



राष्ट्रीय डिज़ाइन संस्थान हरियाणा National Institute of Design Haryana

राष्ट्रीय महत्व का संस्थान
भारत सरकार के वाणिज्य एवं उद्योग मंत्रालय के
डी पी आई आई टी अधीन एक सांविधिक संस्था
Institute of National Importance
Statutory Institute under the DPIIT
Ministry of Commerce and Industry, Government of India

Ref. No.: NIDH/ADM/09/15C/20-21

Date: 11.02.2021

TENDER DOCUMENT

FOR

PURCHASE OF MANFROTTO

FLUID HEAD AND FLAT BASE

PLATE

(FOR COMMUNICATION DESIGN DISCIPLINE)

एन आई डी हरियाणा, सरकारी पॉलिटेक्निक भवन उमरी, कुरुक्षेत्र, हरियाणा - 136131 भारत
NID Haryana, Government Polytechnic Building at Umri, Kurukshetra, Haryana - 136131 India
फोन Phone: 01744-278101, 278103 ई-मेल e-mail: info@nidh.ac.in युआरएल url: www.nidh.ac.in

INTRODUCTION

National Institute of Design Haryana (NIDH) is an Institution of National Importance established at Kurukshetra under the National Institute of Design Act, 2014 by the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India to emerge as a global leader in Design Education and Research. The institute aims at becoming the torchbearer for innovative design directions in the industry, commerce, and development sectors.

NID Haryana's multi-disciplinary environment consisting of diverse design domains helps in creating an innovative and holistic ecosystem for design learning and delivering solutions focusing on the emerging needs of people integrated with digital and cutting-edge technologies. The Institute offers full-time four year Bachelor of Design (B.Des.) with specialization streams of :

- INDUSTRIAL DESIGN,
- COMMUNICATION DESIGN and
- TEXTILE & APPAREL DESIGN.

Note: This tender document contains 14 pages and bidders are requested to sign on all the pages. The Technical bid & the Price bid should be sealed by the bidder in separate covers & both these sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed the Title of the tender, Ref. No. & Date and submitted to: NID Haryana, Govt. Polytechnic Building (Transit Campus), National Highway 44, Umri, Kurukshetra, Haryana- 136131.

INDEX

(THE TENDER DOCUMENT CONTAINS THE FOLLOWING)

Sl. No.	Particulars
1.	Annexure-I - Instructions for Bid Submission
2.	Annexure-II - Terms & Conditions
3.	Annexure-III - Technical Specification of Equipment(s)
4.	Annexure-IV - 'Technical bid'
5.	Annexure-V - Compliance Statement
6.	Annexure-VI - Certificate & Declaration
7.	Annexure-VII - 'Price bid'

NOTICE INVITING TENDER

The Director, National Institute of Design Haryana, Kurukshetra invites **Tenders bids** under two bid system, viz. Technical and Financial Bids, from the Original Manufacturers/ Foreign Principal through its Indian subsidiary/ Authorized Dealers for **purchase of following items/ Equipments (for Communication Design Discipline)**:

S. No	Name of the Item	Required Quantity
1	Manfrotto 502AH Pro Video Head with Flat Base	05
2	Manfrotto 504PLONG Video Camera Plate for 504 Fluid Head (Black)	05

CRITICAL DATE SHEET & CONTACT DETAILS :-

Last Date for seeking clarifications by firms on email: manish.s@nidh.ac.in	11.03.2021 till 12.00 noon
Uploading of reply on institute's website for clarifications sought by firms	11.03.2021
Last Date and Time for Bid Submission	11.03.2021, 05.00 PM
Date and Time for Opening of Technical Bids	12.03.2021, 11.00 AM
Date and Time for Opening of Financial Bids	Schedule shall be published on website after technical evaluation.
Address for communication	The Director, National Institute of Design Haryana, Transit campus at Govt. Polytechnic College Building, Umri, Kurukshetra, Haryana-136131.
Email:	manish.s@nidh.ac.in
Website/Portal for downloading Tender document	nidh.ac.in/tenders

NID Haryana reserves the right to accept / reject any/all tenders in part/full without assigning any reasons thereof.

