead)

Category	Cat. No.	Description	Make/ Brand/ Mark	Unit	Rate in Rupees	Percentage of discount		Special discount	
						Figures	Words	Figures	Words

Certified that the Price List/Product Catalogue of M/s. (Name of the company) _____ for Item Sr. No. _____, submitted against Rate Contract Ref No: NIT-MZ/D/ARC/2015/ Date: _____ . is uniform price list throughout the territory of India and we are not giving higher discount to any other Institute/Department, etc. We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to supply as per these terms and conditions.

Signature with Seal:.....

Name of Supplier/Firm:

Address.....

Phone/ Mobile No.

Email

Date.....

ANNEXURE –IV
LIST OF STATIONERY AND NON-STATIONERY ITEMS

Sl. No	Name of the item	Brand	Unit Rate
Pens and Pencils			
1.	Ball Pen		
2.	Reynolds Gel		
3.	Pilot Pen V-5		
4.	Pilot Pen V-7		
5.	Pen uniball Eye micro		
6.	Pen Montex Gel – 05		
7.	Pen Cello Pointec 0.5 Gel		
8.	Pen Highlighter		
9.	Pencil HB		
10.	Sharpener (good quality)		
11.	Bold Marker Pen		
12.	OHP Marker		
13.	White Board Marker		
14.	Eraser (non-dust)		
15.	Correction Fluid (white)		
16.	Correction Pen (white)		
17.	CD marker		
18.	Ruler Palstic – small		
19.	Ruler Plastic – big		
20.	Pen stand		
21.	Sketch Pen Colour Set		
22.	Pencil Sharpener		
23.	U/V- Pins		
24.	Board Pin		
25.	Cover IT Correction Pen		

Clips			
26.	Binder clip – small size (19mm)		
27.	Binder Clip – medium size (32mm)		
28.	Binder Clip - large size (51mm)		
29.	Clips Gem (Steel)		
30.	Clips Gem (Plastic)		
Writing Books			
31.	File Movement Register		
32.	Dispatch Dairy		
33.	Log Book		
34.	Attendance Register Medium size		
35.	Attendance Register Large Size		
36.	Peon Book		
37.	Telephone Dairy		
38.	Write on Slip/Pad-Corporate (3X3)		
39.	Spiral Binding Pad		
40.	2Q Fancy Deluxe General Register		

41.	4Q Fancy Deluxe General Register		
42.	4Q Fancy Stock Register		
43.	4Q Fancy Despatch Register		
44.	4Q Fancy Letter Receiving Register		
45.	Fancy Cash Book Double Entry System		
46.	Thick Note Sheet Pad (100 sheets)		
47.	Vehicle Log Book		
Folders, Envelopes, paper & Files			
48.	Plastic Folder (solo) A-4 size		
49.	Visiting Plastic folders A4 size with 10 packets for visiting cards		
50.	Plain Envelopes White 4.5 x 80gsm		
51.	Window Envelopes White 4.5 x9" 100 gsm		
52.	Plain Envelope White 6.4 x9" 100 gsm		
53.	Window Envelopes White 6.4 x 9" gsm		
54.	Plain Envelopes White 9" x 12.8"		
55.	Plain Envelopes White 12.8" x 18"-netted		
56.	Envelope- A4 Size – Plastic coated		
57.	Envelope- FS Size – Plastic coated		
58.	A4 Size Paper 75 GSM		
59.	FS Size paper 75 GSM		
60.	A3 Size paper 75 GSM		
61.	Carbon paper A4 size Sapphire		
62.	Printer Cartridge Toner – HP Laser Jet model 36 A, 78 A, 88A, 55A		
63.	Printer Color cartridge Toner – Hp Laser Model CC530A, CC531A, CC533A	HP	
64.	Plain Files		
65.	Page-Files		
66.	Box Files		
67.	Plastic Files		
68.	Plastic Files with Leaf Folders		
CDs, Pen-Drives & Calculators			
69.	CD – R/W with cover		
70.	DVD – R/W with cover		
71.	CD Cover Plastic		
72.	Pendrive 8GB		
73.	Pendrive 16Gb		
74.	Pendrive 32GB		
75.	Citizen calculator big (Scientific)		
Tape, Cutters & Staplers			
76.	Cello Tape 1", 2", 3"		
77.	Brown Tape 2", 3"		
78.	Stapler 24/6		
79.	Stapler HP10		
80.	Stapler HP45		
81.	Stapler Pin No. HP 45		
82.	Stapler Pin No. 24/6		
83.	Stapler pin No. 10		
84.	Punch Single		

85.	Punch Double		
86.	Paper cutter		
87.	Scissors small		
88.	Scissors Big		
89.	Ink Stamp Pad (88X54mm)		
90.	Stamp Pad Ink 100 ml		
91.	Wonder paper tray		
92.	Paper Wight Transparent Cubicle shape (Branded)		
93.	Rubber Bands Small (packet with grams)		
94.	Rubber Bands Medium (packet with grams)		
95.	Rubber Bands Large (packet with grams)		
96.	Sealing Wax		
97.	Tags good quality		
98.	Waste Paper basket		
99.	Fevi Stick 15 gm		
100.	Duster – white board		
101.	Duster-black board		
102.	Yellow stickslip (Small) 3X3cm		
103.	Yellow Stickslip (Big) 5X3 cm		
104.	Diaries		
105.	Post-it-notes (color flag)		

Non-Stationery			
106.	Pencil Battery AA Size & AAA Size		
107.	Liquid Hand Wash 250 ml		
108.	Room Freshner 160 gm		
109.	Dustbin 18 No. Size		
110.	Vim Powder 200 gm		
111.	Towel (Big) 30 X 60 cm		
112.	Towel (Big) 20X30 cm		
113.	Mosquito Repellent Liquid Machine		
114.	Mosquito Repellent Liquid		
115.	Bathroom Freshner		
116.	Tissue paper		
117.	Colin 500 ml		

Dy. Registrar (F&A)

NIT, Mizoram