

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA SURATHKAL HOSTELS TRUST®

POST-SRINIVASNAGAR, MANGALURU – 575 025 (D K)

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TENDER DOCUMENT

Tender Notification No: 3/NITKSH/ Water Dispenser /2024-25/ Supdt.

Date: 22/03/2025

Name of Goods	200 liters normal water dispensers for Hostel messes
Estimated amount put to Tender	₹ 9,35,000.00 (Including GST)
Quantity	11 No's
E M D Amount	₹ 18,700.00
Time for Supply of item	3 Weeks
Last Date for submission of Quotation	14/04/2025 before 3.00 PM
Bid Opening Date	14/04/2025 at 4.00 PM (if possible)
Contact person of TIA for tender query	Professor In-charge, Hostels, Phone: +91-824-2473849, Mob: 6364244536 Email: hosteloffice@nitk.edu.in
Address for Submission of Quotation	NITK Hostel Office, First floor, Sahyadri Hostel Block building, Srinivasnagar, Mangalore – 575025.



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NOTICE INVITING TENDER (NIT)

The sealed Tenders are invited for the following items in **two cover systems** (i.e., Technical bid and financial bid) subject to the following terms and conditions, from the reputed manufacturers or its authorised dealers to reach this office on or before the scheduled date and time. The tender (Technical bid) will be opened on the same day if possible in the presence of bidders or their authorized agents who may choose to be present. The financial bid of only such bidders whose technical bid is accepted shall be opened on the same day or later pre-informed date.

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Note: The NITKSH shall not be responsible for any postal delay due to non-receipt /non-delivery of the bids or due to the wrong addressee.

Sd/-

Professor In-charge, Hostels

SECTION 1: INSTRUCTION TO BIDDER (ITB)

1. The bid should be submitted in two covers System-Technical Bid and Financial Bid:

1.1 Envelope No.1 – Technical Bid: The agencies should give details of their technical soundness and provide a list of customers of previous supply of similar items to Universities, Institutes or Government Departments/ Undertakings/ public sectors with contact details. The details of the Bidder/ profile should be furnished along with a copy of all related documents. This envelope should be sealed and duly super-scribed as “**Envelope No. 1 – Technical Bid**”. The full name and address of the Bidder should also be mentioned on the envelope and should be addressed to The Professor In charge, NITK, Surathkal.

1.2. Documents to be submitted in the technical bid:

- a) The Bidder should possess a Licence certificate from a competent authority for the manufacture /supply of the item.
- b) List of Owners/partners of the firm and their contact numbers.
- c) The Bidder should possess an Income tax PAN Number.
- d) The Bidder should possess GST registration.
- e) Catalogue of the Product with detailed product specifications.
- f) List of Service Centres
- g) List of customers with contact details.
- h) The average annual turnover should not be less than 30% of the estimated cost put to tender/Tender for the job work. A copy of the Balance sheet, Profit & Loss A/c., Trade or Manufacturing A/c for the last 3 years should be enclosed
- i) **Warranty Period Offered for the tendered item to be specified. If the Warranty period does not conform to the schedule of requirements given in section 3 of the document, the bid is liable to be treated as non-responsive and rejected.**
- j) **EMD in an original form valid for a minimum of six months, through a DD drawn on any scheduled bank in favour of “Professor In charge, Hostels”, payable at Surathkal should be submitted. EMD shall bear no interest. Any bid not accompanied by EMD is liable to be treated as non-responsive and rejected.**
- k) **The contract form given in section 5 needs to be submitted.**

The above documents should be furnished in the technical bid envelope.

2. Envelope No.2 – Financial bid: The agencies should submit their financial bid as per the format given in Section 4 of the Notice Inviting Tender in this cover. The rate should be quoted both in words and figures. All the pages of the financial bid should be signed affixing the seal. All corrections and overwriting should be initiated. This envelope should be duly superscribed as “**Envelope No. 2 – Financial bid**”. The full name and address of the Bidder should also be mentioned on the envelope and should be addressed to Professor In charge, Hotels.