INSTRUCTIONS FOR BID SUBMISSION

1. The tender document may be downloaded from the web site nidh.ac.in/tenders . The tenderers/bidders are requested to visit the website nidh.ac.in/tenders regularly for any changes/modifications in the tender.
2. The bids will be accepted under Two Bid System.
3. (a) The bids shall be submitted in a sealed envelope with clear inscription as “**Purchase of items/ Equipment: Manfrotto Fluid Head and Flat Base Plate**, BID REFERENCE NO. **NIDH/ADM/09/15C/20-21**” on top of it before due date and time to the institute address: .
(b) The Proposal shall be in two parts i.e. Cover-A and Cover-B. “Cover-A” shall contain the Technical Bid, Compliance Sheet, Certificate & Declaration along with supporting documents and “Cover-B” shall contain the Price Bid.
(c) Technical and Price Bid shall be submitted separately in sealed covers with clear inscription as “TECHNICAL/Price Bid for the item/ equipment: **Manfrotto Fluid Head and Flat Base Plate** ; BID REFERENCE NO. **NIDH/ADM/09/15C/20-21**” on top of respective covers and both the sealed envelopes shall be sealed in a third envelop with required inscription on it as mentioned in Clause (a) above for each equipment.
4. The Tenderers/ bidders are also required to submit the copies of the following documents while submitting bids, without which the bids shall not be evaluated and shall be treated as non-responsive: -
5. (i) In the Technical Bid Envelope in Cover-A (sealed) : -
 - a. Copy of Principal firm/ Manufacturer’s Registration Certificate/ Trade Licence.
 - b. Copy of GST Registration No.
 - c. Copy of GST Returns and Annual Turn-over of minimum Rs 01.00 lakh yearly in last 3 financial years (2017-18, 2018-19, 2019-20), audited/signed by C.A.
 - d. Copy of PAN No. issued by Income Tax Dept.
 - e. Copy of Certificate of authorisation issued to Authorised Dealer by Principal firm/ Manufacturer.
 - f. Copy of Pass-Book/ Cancelled Cheque for Bank Detail.
 - g. **Technical bid** as per Annexure-IV.
 - h. **Compliance Statement** as per Annexure-V.
 - i. **Certificate & Declaration** as per Annexure-VI.
 - j. **Technical Specification/ Booklet** of the item/ Equipment - Model quoted in the tender.
 - k. Copy of supply orders with details of the major clients – Educational Institutes/ Universities/ Government Departments/ Autonomous bodies/ Research Organisations, to whom the said equipment or similar has been supplied during the last Three years.

(ii) In the Price Bid Envelope in Cover-B (sealed): -

1. **Price bid** as per Annexure-VII. Duly filled, should be placed in the Price Bid envelope.
6. Copies of all the documents, that are required to be submitted, should be duly signed with seal by the Authorised Signatory. Overwriting & correction(s) should be attested properly. Incomplete bids without seal & sign of the Authorised Signatory will not be considered.
7. The Rates in Price Bid are to be quoted in Indian currency (In Rupees) only.
8. The Price of the equipment **F.O.R. at NID Haryana, NH 44, Umri, Kurukshetra-136131** is to be quoted in the 'Price Bid'.
9. The validity of tender bids shall be **90 days** from the date of opening tender bids.
10. The bids received up to due date and time will be opened only.
11. The date of Price Bid opening of technically qualified firms shall be communicated on the institute's website, if not specified in the tender document.

TERMS & CONDITIONS

Eligibility Criteria:-

- A.** Bidders need to submit bids separately for each equipment.
- B.** Only one Product/Model no. for each equipment should be quoted. The Tenderer/ Firm quoting more than one Product/Model no./Specification is liable to be rejected.
- C.** The tenderer must quote only one offer for each item. If more than one offer is quoted against one item/ equipment, then the tender bid will be summarily rejected. No optional/alternative offer will be considered.
- D.** All the documents sought with the technical and Price Bid mentioned in the **Annexure-I** should be submitted by the tenderer else the bid(s) submitted will be liable to be rejected.
- E.** The firm should have Annual Turnover of minimum Rs 01.00 lakh yearly in last 3 financial years (2017-18, 2018-19, 2019-20), audited/signed by C.A.
- F.** The firm should have experience towards supply of similar equipments. Copy of supply orders with details of the major clients of Govt. Educational Institutes/ Universities/ Government Departments/ Autonomous bodies/ Research Organizations should be provided, to whom the said equipment or similar has been supplied during the last Three years.
- G.** In case of Authorized Dealer participating in the tender process, it is to make ensure that the dealer authorized by the manufacturer directly, will be allowed to fill/submit the tender bid only. No sub-authorization will be allowed by that dealer. If any case of sub-authorization arises in the tender process, then that tender bid will be out-rightly rejected.
- H.** If the tenderer is an Authorized Dealer; then the Authorization certificate issued by Principal Manufacturer/ O.E.M. must be enclosed.
- I.** All prices/ Rates should be quoted on the price bid itself. Any item/ price not mentioned in the price bid will not be considered for financial/ price calculation. Any element of cost, tax, duties, levies, insurance, transport etc. not specifically indicated in the bid, shall not be paid by the purchaser. The Price bid, complete in all respect, shall only be accepted else may be rejected.
- J.** All the documents required should be duly signed with seal by the authorized signatory.
- K.** Overwriting & correction(s) should be attested properly. Incomplete & unsigned bids will not be considered.

