

**NATIONAL INSTITUTE OF TECHNOLOGY
GOA - 403401**

Open Tender Enquiry

Enquiry No: NITGOA/PUR/LIBRARY/2023-24/OW 292

Date: 28/7/2023

Important Dates

Event	Date	Time
Pre-bid Conference	-	-
Last Date of submission of quotation	07/08/23	10 AM
Technical Bid Opening date	07/08/23	10:30AM
Financial Bid Opening date	08/08/23	10:30 AM

To,

Dear Sir,

We intend to **Renew the Subscription of Turnitin** specified below and invite quotations in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer with prices and complete terms within the time mentioned above.

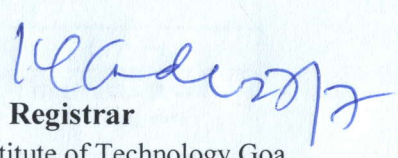
Please send your quotation to:

To,

The Director

NATIONAL INSTITUTE OF TECHNOLOGY
Farmagudi Ponda GOA-403401

Yours sincerely,


Registrar

National Institute of Technology Goa

Encl:

- (1) Schedule of requirement, specifications, dates etc.
- (2) Bid document containing detail terms and conditions.

1. **Schedule of requirements**

Sl. No.	Description
1	Renewal of Turnitin Subscription

2. **Specifications and allied Technical Details**

Enclosed at Annexure 1

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

☐ It is a Single bid; please give all technical specifications and price bid in one envelope.

OR

☒ It is a two-part bid with separate techno-commercial and price bids. Please see item 1.12 of instructions for method of bidding.

4. The bid envelope should be super-scribed with

Renewal of Turnitin Subscription vide Enquiry No. NITGOA/PUR/LIBRARY/2023-24/OW/292 dated 28/07/2023

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:	Date: ____ - ____	Time: ____ - ____
ii.	Last date for receipt of quotation:	07/08/2023	Time: 10 AM
iii.	Opening of techno-commercial bid:	07/08/2023	Time: 10:30 AM
iv.	Opening of Financial bid:	08/08/2023	Time: 10:30 AM

7. **Warranty** as applicable must be provided. (Certificate should be provided).

8(a) **Excise Duty:** Please state applicable excise duty as a separate item.

8(b) **VAT/CST/GST:** The Institute is not authorized to give C or D form. CST/ VAT/GST should be charged according to applicable rates.

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- 8(c) **Entry Tax:** The State of Goa charges entry tax on all goods entering the State. Please include it in your quotation.
9. **Bid Security** (See Item 2.9 of instructions): **15,000/- (Rs. Fifteen Thousand only).**
10. **Performance Security** (See Item 2.12 of instructions): **5 %** of order value.
11. Please go through the enclosed "bid document" carefully for other bidding instructions.
- 12 (a) Please send your quotations by Registered/Speed Post to:

To,
The Director
National Institute of Technology
Farmagudi, Ponda Goa - 403401

OR (b) drop the quotation in the office of the normal working hours of the Institute.

13. For clarifications if any, please mail to **revoorisrinath@nitgoa.ac.in**

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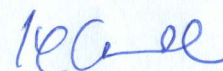
Form PPIM-1B
[Para 1.17 (ii)]

NATIONAL INSTITUTE OF TECHNOLOGY
GOA - 403401

BID DOCUMENT

1. Instructions to the bidders:

- 1.1 Sealed bids are invited on behalf of the Director, National Institute of Technology Goa – 403401, from the intending bidders for **Renewal of Turnitin Subscription** for the Institute as detailed in the enquiry letter.
- 1.2 The bidders should quote the technical and financial bid separately in two separate envelopes duly superscripted on the envelope as Technical bid/Financial bid for **Renewal of Turnitin Subscription** and their offer/rates in clear terms without ambiguity and should submit EMD in a separate Envelope.
- 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 Goa, then the bids will be received up to the appointed time on the next working day.
- 1.6 There may be a pre-bid conference in the office of the Department as per schedule given under at the top of the document. NIT Goa for clarifying issues and clearing doubts, if any, about the specification and other allied technical details of the plant, equipment and machinery projected in the bidding document. The prospecting bidders may attend this pre-bid conference at the appointed date, time and place. In case the said date is declared a holiday for the NIT Goa, the pre-bid conference shall be held at the appointed time and place on the next working day.
- 1.7 The bids may be sent by registered or speed post, so as to reach the office NIT Goa before the last date of receipt, or alternatively, be dropped in the office of the normal working hours of the Institute (**09.00 A.M. to 05.30 P.M.**).
- 1.8 If a prospective bidder requires any clarification in regard to the bidding documents, he may mail to **revoorisrinath@nitgoa.ac.in** at least 03 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 The cover containing the bid must be sealed and super-scribed "Bid for **Renewal of Turnitin Subscription** vide Enquiry No. **NITGOA/PUR/LIBRARY/2023-24/OW 292** dated **28/07/2023** as given under item of the enquiry.
- 1.12 The bids shall be opened in the 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 Goa, and then 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 including all annexure and price bid failing which the bidder will be disqualified.
- 1.14 The Director NIT GOA and its successors reserves the right to reject any or all the tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

2. Conditions of the bid:

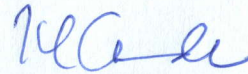
- 2.1 The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance and all other incidental charges mentioned separately.
- 2.2 **Renewal should be done within 05 days of receipt of the subscription order.**
- 2.3 If insisted, samples shall be provided by the supplier at the entire cost and risk of the supplier. The installation of the equipment's and training cum demo should be provided.
- 2.4 The bid should remain valid for a period of 90 days from the date of opening. 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 Para below.
- 2.7 The Institute may like to conduct pre-dispatch inspection of goods, where applicable.

