



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)
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No./NITRR/R-1/2014/20

Raipur, Date 14/01/2014

CIRCULAR

Sub: Procurement of Propriety nature items through single tender enquiry.

To streamline procurement of the the Propriety nature items through single tender enquiry, the following procedure will be followed in future by all the departments.

1. Concerned department will obtain the Approval from the Director in Enclosed Format.
2. After obtaining the approval from the Director, HOD will send the approval, Propriety certificate issued by the department in enclosed format along with the specification /Description of the item/stores in (Annexure 1) to Assistant Registrar (S&P) to issue formal enquiry by official e mail to the vendor. Modal format containing General terms & condition of the enquiry are enclosed (Annexure 3.) However , if department want to modify the terms & conditions specific to the item, it may be done by attaching the separate Annexure (Optional) for **Special terms and Conditions(Annexure 2)** like warranty period, AMC, satisfactory performance certificate by the users of the items, any type of certification or any technical information etc.
3. Quotation addressed to Registrar, NIT Raipur may be obtained through official E mail/hard copy.
4. Assistant Registrar (S&P) will send the offer received from the bidder along with the approval of the Director, propriety certificate issued by the Department to HOD of the concerned department for examination of the proposal. All the documents received through E mail/ hard copy are be countersigned by the Asst. Reg (S&P), indenter and HOD of the concerned department.
5. Certificate of the reasonableness of the price of the indented item in enclosed format to be provided by the indenter/stores & countersigned by the HOD in case of non submission of previous purchase orders of the offered item by the vendor as mentioned in the enquiry.
6. Complete proposal having the all the documents listed above and as required in the enquiry are to be sent with due recommendation by the indenter faculty & HOD to Asstt. Registrar (S&P) / Dy. Reg (F&A) along with the purchase order for further processing of the proposal and subsequent placement of the order after pre audit.

The above process will come into immediate effect. Only the Proposal submitted to the Purchase committee till date will be processed by the Store & purchase committee. All the enclosures as mentioned above may be downloaded from the institute website as per the requirement. This has been issued with the approval of the Director.

[Signature]
14/01/14
Registrar

Encl:

1. Specification of the indented item in (Annexure 1) to be provided by the Dept.
2. Special Terms & condition (Annexure 2) optional to be provided by the dept.
3. General terms and Conditions of enquiry (Annexure 3) enclosed
4. Price schedule form for items quoted in INR & in foreign currency (Annexure 4 & 5) Enclosed.
5. Format for approval for procurement of items through single tender enquiry enclosed
6. Format of Propriety certificate to be issued by the Dept enclosed.
7. Format for certificate of reasonableness of the price enclosed.

CC:

1. All Deans/HoD's/ Section Heads for information. *& necessary action*
2. Deputy Registrar(Admin)/Deputy Registrar(F&A) for information & necessary action.
3. Chairman(Website) for uploading all the documents on website.
4. PS to Director.

(Annexure 1)

Name & Specification of the Item

(Annexure – 2)

Special Terms & conditions (Optional)

General Terms & conditions

Instructions to the bidder

1. The bid should remain valid for a period of **60 days**. In case your offer has a different validity period that should be clearly mentioned in the quotation. Validity period may also be extended without change in bid prices ,if required on mutually agreed basis only
2. **Excise Duty:** The Institute have the Excise Duty exemption certificate
3. Custom Duty : Institute have the custom duty exemption certificate
4. **Entry Tax:** The State of Chhattisgarh charges entry tax on all goods entering the State. Please include it in your quotation as a separate item. Entry Tax will be reimbursed on production of proof of payment.
5. Please address your quotation with all the required documents to "Registrar, NIT RAIPUR (C.G) 492010" and super scribe the envelope "Quotation for the Department of "(Name of the department). Bid may also be sent to through e mail at -----