Both Envelope No. 1 and 2 should be kept in another separate envelope duly superscribed with the following details.

**(i) Tender Notification Number (ii) “Tender for the supply of.....” (iii) Not to Open before
(Date and Time)**

Mention “Kind Attention: Contact Person’s Name and Phone Number”, and submit at the address given in the Notice Inviting Tender.

- 3 The tender will be accepted only from the **manufacturers or its authorised supplier**.
4. The NITKSH **reserves the right to visit the factory** before or after the issue of the supply order to satisfy itself regarding the quality of production. In case of any remarks /default noted, the EMD will be forfeited even if pre-qualified.
5. **The Financial Bid shall be in the format of the Price Schedule given in Section 4. The Contract form as per the format given in section 5 shall be submitted. The incomplete or conditional tender will be rejected.**
6. Details of the item to be carried out, approximate quantity and the specifications are mentioned in “**Section 3**” appended to this Notice Inviting Tender.
7. **The item to be used is strictly according to the specification and subject to test by the NITKSH/concerned authorities. It must be delivered and installed in good working condition.**
8. The NITKSH **reserves the right to cancel or reduce the quantity** included in the schedule of requirements at any time after acceptance of the tender with a notice. The Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.
9. **Performance Security of 3% of the total contract value in terms of Bank Guarantee/DD/NEFT by scheduled banks shall be given by the successful bidder for the total period of Warranty. The validity of the Performance Security must cover the warranty period plus two months.**
10. **The release of EMD:** The EMD shall be released after receipt of performance security from the successful bidder and the EMD of the unsuccessful bidder will be returned within 45 days.
- 11 **The validity of bids:** The rate quoted should be valid for a minimum of 90 days. No claim for escalation of the rate will be considered after opening the Tender.
- 12 **Imports: In case, Goods are to be imported, the Indian agent should furnish an authorisation certificate by the principles abroad for submission of the bid in response to this Notice Inviting Tender.**
- 13 Clarification of Tender Document:
A prospective bidder requiring any clarification of the Tender Document may communicate to the contact person given in this notice inviting tender. The contact person will respond to any request for clarification for the Tender Document received not later than 5 working days before the last date for the receipt of bids
- 14 Amendment of Tender document: At any time before the last date for receipt of bids, the Institute may for any reason, whether at its initiative or in response to a clarification requested by a prospective bidder, modify the Tender document by an amendment.
- 15 **The NITKSH may at its discretion extend the last date for the receipt of bids.**
- 16 The bids shall be written in English language and any information printed in another language shall be accompanied by an English translation, in which case for interpretation of the bid, the English translation shall govern.

- 17 The NITKSH reserves the right to accept any bid other than the lowest or even reject all the bids. The decision of the NITK Hostels Purchase Committee is final in all matters of tender and purchase.
- 18 The bidder should give the following declaration while submitting the Tender.
- 19 Quantity variation: The quantity required in the tender will vary by 25% depending on the requirement. The NITKSH reserves the right to increase/ decrease the quantity.
- 20 The Lowest bid (L1) will be finalized based on the overall total price. So, bidders need to participate in all the items.
- 21 The vendor has to provide EMD at the rate of 5% estimate in the form of DD.
- 22 Any other details required may be obtained from the contact person given in the notice inviting tender during the office hours.

DECLARATION

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I /we understand that my/our tender will be summarily rejected and full Earnest money deposit will be forfeited and I /we are/are liable to be banned from doing business with NITKSH and/or prosecuted.

