**TENDER**

**FOR**

**Supply of Admission Kit**

**in**

**BIT MESRA, Ranchi**

****

**Tender No.: IR/000620**

**Tender Date: 12.09.2022**

**Last Date of Submission of Bids: 29.09.2022**

**Office of the Registrar**

 **Birla Institute of Technology
Mesra, Ranchi – 835215**

Email: tenders@bitmesra.ac.in

Website: [www.bitmesra.ac.in](http://www.bitmesra.ac.in)





Birla Institute of Technology, Mesra was established in 1955, is a premier technical Institute and Deemed to be University u/s 3 of UGC Act, 1956, with its registered office located at Mesra, Ranchi-835215 (Jharkhand). More details about the Institute may be seen at our website “www.bitmesra.ac.in”. A top-notch academic infrastructure, coupled with a lush green and pristine campus, spread across more than 700 acres, the main center is the dream destination for many students from across the country.

Birla Institute of Technology, Mesra, Ranchi invites tender for supply of **Admission Kit**, as per the specifications given below.

|  |  |
| --- | --- |
| Tender Reference No. | **IR/000620** |
| Last Date and Time for receipt of Tender | 29/09/2022 at 1500 Hrs |
| Address for Communication | As Stated below in the Instructions to the bidders. |
| Contact Telephone Numbers: | **Phone:** 0651-2276501**Email:** ar.purchase1@bitmesra.ac.in |
| For Technical Details Contact  | Mr. Chiranjeev SemwalAssistant Registrar (Purchase) |

**INSTRUCTIONS TO BIDDERS**

All interested vendors are requested to send their sealed quotation for the supply of the item as per the details given below:

**NOTE: The bid documents are not transferable and the firm’s seal and signature of the authorized official must appear on all papers and envelopes submitted.**

**Both the envelopes should be sealed, signed, marked, and kept in a bigger envelope superscribed with the Tender Reference No. and Tender notice detail as appended hereunder.**

**TENDER FOR SUPPLY OF “ADMISSION KIT”**

 **TENDER REF. NO: IR/000620, DATE: 12/09/2022**

 **LAST DATE FOR SUBMISSION: 29/09/2022 Till 1500 Hrs.**

Asst. Registrar (Purchase & MM)

Birla Institute of Technology, Mesra

Ranchi - 835215.

From: M/s --------------------------

Contact No: ----------------------

E-mail ID: ------------------------

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Description** | **Specifications** | **Quantity** |
|  | **Laptop Bag** | **Printing of BIT Logo on it**  | **2500 Nos** |
|  | **Pen** | **BIT Mesra Written on it** | **2500 Nos** |
|  | **Key Chain/Ring Metal** | **BIT Logo & BIT Mesra Written on it** | **2500 Nos** |
|  | **Metallic Water Bottle (Hot/Cold)** | **BIT Mesra Written on it** | **2500 Nos** |

**Terms & Conditions**

1. Original bills in triplicate along with the warranty card will have to be issued by the party to whom the order is issued.
2. HSN code of the material should be mentioned in the quotation (if any).
3. All entries in the quotation should be typed or computer printed without any ambiguity and should be free from correction etc. Handwritten offers will be rejected.
4. Late and delayed tenders will not be considered. In case any unscheduled holiday occurs on the prescribed closing date the next working day shall be the prescribed date of closing.
5. The quotation should be submitted with descriptive literature & drawing. The make of the items offered should be clearly specified.
6. Material should be confirmed to our specification. The deviations if any should be clearly indicated in the quotations.
7. Successful bidder has to furnish the OEM test certificates along with the materials (if applicable).
8. Rate /Price: The offered price shall be on **FOR BIT Mesra on Door Delivery basis**.
9. No Advance payment will be considered at any circumstances.
10. If offered Price Term is other than the FOR-Destination term, approximate Freight & forwarding charges along with the applicable Insurance charges may be mentioned.
11. GST and PAN certificates should be furnished along with quotations.
12. Road Permit: The supplier shall arrange Road Permit on his own for transportation material to BIT Mesra and any additional tax liability on this account shall be borne and paid by the supplier.
13. Purchaser will not pay separately for transit insurance/taxes (if any) and the supplier will be responsible until the stores arrive in good condition at the destination.
14. Warranty: The period of warranty should be clearly mentioned and also the parts covered under it. Warranty will be applicable from the date of a successful installation.
15. Service Facility: Supplier must mention about the service set up in India & confirm effective after-sales service (if applicable).
16. BIT Mesra is not bound to accept the lowest or any quotation for whatsoever reason and reserves its right to accept or reject in whole or in part any or all the quotations received without assigning any reason.
17. Applicable taxes shall be quoted separately for all items and levies payable by the supplier under the contract shall be included in the unit price.
18. Each bidder shall submit only one quotation and a sealed quotation to be submitted/delivered at the address. (Alternatively, it can be emailed (Password protected) at purchase1@bitmesra.ac.in or ar.purchase1@bitmesra.ac.in) or deliver by hand.
19. Training clause (if any) to be mentioned.
20. Delivery period should be mentioned clearly in the quotation. If a firm accepts an order and fails to execute the order in full as perthe terms and conditions stipulated therein, it will be open to this Institute to recover liquidated damages from the firm at the rate of 0.5% to 1% per week of the order value subject to a maximum of 10% of the order value.
21. Conditional tenders will not be considered.
22. Authorized dealership certificate should be submitted in case the principal manufacturing company is not quoting directly.
23. Copy of Purchase Orders for similar equipment supplied to any other organization desired.
24. Annual turnover of the company for the last 3 years / CA Certificate to be provided.
25. Declaration required by the vendor that the price quoted is the lowest that I have supplied to any other organization.

 Sd-

 Registrar

BIT Mesra Ranchi-835215

\*\*\*END\*\*\*