



College of Engineering & Technology
(A constituent College of BPUT)
Techno Campus, Ghatikia
Bhubaneswar- 751003

TENDER CALL NOTICE

No.1492 / CET; Dated:-26/05/2015

Sealed Two-bid tenders are invited from the OEM of air conditioners like Hitachi/ Blue Star/ Carrier/Voltas etc and/or Dealer/Vendor authorized by OEM for **Supply, Installation / Laying, Commissioning & Testing of Ductable Air conditioning system** in the **Central Computer Lab:-1, College of Engineering & Technology (CET), Techno Campus, Ghatikia, Bhubaneswar** in the prescribed format as per the requirements enclosed in the schedule of items given in bid documents. Bid documents with details terms & conditions is to be downloaded from CET website 'www.cet.edu.in' or can be obtained from office of **College of Engineering & Technology (CET), Techno Campus, Ghatikia, Bhubaneswar-751003**.

The tenders along with the tender cost and EMD as given in bid documents in the sealed envelope should be super scribed with **"Tender for Ductable Air Conditioners"** and submitted through **speed post** or in the **Tender box at Ground Floor- A-Block, Principal Office at College of Engineering & Technology (CET), Techno Campus, Ghatikia, Bhubaneswar-751003** by 3 P.M on 3rd July,2015. The same (technical bid) shall be opened on the same day at 3.30 P.M.

The interested bidders can inspect the site at any time during working hours on any working day at their own cost before submission of tender. No consideration shall be entertained regarding non awareness of the site conditions and constraints after submission of tender.

The authority reserves the right to accept or reject any tender in part or whole without assigning any reason thereof. No correspondence in this regard will be entertained.

Sd/-
PRINCIPAL

Bid Ref. no /CET

Date: /05/2015

BIDDING DOCUMENTS AND INSTRUCTION

For

**Supply, Installation / Laying, Commissioning & Testing of Ductable Air conditioning system
in the Central Computer Lab:-1, College of Engineering & Technology (CET), Techno
Campus, Ghatikia, Bhubaneswar**



COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Constituent College of Biju Patnik University of Technology)

Techno Campus,Ghatikia, Bhubaneswar – 751 003

SECTION I: INVITATION FOR BIDS

Sub: Tender Notice for Supply, Installation / laying, Commissioning, Execution & Testing of Ductable Air conditioning system at College of Engineering & Technology (CET), Techno Campus, Ghatikia, Bhubaneswar.

Particulars about submission of bidding document are as follows :

(a) The bids must be submitted in sealed envelope super scribing:

“ Tenders for Supply, Installation / Laying, Execution & Testing of Ductable Air conditioning system at CET, Bhubaneswar” and the address of the firm should be mentioned in the sender side of the envelope with phone number.

Tender Notice No. :

Due date & time :

(b) Price of bidding document : **Rs. 500/-**
(non-refundable)

(c) EMD : **10,000.00**

(d) Last date and time for submission of bids : **Dt. 03/07/2015 up to 3.00 p.m.**

(e) Time and date of opening of bids(Technical bid) : **Dt. 03/07/2015 at 3.30 p.m.**

(f) Place of opening of bids : **Principal Office
College of Engineering & Technology
Techno-Campus,Ghatikia,
Bhubaneswar-751003**

1. Scope of Work & Detail:

Detailed scope of work are as per enclosed **Annexure I**

2. Eligibility Criteria for bidders and General Instructions :

2.1 Eligibility Criteria for bidders:

The eligibility criteria for pre-qualification of bidders are as under:

- The Offer price with detail document must either be directly an OEM. In case of authorized channel Vender should submit the authorization letter from the manufacturer failing which the offer will be summarily rejected. The certificate so furnished should clearly incorporate the period for which such authorization is valid and the firm name and address from where after sales services shall be rendered. An Undertaking / Authorization certificate from the OEM is required to be furnished; clearly stating that the Bidder is an authorized Vender of OEM as well as they (OEM) would facilitate the bidder on regular basis with technology /products updates & extend support for the entire warranty period as desired in the tender document. In absence of such certificate, the Bid is liable to be rejected.
- All the components must be from the same OEM.
- All after sales support should be provided directly by the manufacturer only.
- The Vender should be an organization/company in operation for similar works with office and Service Support Center for the last three years as on 30th April 2015 in Odisha preferably in Bhubaneswar, to ensure satisfactory service support 24 X 7 after Installation.
- The Vender should have executed installations of the similar nature work, out of which 1 no. (One) must be of 3000 Sqft Area (Ductable) or at least 2 No of 1500 Sqft (Ductable) or more. (Similar nature of work means: Execution of Ductable Air Conditioning system works shall be treated as similar work). Proofs of the same like PO copies, installation & completion reports, performance certificates, with address & contact details of the reference installation list should be submitted with the Offer price bid. In absence of supporting documents, the bid is liable to be rejected.
- The bidder should be a registered firm with Sales Tax Authority. The bidder should furnish the registration certificate, TIN No. certificate, VAT registration certificate, PAN No. detail, TIN No. details along with the Offer price with detail document. Enclose copies supporting documents. In absence of such certificate, the Bid is liable to be rejected.
- The bidder (OEM Authorized Vender by OEM) must have an experience of minimum 03 years for Sales, Installation & Service support for execution of Ductable Air Conditioning system.

