



**NOTICE INVITING CALL OF QUOTATION**

F.NITA-47(47-EM)2023/Sound // 1129-320


Date:- 12/12/2024

Sealed item rate Call of Quotations are invited for and on behalf of NIT Agartala, from Central & State Public Sector Undertaking / Enterprise and eligible Contractors / Firms / Agencies of appropriate class registered with state PWDs / CPWD/ MES Railway / P & T as per following table:-

Sl. No.	Description	Time for Completion of work	Last date of submission of bid/ offers	Date of opening (if possible)
1	Procurement of 24 Channel Analog Sound Mixer with digital control for Visvesvaraya Auditorium of NIT Agartala.	10 (Ten) days	18/12/2024 Upto 2:30 pm	18/12/2024 at 3:30 pm (if possible)


Documents are available in institute website should be downloaded and submitted to the Registrar, NIT Agartala in sealed envelope and should be properly Sealed & Superscripted. For any enquiry, please contact by e-mail to estateelectrical.nita@gmail.com before the last date of submission of tender.

Details are available in the websites: <http://www.nita.ac.in>

  
11/12/24  
Registrar, NIT Agartala

Copy to:-

1.	P. S. to the Director, for bringing it to the notice of the Director.
2.	The Dean (P&D), for kind information.
3.	Mr. Kamal Kanti Paul, System Administrator, NIT Agartala with request for launching of this Notice in the <b>Institute website</b>
4.	The DR (FA), for information.

  
Registrar, NIT Agartala

# NATIONAL INSTITUTE OF TECHNOLOGY, AGARTALA



Location:- National Institute of Technology, Agartala, Tripura.

Name of work:- Procurement of 24 Channel Analog Sound Mixer with digital control for Visvesvaraya Auditorium of NIT Agartala.

Estimated Cost:- Rs.1,44,500/-

Name of Contractor:-

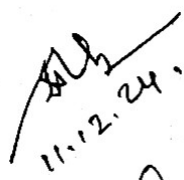
## **NOTICE INVITING CALL OF QUOTATION:**

05/NITA/Estate Elect./2024

Number of Pages:- 12 (Twelve) pages including cover page.

Registrar

Page 1 of 12

  
11.12.24.

  
11/12/2024





## **CHECKLIST**

The following documents should be attached and the page number should be indicated against each.

- a) Submission of tender letter along with original set of tender documents duly signed on every page and sealed.----- **Yes/No**
- b) Rates should be inclusive of GST and other charges in BOQ written in figure as well as word and the total amount calculated and written at the end.-----**Yes/No**
- c) Cost of tender document submitted-----**Yes/No**
- d) In case of partnership/Corporate firms, copy of partnership deed/  
Memorandum of understanding duly attested by Notary Public. ----- **Page No.**
- e) Power of Attorney in the name of person who signed the tender  
document (only in case of partnership/Corporate firms) ----- **Page No.**
- f) PAN Card (PAN Card should be in the name of the firm / individual quoting for  
the work). ----- **Page No.**
- g) GST registration Certificate. ----- **Page No.**
- h) Uptodate Tax Clearance Certificate. ----- **Page No.**
- i) Any other relevant document Bidder (s) wish to furnish. ----- **Page No.**

Note: Papers/documents are to be submitted by the bidders putting self attestation.

Signature of the Bidder



1. **Schedule of requirements :-**

Sl. No.	Description of Goods/Service	Quantity
	As detailed in the Annexure.	

2. **Specifications and allied Technical Details :-**

As detailed in the Annexure.

3. **Format of Quotation** (tick appropriate box)

\* It is a one-part bid; please give all technical specifications and piece bid in one envelope.

4. The bid envelope should be super-scribed with :-

**Bid for:-**

"Procurement of 24 Channel Analog Sound Mixer with digital control for Visvesvaraya Auditorium of NIT Agartala"

**Enquiry No.** F.NITA-47(47-EM)2023/Sound.

5. Quotations should be valid for a period of **90 days** from the closing date of the bid.

6. Some important dates:

- i. Pre-bid Conference: Not applicable
- ii. Last date for receipt of tender: Date: 18/12/2024 Time: 2.30 P.M.
- iii. Opening of techno-commercial bid: Not applicable
- iv. Opening of Financial bid: Date: 18/12/2024 Time: 3.00 P.M. (if possible)



7. Performance Security (See Item 2.10 of Instructions): An amount of 5(five)% of gross bid value shall be deposited in cash or submitted in the shape of Bank Draft/Banker's cheque pledged in favour of The Registrar, NIT Agartala which will be released after the final bill.
8. **Warranty:-** 1(One) year against any manufacturing defects where applicable.
9. Please go through the enclosed "bid document" carefully for other bidding instructions.
- 10.(a) Please send your quotations by Registered/Speed Post or Courier (\*) Service to:

The Registrar,  
National Institute of Technology, Agartala,  
Barjala, Jirania, West Tripura, Pin-799046.

