**COLLEGE OF ENGINEERING & TECHNOLOGY**

 **(A Constituent & Autonomous College of Biju Patnaik University of Technology, Odisha)**

**Techno Campus, P.O.- Mahalaxmi Vihar**

**BHUBANESWAR-751029 ODISHA, INDIA**

**NAAC ‘A’**

 **Tender Notice No. 4255 /CET Dated: 26.12.2017**

**TENDER CALL NOTICE**

Sealed Two-bid tenders are invited from Original Equipment Manufacturers (OEM) /Authorized Distributors /Dealers / Registered Firms for supply and installation of Split type Air-Conditioners (2.0 Ton with copper condenser, 3 Star) and stabilizers (5 KVA) with required accessories for the Department of Biotechnology of CET, 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](http://www.cet.edu.in)”.

The tenders along with the tender cost and EMD as given in bid documents in the sealed envelope should be superscribed with "Tender for supply, installation of Air-Conditioners and Stabilizers at Department of Biotechnology" and should be submitted through Speed Post / Regd. Post/Courier only at Principal Office, CET, Bhubaneswar on or before **29/01/2018 at 4:00 P.M**. **No hand delivery will be accepted**. The authority will not be held responsible for any postal delay. More details are available at our College Website: [www.cet.edu.in](http://www.cet.edu.in). The authority reserves the right to accept/reject any or all tenders without assigning any reason thereof. *No correspondence in this regard will be entertained.* The technical bids and financial bids must be submitted separately.

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.

**Sd/-**

**PRINCIPAL**

**Bid Ref. No. 4255 /CET Dated: 26 /12/2017**

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| logo1 **NAAC ‘A’** | **COLLEGE OF ENGINEERING & TECHNOLOGY****(A Constituent & Autonomous College of Biju Patnaik University** **of Technology, Odisha)****Techno Campus, P.O.- Mahalaxmi Vihar****BHUBANESWAR-751029 ODISHA, INDIA** |

**The Principal invites sealed tenders in Two-Bid form** **for supply and installation of Split type Air-Conditioners (2.0 Ton with copper condenser, 3 Star) and stabilizers (5 KVA)** **with all required accessories at the Department of Biotechnology, College of Engineering & Technology (CET), Techno Campus, Mahalaxmivihar, Bhubaneswar - 751029.**

The tender document can also be down loaded from **www.cet.edu.in**

1. **Submission of Bids : 29.01.2018 up to 4:00 P.M**

2. **Technical Bid Opening Date: 30.01.2018 at 3:00 P.M**

3. **Tender fee (Non-Refundable)** : **Rs. 500/-(**Rupees five hundred only) in the form of a DD/Pay Order favouring **The Principal, College of Engineering and Technology** payable at **Bhubaneswar**. In case documents are downloaded from the website, DD / Pay Order of Rs. 500/-favouring Principal, CET payable at Bhubaneswar must be enclosed with the Technical Bid.

4. **Earnest Money Deposit:** The Bidder shall submit their tender along with EMD of **Rs. 9,000/-(**Rupees Nine Thousand only). EMD should be in the form of DD / Bank Guarantee favouring **The Principal, College of Engineering and Technology,** payable at Bhubaneswar. This Bank Guarantee should be valid for Bid Validity period mentioned in **Clause 1 under SECTION** II.

**SECTION I: INVITATION FOR BIDS (IFB)**

**Sub: Supply, installation, of 10 Nos. of Split type Air-Conditioners of reputed make (2.0 Ton with copper condenser, 3 Star) and 10 Nos. of wall mounted stabilizers (5 KVA)** **with required accessories at the Department of Biotechnology**

**1. Scope of Work & Technical specifications:**

Detailed scope of work and technical Specifications are as per enclosed **Annexure I**