- The bidder should not be black listed in any of the Gov. Organization in last 3 years. Undertaking in this regard must be submitted.
- Before submission of the offer price, please verify the eligibility criteria and ensure fulfilling all the terms and conditions.

2.2 General Instructions:

Submission of more than one bid by a particular tenderer under different names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the tenders submitted by such tenderer/s would be rejected or contract cancelled.

All offers should be in English and the price quoted for each item should be firm.

Warranty period, Delivery period and After-Sale-Service conditions, etc. are also to be clearly indicated.

The rates and the conditions of the offer will remain valid for three months from the date of opening of the tender and no change or alteration of the rate will be acceptable on any account.

Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.

Request from tenderer in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid may not be considered. However, negotiation may be made before finalization.

Tenderers shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work of the cost thereof.

The tenderer must also specify minimum and maximum time to repair/replace in the event of a failure and penalty there of.

Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.

Submission of sealed bid will carry with the implication that the tenderer agrees to abide by the conditions laid down in the detailed particulars of the bid notice.

Conditional offers and offers qualified by vague and indefinite expression, as 'subject to immediate acceptance' 'subject to prior sale', etc. will not be considered.

During the tendering process, tenderers and their representatives or other interested parties are advised to refrain from contacting by any means, to the purchaser's personnel or representatives on matter relating to the tenders under study.

The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the tenderers either in writing or through personal contact as may be necessary.

The tenderer will not be permitted to change the substance of his offer after the tenders have been opened.

In the event of non-compliance with this provision, the tenderer is liable to be disqualified

3. Procedure for Submission of Tenders:

The Tenderers must submit their bids as required in two parts in separate sealed covers prominently super scribed as Part-I " Technical Bid" and Part-II "Price Bid" and also indicating on each of the covers the "Tender call Notice Number & Date" and due date and time of submission as mentioned in Tender Cal Notice.

3.1 Part – I (Technical Bid) shall contain:

- Technical bid with full details including description of make & model of materials so as to enable technical assessment of the proposal.
- An Undertaking / Authorization certificate as mentioned under Eligibility Criteria.
- **Company Profile (as per PROFORMA I & II) along with all the supporting documents as desired.**
- Non-Refundable Tender fee of Rs. 500/- (Rupees Five Hundred only) in the form of DD / Pay Order favoring CET, payable at Bhubaneswar.
- Refundable Earnest Money Deposit (EMD): For details please refer Page No. 1 of this bid document. Offers without Earnest Money Deposit will be rejected.
- The warranty services are required at CET, Ghatikia, Bhubaneswar. The OEM or Authorized Vender by OEM must provide the plan / arrangement, for installation and warranty services to be provided at CET Campus. A certificate of warranty as specified in the technical specification should be provided by the OEM in original.

- Acceptance to the terms and conditions laid down in the tender document. Any deviation in the general terms and condition will lead to the rejection of the bid.

3.2 Part-II (Price Bid)

All indications of price shall be given in Part-II (Price Bid)

Both sealed covers Part-I “ **Technical Bid**” and Part-II “Price Bid” should be placed in a third cover along with requisite **EMD & cost of Tender documents** (separately in the form of DD drawn in favour of **Principal, College of Engineering & Technology, Bhubaneswar** at any Nationalized Bank payable at Bhubaneswar) , others requisite supporting documents etc. and sealed. The sealed cover containing tender documents as per procedure indicated above should be submitted in the tender box located at the Office of the Principal, CET,Ghatikia, Bhubaneswar / Registered Post/Speed Post addressing to the Principal, College of Engineering & Technology, Techno-campus,Ghatikia, , Bhubaneswar-751003 **within the due date and time as stipulated in Tender Call Notice. The sealed envelope must show the name of the tenderer and his address and should be super scribed as ““ Tenders for Supply, Installation / Laying, Execution & Testing of Ductable Air conditioning system at CET, Bhubaneswar”** and the address of the firm should be mentioned in the sender side of the envelope with phone number.

c) All the documents submitted must be self-attested by the tenderer and printed office name of the tenderer on official seal.

d) All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics. Wherever possible, data in tabular form should be given.