**OR**

- (b) Please drop the quotation in the Tender Box kept in the office of the **Estate Section** during the normal working hours of the Institute. Please do not hand over the quotation to any person by hand.
11. All formalities for Road Permit/ Tax Clearance should be completed by Bidder/ Supplier. The Institute will not take any responsibility for the same.
12. For technical details, you may contact: E-mail: [estateelectrical.nita@gmail.com](mailto:estateelectrical.nita@gmail.com)

**(\*) Tenders /Quotations received after the date & time stipulated in the notice are liable for rejection.**

**NATIONAL INSTITUTE OF TECHNOLOGY  
AGARTALA – 799 046, TRIPURA**

**BID DOCUMENT**

1. Instructions to the bidders
  - 1.1 Sealed bids are invited on behalf of the Director, National Institute of Technology (NIT), Agartala – 799 046, Tripura, from the intending bidders for supply of the goods/stores/ equipments for the Institute as detailed in the enquiry letter.
  - 1.2 The bidders should quote their offer/rates in clear terms without ambiguity.
  - 1.3 The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible. Manufacturer's price-list, where applicable, should be submitted along with the bid.
  - 1.4 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
  - 1.5 The last date for receipt of the bid is marked in the enquiry. In case the above date is declared a holiday for NIT, Agartala, and the bids will be received up to the appointed time on the next working day.
  - 1.6 The bids may be dropped in the tender box kept at the Department office or alternatively, be sent by registered or speed post or by courier service, so as to reach the concerned department before the last date of receipt. The name of the Department is mentioned in the Enquiry.
  - 1.7 The bidder may modify his bids before the last date appointed for receipt of the bids by dropping/sending an amendment to the bid. No bid shall be modified after the deadline for receipt of the bids.

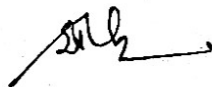


- 1.8 If a prospective bidder requires any clarification in regard to the bidding documents, he may make a request to the concerned officer or faculty member at least 15 days before the deadline for receipt of bids.
- 1.9 Bids received after the deadline of receipt indicated in para 1.5 above, shall not be taken in to consideration.
- 1.10 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
- 1.11 (In respect of high value plant, machinery etc. of a complex and technical nature). The bids may be submitted in two parts, viz., technical bid and financial bid. The above two bids may be sealed by the bidder in separate cover duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. The bidding format is specified in the quotation enquiry.
- The cover containing the bid must be sealed and super-scribed "Procurement of 24 Channel Analog Sound Mixer with digital control for Visvesvaraya Auditorium of NIT Agartala".
- 1.12 The bids will be opened in the Departmental office at the date and time given on the top of the document. The bidders may send their authorized representatives to attend the bid opening, if they so desire. In the event of the above bid opening date being declared holiday for the NIT, Agartala, the bids will be opened at the appointed time and place on the next working day.
- 1.13 The bidder has to **sign in full** at all pages of the bidding document.



## 2. Conditions of the bid

- 2.1 The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance and all other incidental charges. In case any of these charges become reimbursable it is necessary that those are quoted extra in addition to the quoted rates, the amount thereof or Ad valorem rate must be specified. Packing, forwarding, freight, entry tax etc., when quotes separately are reimbursable at actual. If external agencies are employed, their receipts must be enclosed with the invoice.
- 2.2 Duties and Taxes, where quoted separately, the advalorem rates thereof should be clearly indicated with reference to the relevant Acts and Rules.  
The Institute is not authorized to issue C or D forms. Taxes may be charged at applicable rates.
- 2.3 The goods/ works are required to be delivered/ excluded at the location specified by the indenting Department of NIT, Agartala, and must be dispatched within 10 days from the date of placement of the supply order under the risk and arrangement of the bidder. In case the delivery time is higher, the same must be mentioned clearly in the quotation.
- 2.4 The bid should remain valid for a period of 90 days from the closing date of the bid. In case your offer has a different validity period that should be clearly mentioned in the quotation.
- 2.5 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
- 2.6 The goods offered should strictly conform to the specification and technical details mentioned in the Annexure.
- 2.7 The Institute may like to conduct pre-dispatch inspection of goods, where applicable.





2.8 The bid is to be accompanied with "Bid Security" (EMD) for an amount stated in the enquiry, which may be enclosed, in the form of Account Payee Demand Draft, Fixed Deposit Receipts, Banker's Cheque or unconditional Bank Guarantee en-cashable on demand from the Registrar, NIT, Agartala from any Scheduled Bank with validity period of forty-five days beyond the final bid validity period. The bid security shall be in favour of the Registrar, NIT, Agartala. The bid security shall be forfeited, if the bidder withdraws during the bid validity period. Foreign vendors are exempted from submitting EMD.