Scope of Work:-

- L. Supply, Installation & Commissioning:** The Supply order shall be placed to the successful bidder (L1) for delivery of equipment in the specified period. The equipment will be delivered by the supplier, installed and commissioned successfully vis -a -vis, the working- demonstration, Training (refer table at **page no. 4** of the tender document) of the equipment will be arranged by the supplier at the time of installation and commissioning. The installation shall be done as per manufacturer's standards/specification and shall be completely executed by the successful bidder (L1) without any extra cost at the institute end.
- M. Training:** The firm should provide proper training of the equipment to the satisfaction of the institute's users.
- N. Warranty:** The warranty will be **at least 01 years** from the date of successful installation of equipment at the final destination i.e. NID Haryana, Kurukshetra **OR** As specified in the technical specification of the concerned equipment as per **Annexure-III, whichever is higher**.
- O. Compliance Statement:** While preparing compliance statement for any item/equipment, the tenderer should write the purchaser's specifications i.e. *NIDH, Kurukshetra's- tender specifications* and then, should give/write its own specification against each specification-item for compliance.
- P. Successful Bidder(L1):** The bidder will be declared successful (L1) for purchase of any equipment on the basis of- firstly, technically found suitable as per the specification and the documents required in the tender document and then secondly, the lowest price offerer in Price Bid among the technically suitable bidders.
- Q. Performance Security:** The bidder/firm declared successful will have to deposit the Performance Security @ 3% of the total Price of equipment in the form of DD/FDR/BG in the name of **National Institute of Design, Kurukshetra**. After receipt of performance security, the supply order will be issued to the firm. The performance security will be released after successful completion of the warranty period.
- R. Delivery Period:** The delivery period for the item/ equipment shall be 45 days from the date of supply order. Generally, no further extension for supply shall be granted. However, if any delay in supply may occur due to some unavoidable reasons, then the same shall be intimated by the supplier at least one week before the date of expiry of delivery period for extension.
- S. Payment:** The payment will be made to the supplier/ successful bidder (approx. in 30 days) from the date of successful installation/ commissioning/ working- demonstration of the equipment at NID Haryana, Kurukshetra subject to production of proper invoice and all essential enclosures.
- T. Liquidated Damage:** If the supplier fails to deliver any or all of the goods/equipment or perform the services within the time period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as **liquidated damage**, a sum equivalent to 0.5% (half percent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery of performance, up to a maximum deduction of 10% (ten percent) of the delayed goods' or services' contract price, Once the maximum is reached, the Purchaser may consider termination of the contract, if

the same have not been terminated already. Further, during the above-mentioned delayed period of supply and/or performance, the supplier notwithstanding any stipulation in the contract for increase in price for any ground, shall not be entitled to any increase in price and cost, whatsoever, which take place during the period of delay. But, nevertheless, the purchaser shall be entitled to the benefit any decrease in price and cost on any ground during that period of delay.

- U. Dispute Resolution & Arbitration:** Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director, NID Haryana, at Kurukshetra.

The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. Arbitration proceedings will be held at Kurukshetra only.

- V.** The Director, NIDH, Kurukshetra reserves the right to cancel the tender process at any stage of procurement.

**Director,
NID Haryana**

TECHNICAL SPECIFICATION OF ITEMS/ EQUIPMENTS

S. No	Name of the Item	Required Quantity
1	Manfrotto 502AH Pro Video Head with Flat Base	05
2	Manfrotto 504PLONG Video Camera Plate for 504 Fluid Head (Black)	05

Detailed specifications:**1. Manfrotto 502AH Pro Video Head with Flat Base:**

- Variable Fluid Drag System on PAN and TILT movements
- Fixed Counterbalance system
- Sliding plate for the fastest camera connection and set up
- Flat base for multiple support combinations
- 3/8" easy link connectors for accessories

2. Manfrotto 504PLONG Video Camera Plate for 504 Fluid Head (Black):

- Long version of standard camera plate for Manfrotto 504HD fluid head.
- Extra length helps balance various model cameras with different weight distribution.
- Has both 1/4" - 20 and 3/8" mounting screws.