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- 2.8 The bid is to be accompanied with "Bid Security" (*Earnest Money*) for an amount stated in the enquiry, in the form of Account Payee Demand Draft, in favour of **Director, NIT Goa Fees Account** from any Commercial Bank with validity period of 30 days beyond the final bid validity period. The bid security shall be forfeited, if the bidder withdraws during the bid validity period.
- 2.9 Period of guarantee/warranty, where applicable, should be specified in the bid.
- 2.10 Any liability regarding GST will be of supplier of products.
- 2.11 The successful bidder has to furnish "Performance Security" for an amount specified in the enquiry, in the form of Account Payee Demand Draft, in favour of **Director, NIT Goa Fees Account** from a Commercial Bank with validity period of sixty days beyond the date of completion of all contractual obligations of supplier including guarantee/ warranty obligations. *In case the procurement mentioned in tender does not have warranty as part of specification then in such case Performance Security will be released after a period of One year after supply of goods or installation whichever is later.* The Performance Security is to be furnished in favour of **Director, NIT Goa Fees Account** along with the bill submission failing which the bill will be not processed.
- 2.12 If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, it will be open to the Director, NIT Goa to recover liquidated damage from the firm at the rate of 0.5 percent of the value of undelivered goods per week or part thereof, subject to a maximum of 10 percent of the value of undelivered goods beyond due date for delivery. Alternatively, it will also be opened to the Director, to arrange procurement of the required goods from any other source at the risk and expenses of the bidder.
- 2.13 The successful bidder may be required to execute a contract, where applicable.
- 2.14 Payment (*100 percent*) will be made by Account Payee Cheque/Bank Draft/PFMS, within 30 days from the date of receipt of all the goods in good condition or receipt of the bill, commissioning of the equipment, where applicable, whichever is later/latest.
- 2.15 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT Goa shall be final.
- 2.16 The bid document/resultant contract will be interpreted under Indian Laws.
- 2.17 Any disputes arising out of this enquiry shall be dealt in the Goa jurisdiction.
- 2.18 The bidder has to furnish following documents along with the bid for technical evaluation:-

14/6/20

- 2.18.1 Valid EMD (Duly signed EMD Exemption certificate should be attached if exemption from EMD is claimed).
- 2.18.2 PAN No: (With photo copy) of firms/proprietor duly stamped and signed
- 2.18.3 Photocopy of GST Registration Certificate duly stamped and signed.
- 2.18.4 Technical/Financial specifications of all the items. Failing to quote for one or more than one will result in disqualification in technical/Financial bid.
- 2.18.5 Signed and stamped copy of entire tender document.



Registrar

National Institute of Technology Goa

Annexure-1 – Technical Bid

Sl. No.	Description	Remarks (Yes/No)
<u>1</u>	Renewal of Turnitin Subscription Specification: Turnitin Feedback Studio: Originality Checking and Feedback	

Annexure-2 – Price Bid

Sl. No.	Description	Total amount in Rs.
1.	Renewal of Turnitin Subscription	
Total in Rs. (excluding taxes)		
Other charges (if any) (please specify)		
Taxes in Rs.		
Grand Total in Rs. (In figures)		
Grand Total in Rs. (In words)		

Note: Quotation to be duly stamped and signed on letter head.

Date:-

Annexure-3 – PFMS Mandate Form

Sr. No	Details Required	Information
1	Name of Vendor/Supplier	
2	Date Of Birth / Date of Incorporation	
3	Father/Husband Name	
4	Aadhaar Number	
5	GST No	
6	PAN No	
7	Complete Address	
8	City	
9	Country	
10	State	
11	District	
12	PIN Code	
13	Mobile No.	
14	Telephone No.	
15	E Mail Address	
16	Account Holder Name	
17	Bank Name	
18	Bank (Branch)	
19	Bank Address	
20	Account No.	
21	IFSC Code	
22	Swift Code	

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I/we would not hold the user Institution responsible.

Name:

Annexure-4 – Quotationere Information Sheet

1	Company Name	
2	company Registration Number	
3	Registered Address	
4	Name of Partners / Directors	
5	Bidder Type (Indian/Foreign)	
6	City	
7	State	
8	Postal Code	
9	PAN/TAN Number	
10	Company's Establishment Year	
11	Company's Nature of Business	
12	Company's Legal Status (<i>Limited Company, Undertaking, Joint venture, Partnership and others</i>)	
13	Company Category (<i>micro unit as per MSME, Small unit as per MSME, Medium unit as per MSME, Ancillary unit, Project Affected person of this company, SSI, Others</i>)	
14	Contact Person Name	
15	Date Of Birth (DD/MM/YYYY)	
16	Correspondence Email	
17	Designation	
18	Phone	
19	Mobile	

Note: If the information is not pertaining to the bidder, in third column he should specify as “Not Applicable”