2.9 Period of guarantee/warranty, where applicable, should be specified in the bid.

2.10 The successful bidder has to furnish "Performance Security" for an amount specified in the enquiry, in the form of Account Payee Demand Draft, Fixed Deposit Receipts and/or unconditional Bank guarantee en-cashable on demand from the Registrar, NIT, Agartala, from a Scheduled 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 Registrar, National Institute of Technology, Agartala, within ten days of intimation, failing which his bid security will be forfeited.

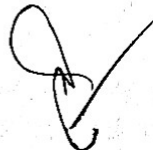
Alternatively, fixed percentage of the cost of the stores/ value of work as stated in the enquiry may be retained by the Institute in its Maintenance Fund towards performance security, which will be released six months after the completion of warranty period.

2.11 If the successful bidder, on receipt of the supply/work order, fails to execute the order within the stipulated period, in full or part, except under situation beyond control of the contractor it will be open to the Director, NIT, Agartala to recover liquidated damage from the firm at the rate of 2 percent of the value of undelivered goods per month or part thereof, subject to a maximum of 10 percent of the value of undelivered goods/work. Alternatively, it will also be open to the Director, to arrange procurement of the required goods from any other source at the risk and expenses of the bidder.

2.12 The successful bidder may be required to execute a contract, where applicable.

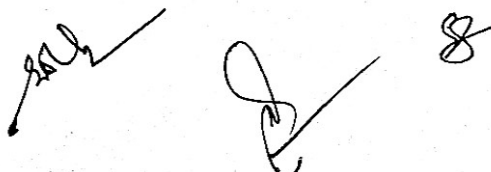
- 2.13 The bidder has to furnish up to date Professional Tax Clearance Certificate along with the bid.
- 2.14 Payment (100 percent) will be made by Account Payee Cheque/Bank Draft/Online transfer, after the date of receipt of the goods in good condition and receipt of the bill (commissioning of the equipment, if applicable).
- 2.15 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT Agartala shall be final. All legal issues will be within the jurisdiction of Agartala.
- 2.16 The bid document/resultant contract will be interpreted under Indian Laws.
- 2.17 Rejection of Offers: The institute reserves the right to ignore or reject any offer including the lowest one without assigning any reason.

Registrar  
NIT, Agartala,  
Agartala-799046, West Tripura



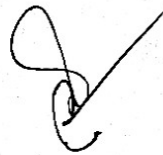
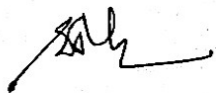
### 3. Special Terms & Conditions:

- 3.1 Acceptance of Technical bid strictly depends on credentials, manufacturing capability, quality control systems, past performance, after-sales service, financial background, commercial terms & conditions etc. of the supplier(s).
- 3.2 Detailed Specifications, brand, make, model & parts number, tolerance limit, resolution, corresponding ISO standard etc. of quoted Equipments/Items should be mentioned with supported leaflet and list of suppliers for acceptance of technical bid.
- 3.3 The bids of the lowest acceptable responsive bidder will normally be accepted. However, if the price offered by that bidder is not acceptable, negotiation may be held only with that bidder. In case such negotiation does not provide the desired result, the reasonable or acceptable price may be counter offered to the next highest responsive bidder(s).
- 3.4 The bid should be sealed by the bidder in covers duly super-scribed sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. The technical bids are to be opened by the committee at the first instance and evaluated by the competent committee/authority. At the second stage, financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.
- 3.5 Price shall be FOR destination NIT Agartala inclusive of all taxes, duties, cost of packing, forwarding & transit insurance including any intermediate handling and unloading & stacking etc. at site.
- 3.6 FOR: National Institute of Technology Agartala, West Tripura-799 046 at site.
- 3.7 Period of Completion: 10 (Ten) days from the date of issuing of order.
- 3.8 Consignee: Registrar, National Institute of Technology Agartala, P.O. Tripura Engineering College. West Tripura-799 046.
- 3.9 The Quantity of each Item(s)/Equipment(s) may increase or decrease at the time of Supply Order.



- 3.10 Penalty: Penalty will be charged @ 2 % of per month except for force majeure conditions for the unexecuted part of the supply order.
- 3.11 Model No. of the product should be given with catalogue (where available).
- 3.12 The general term & conditions of purchase rules of NIT Agartala will be applicable.

Registrar  
National Institute Of Technology  
Agartala



## ANNEXURE

### BILL OF QUANTITIES

Procurement of 24 Channel Analog Sound Mixer with digital control for Visvesvaraya Auditorium of NIT Agartala

Sl No.	Description	Unit	Qty.	Rate (in figures)	Rate (in words)	Amount (Rs.)
				Rates Should be inclusive of GST and other charges		
1	<u>Supply of 24-Channel Premium Mixing Console</u> Supply, installation and testing of 24-track analog mixer with digital control designed for use in live sound environment. Its features and specification include:	Each	1			

Grand Total amount inclusive of GST and other charges = Rs.

*Signature 1*      *Signature 2*      *Signature 3*