



**DELHI INSTITUTE OF TOOL ENGINEERING
(Govt. of NCT of Delhi)**

Campus-I: Wazirpur Ind. Area, Delhi-110052
Campus-II: Maa Anandmayee Marg, Okhla Ind. Area
Phase-II, New Delhi-110020
E-mail: wsdite@gmail.com ; www.dite.delhigovt.nic.in

TENDER DOCUMENT
Tender for Repair of Machines

Ref: Tender No. F29 (02)/WRC/DITE/C-I

Due Date:- 14/10/2014

1. NOTICE INVITING TENDER (NIT)

1.1. Sealed Tenders under single bid system are invited by the Director cum Principal, Delhi Institute of Tool Engineering (DITE), Wazirpur Ind. Area, Delhi-110052, from Eligible/Competent Agencies for providing **Repair of Machines** at Wazirpur Campus of Delhi Institute of Tool Engineering (DITE), as per the Terms & Conditions laid down in this tender.

1.2. Cost Information

1.2.1. Earnest Money Deposit: Rs.6,000 /- (Only Demand Draft)

1.3. Schedule of Tenders

1.3.1. Start date of tender bid : 19/09/2014

1.3.2. Last date & time of submission of the tender bids / Due Date: 14/10/2014 at 11:00 AM

1.3.3. Time & date of opening of bids: 14/10/2014 at 1.00 PM

1.4. Requisite Documents To Be Submitted In Sealed Envelope

1.4.1. Original EMD (Earnest Money Deposit) as Payment of Bid security.

1.4.2. Self attested copy of latest ITR.

1.4.3. Self attested copy of Registration of Service Tax/VAT /TIN.

1.4.4. Self attested copies of experience certificate needs to be attached. The contractor's firm must have at least three years of experience in machine repairing in a machine shop.

1.4.5. Self attested copies of Annexure 1, 2, 3 & 4 duly filled and signed.

1.4.6. Price bid (Annexure-4) to be duly filled **strictly on the format only and signed.**

1.5. Super scribe the Sealed Envelope as follows & submit in the office of Director cum Principal, Delhi Institute of Tool Engineering, Wazirpur Ind. Area, Delhi-110052.

ENVELOPE	SUPERSCRPTION
Sealed Envelope	Technical bid -Tender for Repair of Machines & due date.....ø

Tender details can also be obtained from websites www.delhi.gov.in (Go to Tender notice information System & then Scroll Industry deptt.) & www.dite.delhigovt.nic.in.

C.C-Notice board

Delhi Institute of Tool Engineering

2. TERMS & CONDITIONS

- 2.1 The Contract shall be for Repair of Machines as per accepted tender.
- 2.2 It may be noted that the lowest quoted rates of a tenderer do not entitle him to claim the said contract. The final decision shall be taken after the scrutinization & acceptance of technical parameters offered for undertaking to repair the machines & make them working with one year warranty on whole work done.
- 2.3 Tender document must not be altered/ edited/ modified. Cutting/ overwriting should be attested.
- 2.4 The bidder may assess the scope of work prior to bidding by visiting the Institute on any working days between 10 AM & 3 PM..
- 2.5 **Bid Security:** The Bidder shall deposit EMD (Earnest Money Deposit) for an amount of **Rs.6000 (Rupees Six Thousand only)** in the form of DD from a commercial bank in favour of Delhi Institute of Tool Engineering, Delhi in the office of Director cum Principal, Delhi Institute of Tool Engineering, Wazirpur Ind. Area, Delhi. The tenderer having valid EMD exemption certificate for the service required in this tender shall be exempted from submitting EMD but only with due approval by Competent Authority of DITE. To support this, the **self attested copy of such Exemption certificate** is to be submitted.
- 2.6 **The price** quoted should be inclusive of all charges & applicable taxes/ VAT/Service tax/ Govt. levies etc. All applicable Govt. deductions like ESI, TDS etc. shall be applied at prevailing rates, if applied.
- 2.7 **Conditional bids** / bids without original EMD will be summarily rejected. Extra document other than the documents asked for should not be submitted.
- 2.8 **Performance Security:** Bid security of the successful bidder shall be returned only after furnishing Security Deposit of 10 % of the order value & shall be refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case of any dues / damages are reported during the tenure of contract period.
- 2.9 **The Warranty** of the parts & work performance should be for one year for which the performance security shall be kept. In case of new parts warranty provided by the manufacturer should be submitted wherever available.
- 2.10 In case of any dispute related to this tender, the final decision shall rest on the Competent Authority of DITE.
- 2.11 Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
- 2.12 The validity of bid & EMD should be 90 days and 135 days from the last date of submission of tender respectively.
- 2.13 The Committee nominated by Director-cum-Principal or its Authorized Representative shall inspect the work done at any time during the contract.
- 2.14 The Contractor shall be required to maintain the safety precautions & shall be held responsible for any accident/ on toward incident in his working area till such time the machines are not handed over to DITE. DITE shall in no case be responsible for any Accident; Loss or Damage to the persons employed or Articles Equipments Furniture etc, used by the Contractor.
- 2.15 The use of Electrical points of DITE is subject to the approval of DITE.
- 2.16 The Contractor will not employ any Child Labour or violate any Statutory Rules Acts.
- 2.17 **Bid Opening and Evaluation:** The Bids will be opened in the presence of the Bidders or their representatives in the office of Workshop Superintendent, Wazirpur Ind. Area, Delhi -110052 by authorised committee.
- 2.18 The bid of any bidder who has not complied with one or more of the conditions will be liable to be summarily rejected by the Institute.
- 2.19 **Right to Accept any Bid and to Reject any Or All Bids:** The Institute, is not bound to accept the lowest or any bid and may at any time terminate the tendering process & take action as per Govt. rules. Any clarification can be sought only in writing to the tender Inviting authority.