6. The bidders should quote their offer/rates in clear terms without ambiguity in attached **Annexure 4 or 5 only**.
7. Technical brochure/catalogue should also be enclosed to support the specification of the items issued by OEM.
8. **Warranty Period:** The warranty period should be minimum 1 year (with spares) until and unless specified differently from the date of installation. For standard items which carry warranty of more than one year, standard warranty shall be applicable
9. The successful bidder has to furnish "Performance Security of 10% of the ordered value", in the form of Account Payee Demand Draft, / Fixed deposit and/or unconditional Bank guarantee en-cashable on demand from the Director, NIT, Raipur, from a nationalized Bank with validity period of sixty days beyond the date of completion of all contractual obligations of supplier including guarantee/ warranty obligations. The Performance Security is to be furnished in favour of the Director, National Institute of Technology, Raipur,. Payment will be processed only after receipt of the Performance Security.
10. **Terms of Payment:** The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:
Payment for Goods and Services offered from India/aboard in INR:
 Payment shall normally be made in Indian Rupees, as follows: 100% payment will be made in account payee cheque or Draft / online Transfer using RTGS to the Supplier within thirty (30) days after the successful installation and commissioning of equipments subject to submission of performance security.

Payment for Goods and services offered from abroad in foreign currency:

Payment of foreign currency portion shall normally be made in the currency of contract in the following manner:

On Shipment: Ninety (90) percent of the Contract Price of the Goods shipped shall be paid through irrevocable letter of credit opened in favor of the Supplier in a bank in its country, upon submission of following documents specified as below.

Within 24 hours of dispatch, the supplier shall notify the purchaser the complete details of dispatch and also supply following documents by Registered Post/ courier and copies thereof by FAX.

- (a) Two copies of supplier's Invoice giving full details of the goods including quantity, value, etc.;
- (b) Packing list;
- (c) Certificate of country of origin;
- (d) Manufacturer's guarantee and Inspection certificate/test report;
- (e) Inspection certificate issued by the Purchaser's Inspector, if any.
- (f) Insurance Certificate, if required under the contract;
- (g) Name of the Vessel/Carrier;
- (h) Bill of Lading/Airway Bill;
- (i) Port of Loading;
- (j) Date of Shipment;
- (k) Port of Discharge & expected date of arrival of goods.
- (l) H S code of classification of goods.
- (m) Any other document(s) as and when required in terms of the contract.

Note:

1. The nomenclature used for the item description in the invoices(s), packing list(s) and the delivery note(s) etc. should be identical to that used in the contract. The dispatch particulars including the name of the transporter should also be mentioned in the Invoice(s)
2. The above documents should be received by the Purchaser before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses.

On Acceptance: Ten (10) percent of the Contract Price of Goods received shall be paid normally within thirty (30) days of receipt of the Goods and successful installation & commissioning upon submission of claim supported by the acceptance certificate issued by the Purchaser along with the Performance security.

The L/C will be confirmed at the suppliers cost, if requested specifically by the supplier. If L/C is requested to be extended/ reinstated for reasons not attributable to the purchaser, the charges thereof would be to the suppliers' account. All bank charges in India to the account of the opener and all bank charges outside India to the account of the beneficiary. Payment of local currency portion shall be made in Indian Rupees normally within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed. The LC for 100% value of the contract shall be established after deducting the agency commission payable, if any to the Indian agent from the CIF value.

11. **Delivery period:** Delivery should be made within 150 days from the date of order of placement of goods offered from India or opening of the LC in case of goods offered from abroad. However early delivery shall be appreciated.

12. Any disputes arising out of this enquiry shall be dealt in the Raipur jurisdiction.

13. Bidder need to submit the following certificates along with the quotation :

- Proof of establishment of Firms/shop/business/ manufacturing unit etc. and Dealership certificate from the principals etc.
- Proof of Sales tax/VAT/ service tax registration as per applicability.
- Photocopies of the latest purchase orders received from IITs/NITs/any central govt. organization/ State Govt. Organization/reputed private sector organization for the offered item.
- Authorization certificate from Principal
- Propriety Certificate stating that they are the only source of supply/ Manufacturer.
- Proof of PAN
- User list IITs/NITs/Central govt. organization/ State Govt. / reputed private sector Organization for the offered item.
- Any other relevant document, if any

14 Clearance & delivery

On arrival of shipment/consignment, the supplier is required to arrange custom clearance and transportation of the consignment up to NIT RAIPUR premises. The expenses incurred will be reimbursed on actual basis not exceeding the quoted amount. The custom duty, demurrage (in case of delay in release of custom duty to the custom department by NIT Raipur) and government taxes/levies (if any) will be paid extra by the buyer after as per term of payment. Please note that the State of Chhattisgarh may charge entry tax on all goods entering the State. This may be included in your quotation as a separate item. Entry Tax will be reimbursed on production of proof of payment. Principals will themselves have to procure any requisite permission from the Govt. of country of origin of equipment.