**2. Eligibility Criteria for bidders:**

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

1. The Tenderer(s) must submit the exclusive tender specific authorization from the Principal/OEM. In case the Tenderer(s) should not submit the exclusive authorization letter from the manufacturer failing which the offer will be summarily rejected. The certificate so furnished should clearly incorporate the firm name and address from where after sales services shall be rendered. In absence of such authorization, the Bid is liable to be rejected.
2. The OEM must have India presence for last 10 years.
3. Products to be offered should be new, unused and of current design, not declared obsolete or not declared to become obsolete in next 2-years.
4. OEM must not offer any co-branded product (i.e., Product bearing brand shared with other OEM).
5. The bidder should be an organization / company in operation with office and Service Support Centre for the last Five years as on 31st July 2017 in Odisha preferably in Bhubaneswar, to ensure satisfactory service support after sales.
6. The tender(s) should have executed installations of the similar nature work. (Similar nature of work means: Supply and installation of **2.0 Ton Split Air-Conditioner with required accessories** 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 bid. In absence of supporting documents, the bid is liable to be rejected.
7. The bidder should be a registered firm. The bidder should furnish the registration certificate, GSTIN certificate, PAN No. along with the tender paper. Enclose copies supporting documents. In absence of such certificate, the Bid is liable to be rejected.
8. The bidder or ( principal/ OEM in case bidder is authorized channel partner etc) must have an experience of minimum 05 years or more for Sales, Installation & Service support for execution of projects.
9. The bidder should not be black listed in any of the Gov. Organization. Undertaking in this regard must be submitted.
10. Before submission of the tender, please verify the eligibility criteria and ensure fulfilling all the terms and conditions.

**3. Bid Submission:**

The offer must be submitted in two parts sealed separately as Part-I (Technical Bid) and Part-II (Price Bid) in separate sealed envelopes. Both the bids shall be enclosed in another sealed envelope super scribing **“Tender for Air-Conditioner & Stabilizer at Department of Biotechnology, CET Bhubaneswar”** and the address of the firm should be mentioned in the sender side of the envelope with phone number.

**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 favouring **Principal, College of Engineering & Technology**, payable at **Bhubaneswar**. (In case the tender document is downloaded from the website). Quotations without Tender Fee shall be rejected.
* Refundable Earnest Money Deposit (EMD): For details please refer Page No. 1 of this tender document. Offers without Earnest Money Deposit will be rejected.
* The warranty services are required at CET, Ghatikia, Bhubaneswar. A certificate of warranty as specified in the technical specification should be provided by the OEM in original.
* The detailed technical specifications with Make & Model, Compliance Statement must be as per the technical specifications (as per Annexure-I) which needs to be supported by relevant product brochure etc. Without proper Compliance Statement the bid is liable to be rejected.
* 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.

**If the technical offer contains any price information the offer will be summarily rejected.**

**3.2 Part –II (Price Bid)** should contain Only Price Details in the prescribed format as per **Annexure-II** with proper seal and signature of authorized person. Prices should be given in INR in both figures and words.

**4. Opening of Technical & Price Bid**

Only the technical bids will be opened on **30.01.2018 at 3:00 P.M**. Interested bidders may attend the technical bid opening as per the schedule date and time.

 The outer cover super scribing in which these sealed covers (i.e. Part I & II) are to be placed should be addressed and reach to the office of **The Principal, College of Engineering & Technology, Techno Campus, Mahalaxmivihar,Bhubaneswar-751029, Odisha, India by Speed Post/Regd. Post/Courier Only.**

**SECTION II: INSTRUCTION TO BIDDERS:**

1. **Bid Validity**

Bids shall be valid for minimum 120 Days from the date of opening of technical bid. A bid valid for a shorter period shall not be considered. CET-Bhubaneswar may ask bidders to extend the period of validity.

1. **Delivery & Installation:**

The complete delivery and installation as per our present requirement must be completed at CET, Techno Campus, Ghatikia within 60 days **from the date of P.O.** 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. 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 Department of Biotechnology, CET, Ghatikia, 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. CET-Bhubaneswar will have the right to reject the component/equipments supplied, if it does not comply with the specifications at any point of installation/inspection.

**6.** CET-Bhubaneswar reserves the right to divide / split the order between more than one technically qualified bidder 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 successful performance of the equipment.

**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, GST 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 endeavour 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.

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**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 72 hours before the closing date / time of receipt of bids will be responded.

**16.** The equipment must be supported by the bidder’s technical support engineers. The support must be available 24 hours in a day, seven days a week and 365 days a year. Also provide telephone number / web / email so that it should be possible to contact the Principal Bidder’s (OEM’s) support Centre.

**17. Unsatisfactory Performance**

The Parties herein agree that CET-Bhubaneswar shall have the sole and discretionary right to assess the performance(s) of the Bidder components(s), either primary and or final, and CET-Bhubaneswar, without any liability what so ever, either direct or indirect, may reject the system(s) component(s) provided by the Bidder, in part or in its entirety, without any explanation to the Bidder, if found unsatisfactory and not up to level of the acceptance of CET-Bhubaneswar.