Delhi Institute of Tool Engineering

Annexure-1

Scope of Work

(To be submitted in sealed Envelope)

Name of Work: Repair of Machines at Wazirpur Campus of DITE.

Tender Enquiry No. _____

Due date _____

1. The Following Machines are to be repaired and made working to the satisfaction of DITE.
 - i) Geedee Weiler Lathe machine ó 1 No.
 - ii) BFW Milling Machine - 1 No.
2. The work includes repair of all mechanical, hydraulic & electrical faults.
3. Motors should be replaced or rewinded if needed. In case of new motors it should be ISI certified /Crompton/NGEF/ equivalent make.
4. Entire Wiring should be replaced including panel.
5. Hardened gears & shafts should be provided.
6. Earthing connection/Provisions should be made for each machine.
7. Scale to be fitted in BFW Milling machine.
8. All old parts should be deposited in Store, DITE.
9. All in-coming/out-going parts should have security gate entry in challan /gatepass.
10. Scrapping work should be done as per requirement. No filing should be done on guides & sliders.

NOTE: The bidder may assess the scope of work prior to bidding by visiting the Institute on any working days between 10 AM & 3 PM.. & fill the following format regarding scope of work in addition to above. If needed extra sheet may be attached.

S.N	Machine to be repaired	Scope of Work	Remark
1	Geedee Weiler Lathe machine ó 1 No.		
2	BFW Milling Machine - 1 No.		

Annexure-2

Undertaking

(To be submitted on letter head)

Name of Work: Repair of Machines at Wazirpur Campus of DITE.

Tender Enquiry No. _____

Due date _____

To,
Director cum Principal
Delhi Institute of Tool Engineering
Wazirpur Ind. Area
Delhi 6 110052

We the undersigned here by undertake & declare that:

1. We have gone through and agree to the Terms & Conditions as laid down in this Tender. All the terms & conditions of this tender document are acceptable to me & I shall abide by the same in case the tender is awarded to me.

2. We hereby offer to execute the work as per specification against which we have quoted our rates and for which this tender may be accepted at the rates stated there in and subject to the terms & conditions set forth for such work as may be ordered by the Director cum Principal, Delhi Institute of Tool Engineering, Wazirpur Ind. Area, Delhi 6110052.

3. All the particulars subscribed by me are true to the best of my knowledge.

Name of the firm : _____

Address : _____

Phone No. : _____

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[Signature with date, name and designation]

For and on behalf of M/s í í í í í í í í í í í í í í í í í í .

[Name, Address & Telephone No. & seal of the Tenderer]

Annexure-3

Checklist for Bid Evaluation

(To be submitted in sealed Envelope)

Name of Work: Repair of Machines at Wazirpur Campus of DITE.

Tender Enquiry No. _____

Due date _____

(Note: Please Ensure that the following requirements are complied with)

S.N.	Information to be provided	To be filled by the Bidder		For office use
		Fill particulars	Reason for not filling	
1	Original instrument of EMD No. í í í í í í í í .. Dated. í í í í í í of Amount Rs..... is submitted	Yes / No		
2	Self attested copy of latest ITR is submitted	Yes / No		
3	Self attested copy of Registration of Service Tax/VAT /TIN is submitted	Yes / No		
4	Self attested copies of experience certificate needs to be attached. The contractor's firm must have at least three years of experience in machine repairing in a machine shop.	Yes / No		
5	Self attested copies of Annexure 1 & 2 & 3 & 4 duly filled and signed are submitted	Yes / No		

Note: Original copies of all requisite documents must be produced for verification of the information provided whenever called for.

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[Signature with date, name and designation]

For and on behalf of M/sí í í í í í í í í í í í í í í í .

[Name, Address & Telephone No. & seal of the Tenderer]

Annexure-4

Price bid

(To be submitted in sealed Envelope)

Name of Work: Repair of Machines at Wazirpur Campus of DITE.

Tender Enquiry No. _____

Due date _____

Note: The COST quoted should be inclusive of all charges & applicable taxes/ VAT/Service tax/ Govt. levies etc. All applicable Govt. deductions like ESI, TDS etc. shall be applied at prevailing rates, if applied.

S.N	Machine to be repaired	COST, RS. (With new motors)	COST, RS. (With rewinded motors)
1	Geedee Weiler Lathe machine ó 1 No. As per scope of work		
2	BFW Milling Machine - 1 No. As per scope of work		

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[Signature with date, name and designation]

For and on behalf of M/sí .

[Name, Address & Telephone No. & seal of the Tenderer]