15. Agency Commission/other charges

Agency commission or other charges, if any should be clearly mentioned by the Bidder and will be paid in Indian Currency. Please note that actual reimbursement will not exceed the quoted amount in any circumstances.

Annexure-4

Price Schedule form: Price Schedule for Goods Being Offered from India/Abroad in INR (Separate form to be used for each item offered)

Name of the Bidder:

Name & Model No of offered item:

Tender Enquiry No.:

Sr. No.	Details	Price per Unit in INR
1	Ex-works, Ex-warehouse, Ex-show room off the shelf price (inclusive of all taxes already paid)	
2	Custom Duty** payable if any	
3	Excise duty** payable, if	
4	VAT & other taxes, if any	
5	Any other tax & duty if any	
6	Packing & forwarding up to station of dispatch, if any	
7	Charges for inland transportation, insurance to ultimate destination i.e. NIT, Raipur, if any	
8	Installation, Commissioning and training Charges, If any	
9	Any other charges (Please specify)	
Total Price (Sum of Sr. No. 1 to 9) FOR NIT RAIPUR		

**** NIT Raipur have custom Duty/exsices Duty exemption certificate.**

Total Bid price in Indian currency: -----

Bid Price In words : -----

Note: The cost of optional items may be indicated separately.

Seal & Signature of Bidder

Annexure-5

Price Schedule Form: Price schedule for goods being offered from abroad in
currency other than INR

(Separate form to be used for each item offered)

Name of the Bidder:

Name & Model No of offered item:

Tender Enquiry No.:

Sr. No.	Details	Price per unit in ()
1	Country of origin	
2	FOB (named port of shipment) Or FCA (named place of delivery)	
3	Freight and Insurance up to Indian Airport/port	
4	Total Price at Indian Airport /port (2+3)	
5	**Custom charges /Duty (please mentioned %)	
6	Any other taxes /duties if any (Please mention)	
7	Custom clearance and other charges if any (with breakup)	
8	Inland Charges for Insurance & transportation to NIT Raipur	
9	Installation, commissioning and training Charges, if any	
10	If any other charges (Please Specify)	
	Total Price (FOR NIT Raipur) (a) in foreign currency: (b) In INR (Sum of Sr. No. 1 to 10)	
	Total Charges in INR	

**** NIT Raipur have customDuty /exsices Duty exemption certificate.**

Total Bid price in foreign currency: -----

Total Bid Price in Foreign currency words: _____

(a) Indian agents name & address _____

(b) The cost of optional items shall be indicated separately-----

(c) Cost/Charges in INR wherever applicable should be mentioned separately

Seal & Signature of Bidder



NATIONAL INSTITUTE OF TECHNOLOGY RAIUPR 492010 (C.G.)

Proprietary Nature Certificate

(To be enclosed with specification /requirements of the item along with Director's approval)

Date _____

1. Department :
2. Brief Description of Stores:

3. Certified that:

(i) The indented goods are manufactured by M/S

and distributed by _____

(ii) I / We hereby certify that to best of my knowledge and belief that stores indented is of proprietary nature.

(iii) Requirement of the department will not be met by any substitute stores due to the following reasons.

(iv) Approval of the Director is enclosed.

Lab I/c,/PI of Project
(Name, Signature with date and Designation)

H.O.D.
(Name, Signature with date and Designation)



NATIONAL INSTITUTE OF TECHNOLOGY RAIUPR 492010 (C.G.)

No. NITR/ _____

Date _____

**Request for approval of procurement of goods or services on
Single Tender Basis**

1. Department :
2. Description of Stores to be purchased :
3. Approximate Cost :
4. Proposed Supplier (with Postal & E mail address) :
5. Reasons for single tender purchase :
 - (a) Only one firm is the manufacturer or supplier of goods.
 - (b) Open source software is not available for the intended use (Only in case of software's).
 - (c) Because of the following emergency, it is not advisable to go for competitive bidding
 - (d) For standardization of equipment or spare parts as per following details
 - (e) Any other reason
 - (f) Documents enclosed

Laboratory/Office in-charge or
P.I. of Projects

Head of the Department

Observation of the Account Section

Dy. Registrar (F&A)

Proposal for procurement of goods under single tender basis is approved./ not approved

DIRECTOR