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SECTION II: INSTRUCTION TO BIDDERS (ITB)

1. Bid Validity

Bids shall be valid for minimum 90 Days from the date of opening of Offerprice bid. A bid valid for a shorter period shall not be considered. CET-Bhubaneswar may ask bidders to extend the period of validity.

2. Delivery & Installation:

The delivery and installation as per our present requirement must be completed at CET, Techno Campus, Ghatikia within **5 - 6 weeks from the date of PO** to meet the time lines. However, separate order may be placed for additional quantities on the same rates on "As and When Required" basis within the Bid Validity period as above. CET-Bhubaneswar reserves the right to increase or decrease the Bill of Material as per the requirement without any change in the rates quoted.

3. Product Specifications & Compliance Statement

The bidder should quote the products strictly as per the tender specifications and only of desired / preferred brands. Complete technical details along with brand, specification, technical literature etc. highlighting the specifications must be supplied along with the technical bid. **A Compliance statement in the form of "Complied" or "Not Complied" shall be given against each item as per prescribed format given in Annexure I.** The compliance statements should be supported by authentic documents. **Each page of the bid and cuttings / corrections shall be duly signed and stamped by the authorized signatory. Failure to comply with this requirement may result in the bid being rejected.**

4. In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

5. Materials must be properly packed against any damage and insured up to the destination. The material should be directly supplied to CET, Bhubaneswar. All the expenses involved in shipping the equipment to CET, Bhubaneswar shall be borne by the Bidder. All aspects of safe delivery shall be the exclusive responsibility of the Bidder.

6. CET-Bhubaneswar reserves the right to divide / split the order between more than one technically qualified bidders to meet the **Technical Requirements and Delivery Schedule.**

7. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the bidder withdraw or amends, impairs or derogates from the tender in any respect within the validity period of the tender.

8. The Earnest Money of all the unsuccessful bidders shall be returned as early as possible but within the Bid Validity period but not before 30 days from the date of Purchase Order. No interest will be payable by CET on the Earnest Money Deposit. The Earnest Money of successful bidder shall be returned after acceptance of the order and submission of Performance Bank Guarantee.

9. If any equipment or part thereof is lost or rendered defective during transit, the supplier shall immediately arrange for the supply of the equipment or part thereof, as the case may be, at no extra cost.

10. The rates should be quoted in Indian Rupees for delivery at the Site BOTH IN FIGURES & WORDS. All prices shall be fixed and shall not be subject to escalation of any description during the bid validity period.

11. The price should be inclusive of all taxes strictly as per the format of Annexure-II. However the bidder may give details of tax components like basic price, VAT/ Sales Tax, Service Tax etc in a separate sheet which to be enclosed in the price bid in Annexure II. The offers which are not as per the format will be rejected.

12. CET-Bhubaneswar reserves the right to accept / reject the offers or cancel the whole tender proceedings without assigning any reason whatsoever. Offers through Email / Fax, etc and open offers shall not be accepted. Late / Delayed offers shall not be accepted under any circumstances. Incomplete offers shall be rejected outright. In case the specified date for the submission of offers being declared as a holiday for CET-Bhubaneswar, the bid-closing deadline shall stand extended to the next working day up to the same time.

13. Any attempt of negotiation direct or indirect on the part of the tenderer with the authority to whom he has submitted the tender or authority who is competent finally to accept it after he has submitted his tender or any endeavor to secure any interest for an actual or prospective bidder or to influence by any means the acceptance of a particular tender will render the tender liable to be rejected.

14. The prospective bidders requiring any clarification about the contents detailed in the tender document may notify to CET-Bhubaneswar in writing at CET's address. Clarifications received till 96 hours before the closing date / time of receipt of bids will be responded.

15. For the power supply to ductable air conditioning system, 3-phase main electrical supply will be provide by CET at the nearby a main distribution panel. Bidders need to arrange the required accessories for the completion.

16. Declaration:

The bidder would be required to give certificate as below in his commercial bid.