Signature of the Bidder : _____

Name and Designation : _____

Business Address : _____

Place :

Seal of the Bidder's Firm

Date :

SECTION 2: CONDITIONS OF CONTRACT

1. In the case of import, both CIF and/ or FOB rates should be quoted. All components of expenditure to arrive at Bangalore need to be explicitly specified.
2. The bidder shall indicate the excise duty exemption for the goods if applicable.
3. The rates should be quoted for preferably FOR destination from supply within India.
4. The rate quoted should be on a unit basis. Taxes and other charges should be quoted separately, considering exemptions if any.
5. The rate quoted should be inclusive of Testing, commissioning and Installation of equipment and Training.
6. Payment: No advance payment will be made. Payment will be made only after the supply of the item is in good and satisfactory condition and receipt of performance security by the supplier. **In the case of Imports, the payment will be made through LC / Sight Draft / After Installation, and performance security needs to be submitted at the time of LC commitment/issue of sight draft.**
7. Guarantee and Warranty period should be specified for the complete period conforming to section 3 of this tender document.
8. **The bidder shall conduct monthly maintenance visits after the installation to ensure proper functioning, perform necessary adjustments, and address any technical issues.**
9. **In case of a breakdown, the vendor has to arrange standby within 24 hours in the warranty/ AMC period.**
10. **The service center should be in Mangalore or Udupi and the supporting document should be attached.**
11. The period required for the supply and installation of the item should be specified conforming to section 3 of this tender document.
12. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.

SECTION 3: SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

[To be filled up by the Department / Center of NITKSH, Surathkal]

Item(s) Name to be Procured : 200 liters normal water dispensers for Hostel messes

Type (Equipment/Software/Furniture/Others) : Equipment

Brief Specifications of the Item(s)
(Attach Additional Sheet if necessary) : As Per Annexure 'A'

Compliance Statement of Specifications
(Attach Additional Sheet if necessary) : As Per Annexure 'B'

Quantity : 11 No's

Warranty Period (in months) : 4 Years

Delivery Schedule expected
after the release of a Purchase order
(in Weeks) : 3 weeks

Performance Security to be given
by Successful Bidder after release of
Purchase Order (in Rupees) : 3% of Purchase Order



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**SECTION 4 - PRICE BID (for indigenous Supplies)
[To be used by the bidder for submission of the bid]**

Reference Number:

Date:

Sl. No.	Particulars	Brand	Rate per unit	Tax per unit	Amount per unit
A	200 liters normal water dispensers				

Place:

Date:

Seal of the Bidder's Firm

SECTION 5: CONTRACT FORM

[To be provided by the bidder on the business letterhead]

1. [Name of the Supplier's Firm] hereby abides to deliver them by the delivery schedule mentioned in section 3 tender document for the supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in the tender document without any defects and deviations.
3. Warranty will be given for the period mentioned in the tender document and service will be rendered to the satisfaction of NITKSH, Surathkal during this period.

Signature of the Bidder : _____

Name and Designation : _____

Business Address : _____

Place :

Seal of the Bidder's Firm

Date :

Detailed Technical Specifications

Sl. No.	Description	Specification
1	Type of Unit / Cooler	Normal water dispenser
2	Storage tank capacity	200 liters
3	Storage tank Material	SS 304/SS316 or better
4	Cabinet Material	SS 304 Grade
5	Purification Time	100 liters/ Hour or better
6	Insulation of tank	Polyurethane foam/ Suitable Material
7	UV Unit	11 watts or better and it should be replaced every year without any extra cost during the warranty period
8	Micron Filter (20 Inch)	1 No or higher
9	Sediment filter	1 No or higher
10	Activated Carbon filter	1 No or higher
11	UF Membrane	1 No or higher
12	Number of Faucets	1 Number
13	Periodic Service	Filters and cartridges will be replaced every 4 months without extra cost during the warranty period
14	Warranty	4 Years
15	Breakdown	Will be attended within 24 hours

Compliance Statement of Specifications:

Annexure –‘B’

Sl. No.	Description	Specification	Compliance Whether YES or NO	Deviations if any to be indicated in unambiguous terms
1	Type of Unit / Cooler	Normal water dispenser		
2	Storage tank capacity	200 liters		
3	Storage tank Material	SS 304/SS316 or better		
4	Cabinet Material	SS 304 Grade		
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13	Periodic Service	Filters and cartridges will be replaced every 4 months without extra cost during the warranty period		
14	Warranty	4 Years		
15	Breakdown	Will be attended within 24 hours		

Signature and Seal of the Bidder