**K.R.NARAYANAN NATIONAL INSTITUTE OF VISUAL SCIENCE AND ARTS**

**Thekkumthala, Kanjiramattom P.O, 686 585**

**TENDER FORM**

No.162/A2/KRNNIVSA/2019 Dated: 11/11/2021

Tender Copy Issued To

 Shri. M/s ....................................................................

 ....................................................................................

Name of Work: Supply of **Kino flo tubes** at the Institute.

Sale of Tender Form - Up to 29-11-2021 11.00 am

Date of Submission - Up to 29-11-2021 02.00 pm

Date of Opening Tender - 29-11-2021 03.00 pm

E.M.D. - 1% of estimated cost (Minimum Rs.1,500/-)

Cost of Tender Form - 0.2% of estimated cost + GST @ 12% (Minimum Rs.400 + GST @12%)

 Receipt No. ............. dated ...../11/2021

**Terms and Conditions:-**

1. The tenderers preferably shall have enough experience in the supply of such equipment and for such work.
2. The rates quoted should be for delivery of the materials at the campus of the Institute at Thekkumthala and for imparting necessary training to the employees where ever necessary.
3. The rates quoted should be inclusive of GST, but the rate of tax should specifically be indicated.
4. The warranty of the items (wherever applicable) shall be clearly mentioned.
5. The rates quoted should remain firm for a period of two months.
6. The maximum period required for delivery of the articles should be mentioned.
7. The envelopes containing the tender should bear the superscription “**Kino flo tubes**” and should be addressed to **The Director, K.R.Narayanan National Institute of Visual Science and Arts, Thekkumthala, Kottayam–686585**
8. Last date and time for receipt of tenders is 29.11.2021 - 2.00 pm. Late tenders will not be accepted.
9. The tenders will be opened at 3.00 pm on 29.11.2021 in the presence of tenderers or their authorized representatives who may be present at that time.
10. Intending tenderers may, on application to the Director, K.R.Narayanan National Institute of Visual Science and Arts, Thekkumthala obtain the requisite tender forms on which tenders should be submitted. Application for the tender form should be accompanied by a cash remittance of ₹400 + GST @ 12% which is the price fixed for a form/set of forms and which is not refundable under any circumstances.
11. The tender forms are not transferable. Sale of tender forms will be closed at 11.00 am on 29.11.2021.
12. The tenderers should remit Earnest Money of 1% of the total cost of the articles tendered for subject to a minimum of Rs.1500/-
13. The successful tenderer should deposit a sum equivalent to 5% of the value of the contract as security for the satisfactory fulfilment of the contract.
14. The successful tenderer should execute an agreement for the due fulfilment of the contract within the period specified in the Supply Order/Letter of acceptance.
15. The required item details are shown below:-

|  |  |  |
| --- | --- | --- |
| Sl No | Item Description | Quantity |
| 1 | 4 feet Tube (WARM) | 12 |
| 2 | 4 feet Tube (DAYLIGHT) | 12 |
| 3 | 2 feet Tube (WARM) | 12 |
| 4 | 2 feet Tube (DAYLIGHT) | 12 |

To,

 The Director,

 KRNNIVSA

Sir,

 I / We hereby accept the terms and conditions mentioned in the Tender document for supply of **Kino flo tubes** to the KRNNIVSA and for giving necessary training to the staff of the Institute.

 Demand Draft No..............................dated. ........./11/2021 for Rs. ..................... payable at Kottayam in favour of the Director, KRNNIVSA towards Earnest Money Deposit is enclosed.

 I / We understand that the amount of Earnest Money will not bear interest and shall be liable to be fortified to the Government if I/we fail to sign and complete the contract documents as required by the Director, KRNNIVSA.

 The amount of Earnest Money deposited may be adjusted towards the security deposit or refunded to me / us unless the same or any part thereof has been fortified as aforesaid.

Date:

Full Address (in block letters):

Telephone Nos:

Email Address:

Signature of the vendor along with seal:

Name (in block letters):

Enclosures: 1. Documents proving experience in supply and installation of such equipment and for such work (Self attested copy). (It can be a valid purchase Order from an established and reputed institution for supply and installation of such equipment)

 2. Properly rate quoted tender form.

 3. EMD (Rs.1500/-) as Demand Draft.

 4. Information about Company / firm

**Note: Original documents should be provided at the time of opening tender**