

# General Guidelines and Instructions to Bidders

(i) The **Bid document need to be addressed** to the Purchaser at the following address:

Director, **Veermata Jijabai Technological Institute, Matunga, Mumbai**, (TEQIP-II office) Matunga (E) Mumbai, Maharashtra – 400 019.

(ii) Envelope containing the Bid should be **properly sealed and shall bear the following details:**

- a) TEQIP-II Project,
- b) The Invitation for Bids (IFB) title (i.e. Item Name)
- c) Invitation for Bid i.e. IFB number,

on the front side of envelope along with a statement "**Do not open before 25<sup>th</sup> June 2013 hours on, 16.00 Hrs**"

iii) **Deadline for Submission of Bids**

Bids must be received by the Purchaser at the address specified under ITB Clause 18.2 (a) no later than the time and date specified in the Invitation for Bids (Section I). In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day. The Purchaser may, at its discretion, extend this deadline for submission of bids by amending the bid documents in accordance with ITB Clause 7, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

iv) **Late Bids**

Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser, pursuant to ITB Clause 19, will be rejected and/or returned unopened to the Bidder.

v) **No credit** will be given to earlier deliveries and bids offering delivery **beyond 02 months** of stipulated delivery period will be treated as non-responsive.

vi) **Sealing and Marking of Bids**

The Bidders shall seal the original and each copy of the bid in separate inner envelopes, duly marking the envelopes as "original" and "copy". He shall then place all the inner envelopes in an outer envelope. **The inner and outer envelopes shall** be addressed to the Purchaser at the following address:

Director, **Veermata Jijabai Technological Institute, Matunga, Mumbai**, (TEQIP-II office) Maharashtra, India– 400 019.

vii) **Contact information of the bidder**

Bidder must provide the contact details such as Complete address, Tel. No. / Mobile No. E-Mail ID, on the envelope.

viii) **Demand Draft**

Each Bid document must be along with two separate Demand Drafts in favour of Director **Veermata Jijabai Technological Institute**, payable at Mumbai, India as given below

- a) Non Refundable – **Rs 2000/- per Bid** as a cost of Bid document
- b) Refundable – as Earnest Money / Bid Security as mentioned in the individual bid. (This Demand Draft of the Non-Responsive / Unsuccessful Bidder will be returned soon after the final acceptance of Tender)

ix) **Earnest Money / Bid Security**

The earnest money shall be forfeited in the event of withdrawal of the tender within the original validity once submitted or in case a successful bidder fails to provide the performance security

and fails to execute necessary agreement within the period specified or for submitting false, incorrect or misleading information.

**x) Total offer amount for Bid**

All the taxes, levies, Duties, various overhead charges if any, shall be mentioned while submitting the offer.

**xi) Supporting Documents**

Completion Certificates of past supplies , Warranty/ Defect Liability, Drawings, Dispute Resolution, Arbitration, Force Majeure, Historical data in relation to the tender like annual reports, turn over details... etc can be submitted with the Bid, as a supporting document.

**Laws governing the contract**

a) The contract is governed by the laws of India in force.

b) The courts of the place from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.

c) Irrespective of the place of delivery, the place of performance or place of payment under the contract or the place of issue of advance intimation of acceptance of tender, the contract shall be deemed to have been made at the place from where the acceptance of the tender has been issued.

**xiii) Currency and other conditions**

a) The Prices should be quoted in Indian Rupees only.

b) The delivery of the items must be at the Director, **Veermata Jijabai Technological Institute, Matunga, Mumbai**, (TEQIP-II office) Maharashtra, India – 400 019.

**xiv) Award of Contract**

Notwithstanding the above mentioned conditions, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

**Schedule for National Competitive Bidding**

Invitation For Quotations / Bids

IFB No. **TEQIP-II/MH/MH2G03**

Date of commencement of : 21<sup>st</sup> May 2013 at 11.00 Hrs

availability of bidding document on the Institute website

[www.vjti.org.in/others/TEQIP-II](http://www.vjti.org.in/others/TEQIP-II)

Last date for availability of bidding document: 24<sup>th</sup> June 2013 at 16.00 Hrs

**Date of Pre-Bid Meeting :** 29<sup>th</sup> May 2013 at 11.00 Hrs

Last date and time for : ----- 25<sup>th</sup> June 2013 at 16.00 Hrs  
receipt of bids along with the **DD of Rs.2000/-** at the Inward section of Institute TEQIP-II office

Time and date of : 25<sup>th</sup> June 2013 at 16.30 Hrs  
opening of bids

**Venue for Pre-Bid Meeting and Opening of Bids: Veermata Jijabai Technological Institute TEQIP-II OFFICE, Main Building, Matunga (E), Mumbai, Maharashtra – 400 019.**

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