“I/We UNDERSTAND THAT THE DETAILS OF THE SERVICES AS PROVIDED ABOVE ARE SUBJECT TO CHANGE. I/WE AGREE THAT IN CASE OF ANY CHANGE IN THE QUANTITIES REQUIRED FOR ANY OF SERVICES, I/ WE WOULD BE SUPPLYING THE SAME AT THE RATES AS SPECIFIED IN COMMERCIAL BID. I /WE AGREE TO ADHERE TO THE RATES GIVEN ABOVE EVEN IF THE QUANTITIES UNDERGO A CHANGE”.

Annexure I

**Ductable Air conditioning system at College of Engineering & Technology (CET), Techno Campus,
Ghatikia, Bhubaneswar.**

1. Central Computer Lab:-1 Area.

Sl. No.	Technical Specifications	Square Feet	Compliance (Yes/No)	Remarks
1	Server Room	100		
2	Technical Staff Room	100		
3	UPS Room	100		
4	Central Computer Lab:-1, CL:- 1	600		
6	Central Computer Lab:-1, CL:- 2	600		
7	Central Computer Lab:-1, CL:- 3	600		
9	Central Computer Lab:-1, CL:- 4	600		

SIGNATURE OF THE BIDDER WITH STAMP

Format I**TECHNICAL BID (PART A)****(a) BRIEF DESCRIPTION OF THE FIRM**

1.	NAME OF TENDERING OEM	
2.	NAME OF the OEM / Authorized Vender by OEM/	
3.	FULL PARTICULARS OF OFFICE	
(a)	ADDRESS	
(b)	TELEPHONE NO.	
(c)	FAX NO.	
(d)	E-MAIL ADDRESS	
4.	REGISTRATION DETAILS:	
	(a) PAN / GIR NO.	
5.	DETAILS OF EARNEST MONEY DEPOSIT	
(a)	AMOUNT (RS.)	
(b)	D.D. /P.O. NO. AND DATE	
(c)	DRAWN ON BANK	
(d)	VALID UPTO	

(b) EXPERIENCE OF THE FIRM

Details of work done for SITC of ductable split air conditioners during the last 07 years.

S.No.	Name & address of the organization for which the work was executed	Description of the work executed and the value of work	Period during which the work was executed

Note:-

- (a) Provide documents in support/proof of the details provided in above format.
- (b) Supporting documents like certificates from the client, in support of having successfully completed the works for each work being mentioned in the above format.

Seal & Sign. Of the contractor

Format 2**FINANCIAL BID (PART B)**

Name of work: supply, installation, testing and commissioning of ductable split air conditioners **at CET Campus, Bhubaneswar.**

A

S.No	Item description	Qty	Unit	Rate/Unit	Amount (in Rs)

Seal & Sign. Of the contractor

SECTION III: SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Price Basis

Price quoted should be in the prescribed format. The quoted price will be considered firm and no price escalation will be permitted during the bid validity period.

2. Order Placement and Release of Payment

The purchase order shall be issued and the payment shall be processed by: CET

3. Billing :

Billing is to be done in the name of The Principal, CET, Techno Campus, Ghatikia Bhubaneswar-751003. The payment would be on the basis of the actual bill of material supplied and duly certified by authorized representative of CET. The payment shall be made on actual measurement basis.

4. Performance Bank Guarantee (PBG)

The successful bidder will be required to furnish the Performance Bank Guarantee from a nationalized bank towards 5% amount of the Purchase Order value. This Bank Guarantee shall remain valid for 3 years, which shall be commencing after the completion of entire job. If the products are with more than 3 years warranty the Bidder should enter with an agreement with CET after expiry of 3 years. The agreement should be notarized by a notary of Bhubaneswar only. Else the bank guarantee shall be extended for another 3 years. The warranty certificate must be provided by the OEM in his letter head in original.

5. Payment

20% of invoice value after successful Supply, 80% after successful Installation / Laying, Commissioning, Execution & Testing at CET, Bhubaneswar and submission of PBG.

6. Penalty for Delayed Services

Since Timely completion is the essence of the contract, **the penalty will be levied @ 0.5 % of the contract value per week**, in case of delay/non-completion of work within the stipulated time period. Maximum penalty should be 2% of the P.O value.

7. Warranty

All the items covered in the schedule of the requirements, shall carry standard **7 Years Onsite Comprehensive warranty (including Labor + maintenance +Spares)** from the date of complete installation along with 12 hours response time. The bidder must undertake to provide the installation and warranty service at CET, Techno Campus, Ghatikia, Bhubaneswar. The repairing / rectification, if any of the items under warranty must be done at site only. The bidder should submit along with the technical bid, the detailed plan for providing installation and warranty services at site. Prompt and efficient after sales service must be free within the warranty period. However if any bidder provides life time warranty their products shall be given priority.