‘TECHNICAL BID’

(Purchase of equipments for Communication Design Discipline)

Name of the item/ Equipment: Manfrotto Fluid Head and Flat Base Plate

1.	Name of Tendering Firm/ Company with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration)																					
2.	Do you possess trade licence issued by Competent authorities? If so, please enclose a copy.																					
3.	Name of Proprietor / Director																					
4.	Furnish following particulars of the Registered Office																					
	A. Complete Postal Address																					
	B. Mobile No.																					
	C. Telephone No.																					
	D. Fax. No.																					
	E. E-Mail Address																					
5.	PAN No. (Attach Attested Copy)																					
6.	GST Registration No. (Attach Attested Copy)																					
7.	GST Returns and Annual Turn-over of minimum Rs 01.00 lakh yearly last 3 years, audited/signed by C.A (Attested copy by Chartered Accountant to be enclosed)																					
8.	Bank Details of the firm- A. Bank Name: B. Bank Branch Address: C. Bank Account No.: D. IFSC Code of the Bank Branch:																					
9.	Give details of the major clients- Govt. Educational Institutes/Universities, Government Departments, Research Organizations, to whom the said equipment has been supplied during the last Three years. Also Attach copies of atleast 3 supply order received for similar equipments:																					
	<table border="1"> <thead> <tr> <th>S. N.</th> <th>Name & address of the client with details - Name of the contact person, telephone no., Fax no., e-mail id</th> <th>Name of the equipment and quantity</th> <th>Supply Order Ref. No. & Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S. N.	Name & address of the client with details - Name of the contact person, telephone no., Fax no., e-mail id	Name of the equipment and quantity	Supply Order Ref. No. & Date	Amount	1					2					3					
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1																						
2																						
3																						
	(If the space provided is insufficient, please add rows)																					
10.	Are you an ISO/DIN/CE certified? If so, please attach a copy of each certificate.																					
11.	Are you a Manufacturer or Authorized Dealer ; If <u>Authorized Dealer</u> , then enclose the <u>Authorization certificate</u> .																					
12.	Name of the Manufacturer																					
13.	Warranty offered for the item/ equipment (Refer tender document)																					
14.	Detailed Technical Specification/ Booklet of the item/ equipment- Model Quoted to be enclosed by the Tenderer (<u>please attach separate sheets for this purpose in continuation</u>)																					

Date

SIGN & SEAL OF TENDERER

COMPLIANCE STATEMENT

(Purchase of equipments for Communication Design Discipline)

Name of item/ Equipment: Manfrotto Fluid Head and Flat Base Plate

S.No.	Description	Response
1	Whether Manufacturer or Authorized Dealer	
2	Name of Manufacturer	
3	Name of Authorized Dealer	
4	Brand Name	
5	Product/Model No.	
NOTE:	Only one Product/Model no./Specification should be quoted for the equipment. The Tenderer/ Firm quoting more than one Product/Model no./Specification is liable to be rejected/ignored.	

S. No.	PURCHASER'S SPECIFICATION AS GIVEN IN TENDER DOCUMENT (POINT WISE)	TENDERER'S SPECIFICATION (POINT WISE)	% OF COMPLIANCE	REMARKS

Note : A point wise compliance statement must be supplied with authorised signatory. The quoted model essentially comply all specification. The same will be verified during installation.

DATE:

SIGN & SEAL OF TENDERER

CERTIFICATE & DECLARATION
(Purchase of equipments for Communication Design Discipline)

Name of item/ Equipment: Manfrotto Fluid Head and Flat Base Plate

- a. It has been Certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that NIDH, Kurukshetra is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.
- b. In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of Performance Security and or any penal action and other damages including withdrawal of all work / supply order being executed by us. Further NIDH, Kurukshetra is also authorized to blacklist our firm/company/ agency and debar us in participating in any tender/bid in future.
- c. I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which are improper / illegal during the execution in case the tender is awarded to us.
- d. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.
- e. Our Firm/ Company/ Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any other Govt. Organization.
- f. I/ we shall be abided by the Instructions and Terms & Conditions mentioned in the tender document.
- g. Bid Security/EMD Declaration: I /we accept that if I/we withdraw or modify the bids during period of validity, I/we will be suspended for a period as decided by the competent authority.

Date
Place

Signature of the Tenderer
With Stamp

**‘PRICE BID’
(for purchase of equipment)
(Purchase of equipments for Communication Design Discipline)**

Name of Equipment: Manfrotto Fluid Head and Flat Base Plate

Sl. No.	Name of Equipment	Brand Name & Model No.	Price of the Equipment (in Rs. only)	Any other incidental charges, transportation, custom clearing charges, Training etc, if any (in Rs. only)	GST on price of Equipment only (on amount mentioned in Col. (4))	GST on Any other incidental charges, transportation, custom clearing charges, Training etc, if any (on amount mentioned in Col (5))	Final Price of the equipment inclusive of All taxes, charges, and other levies at F.O.R. at NID Haryana, Kurukshetra-136131 (Total of Col. 4+5+6+7)
1	2	3	4	5	6	7	8
1					(a) GST rate in percentage: (b) GST in Rs:	(a) GST rate in percentage: (b) GST in Rs:	In Figures in Rs: In words in Rs:

Date

SIGN & SEAL OF TENDERER