**18. Disclaimer**

This Tender / Request for Proposal (RFP) is not an offer by CET-Bhubaneswar, but an invitation for bidder’s response. No contractual obligation whatsoever shall arise from the RFP process.

**19. Declaration:**

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

**20**. **Solving Disputes:**

The Institution & the Tenderer shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.

All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Bhubaneswar court only.

***The above terms and conditions except those otherwise agreed upon shall form a part of the Purchase Order.***

**“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”.**

**SIGNATURE OF THE BIDDER WITH STAMP**

**SECTION III: SPECIAL CONDITIONS OF CONTRACT :**

**1. Price Basis**

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

**2. Billing:**

Billing is to be done in the name of **The Principal, College of Engineering and Technology, Techno Campus, Mahalaxmi vihar, Bhubaneswar-751029.** The payment would be on the basis of the actual bill of material supplied and duly certified by concerned authority of CET. The payment shall be made on actual measurement basis.

**3. Payment**

100 % of invoice value after successful Supply and installation of Split Air conditioner (2.0 ton with copper condenser, 3 Star) and stabilizer with minimum accessories for installation at Department of Biotechnology, College of Engineering and Technology, Bhubaneswar and submission of invoice.

**4. Warranty**

The Split Air conditioner (2.0 Ton with copper condenser, 3 Star) should cover a comprehensive warranty for 1 year and warranty for its compressor must be 5 years.

**Technical Specification**

1. Supply, installation of Split type Air-Conditioners (2.0 Ton with copper condenser, 3 Star) and stabilizers (5 KVA) with required accessories to install for Department of Biotechnology, in College of Engineering and Technology, Bhubaneswar.
2. Stabilizer : 10 Nos. 5 KVA (90-230 V),

**Annexure-I: Technical Bid**

**PRE-QUALIFICATION/ELIGIBILITY PROFORMA-I**

**PARTICULARS OF THE BIDDERS TO BE FURNISHED IN TECHNICAL BID FOR THE PURPOSE OF PRE-QUALIFICATION:**

|  |  |  |
| --- | --- | --- |
| 1 | Name of Organization/Firm/Company |  |
| 2 | Address & Telephone Number |  |
| 3 | Year of establishment |  |
| 4 | Status of the Firm(Company/Firm/Proprietary) enclose the supporting document |  |
| 5 | Whether registered with the registrar of companies/registrar of firms. If so attach the copy of certificate. |  |
| 6 | a)Name& Mobile Number of Directors/Partners/Proprietor | i)ii)iii) |
| 7 | Whether registered GST If so, mention number& date. Furnish also copies of GSTIN registration certificate Mention the GSTIN No. enclose the relevant copies with clearance certificates |  |
| 8 | Whether an assesses of income tax? If so, mention permanent account number. Furnish copy of PAN |  |
| 9 | State Annual turnover of the company.Furnish copies of audited balance sheet & profit & loss account for the last three years certified by CA.  |  |
| 10 | Specify the specification with brand of the Split Air conditioner (2.0 Ton with copper condenser. 3 Star) along with authorization of OEM/Principal, if required.  |  |
| 11 | Status and details of disputes/Litigation/Arbitration, if any. | i)ii)iii) |

I certify that I meet the eligibility criteria described in section 2 of the technical bid.

Place:

Date: Name, Signature & Seal of Bidder:

**PRE-QUALIFICATION**

**PROFORMA-II**

**PARTICULAR IN RESPECT OF 3 MAJOR WORKS EXECUTED IN LAST 3 YEARS**

**(TO BE FURNISHED IN TECHNICAL BID)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SL.No. | Name of work and project with address | Short Description of work executed | Name and address of owner | Value of work executed | No. of Installations. | Stipulated time of completion | Actual time of completion |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**NB: Copies of Work Order / P.O., Completion certificate, Performance certificate must be attached.**

Place:

Date:

Signature of vendor

**Annexure-II PRICE BID**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No** | **ITEM** | **Qty** | **Make & Model** | **Rate per unit****(In Rs.)** | **Total Price****(In Rs.)** |
| **1** | Split Air conditioner (2.0 Ton with copper condenser, 3 Star) and other minimum accessories for installation | **10 Nos.** |  |  |  |
| **2.** | 5 KVA stabilizer (90 V- 230V), if required.  | **10 Nos.** |  |  |  |
| **3.** | Extra accessories can be quoted (will be used if required) |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Grand Total (Rs.)** |  |
| **Grand Total (In words)** |