PROFORMA-III

FORMAT OF PERFORMANCE BANK GUARANTEE

Bank Guarantee

(To be stamped in accordance with Stamp Act)

Ref:

Bank Guarantee No.

Date:

To

The Principal,
College of Engineering & Technology
Techno Campus, Ghatikia
Bhubaneswar-3
Odisha, India.

Odisha.

Sub: Performance Bank Guarantee for your purchase order/work order No.
_____ Date _____

Dear Sir,

Dated this, the Day of

WHEREAS

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

(Name of the Supplier with Address) hereinafter called "Supplier" has undertaken, in pursuance of RFP No., (hereinafter referred to as "Tender") and purchase order/work order as mentioned above for supply and installation/laying, commissioning, execution & testing of **Ductable Air conditioning system at College of Engineering & Technology (CET), Techno Gampus, Ghatikia, Bhubaneswar.**

AND WHEREAS it has been stipulated in the above purchase order/work order that the supplier shall furnish a performance Bank Guarantee ("the Guarantee") from a scheduled bank of the sum Rs. _____/- (Rupees _____ only) being 10% of the total value of the order specified therein as security for supply of the items.

WHEREAS

We.....
.....
.....
.....
.....

.....("the Bank" Bank Name with complete address, which expression shall be deemed to include it, successors and permitted assigns) have agreed to give STPI Bhubaneswar the Guarantee:

Dated this, the Day of

THEREFORE the Bank hereby agrees affirms as follows

1. The Bank hereby irrevocably and unconditionally guarantees the payment of all sums due and payable by the supplier to College of Engineering & Technology (CET), Techno Gampus,Ghatikia,Bhubaneswar.adhering and withstanding all the terms therein RPF No.....and purchase order/work order No. _____ Date _____ an account of full/partial/non-supply/non-Installation/delayed/defective supply & Installation of Ductable Air conditioning system in College of Engineering & Technology (CET), Techno Gampus,Ghatikia,Bhubaneswar. Provided however, that the maximum liability of the Bank towards CET, Bhubaneswar under this Guarantee shall not under any circumstances exceed the amount Rs._____/-(Rupees _____only) as indicated in Tender No..... and purchase order/work order No..... Date.....

2. In pursuance of this Guarantee, the Bank shall, immediately upon the receipt of written notice from CETI, Bhubaneswar reason to full/partial/non-supply/non-installation/delayed/defective supply & installation of **Ductable Air conditioning system** in CET, Bhubaneswar which shall not be called in question, in that behalf and without delay/demur or set off, pay to CET, Bhubaneswar any and all sums demanded by CET, Bhubaneswar under the said demand notice, subject to the maximum limits specified in clause 1 above.

A notice from CET, Bhubaneswar to the Bank shall be sent by Registered Post (Acknowledgement Due) at the following address:

.....
.....
.....
.....
.....(Bank name with complete address).

3. This Guarantee shall come into effect immediately upon execution and shall remain in force for a period of 3 years from date of its execution.

4. The liability of the Bank under the terms of this Guarantee shall not , in any manner whatsoever, be modified, discharge, or otherwise affected by:

i) Any change or amendment to the terms and conditions of the contract or the execution of any further Agreements.

ii) Any breach or non-compliance by the Suppliers with any of the terms and conditions of any Agreements/credit arrangement, present or future, between the supplier and the Bank.

5. The Bank also agrees that CET, Bhubaneswar at its option shall be entitled to enforce this Guarantee against the Bank as principal Debtor, in the first instance without proceeding against supplier and not withstanding any security or other guarantee that CET, Bhubaneswar may have in relation to the supplier's liabilities.

6. The Bank shall not be released of its obligation under these presents by reason of any act of omission or commission on the part of CET, Bhubaneswar any other indulgence shown by CET, Bhubaneswar or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.
7. This Guarantee shall be governed by the laws of India and only the High Court of Odisha shall have exclusive jurisdiction in the adjudication of any dispute which may arise hereunder.

Dated this, the.....Day of.....

Witness

(Signature)
(Name)
Stamp
(Official Address)
Bank

(Signature)
Bank Rubber

Designation with

Stamp Plus Attorney as
Per power of

Attorney No.

Dated:

Dated: