

TENDER DOCUMENT

FOR PURCHASE OF SPLIT AIR CONDITIONER

2018 – 19



भाकृअनुप – केन्द्रीय कपास अनुसंधान संस्थान
पोस्ट बैग नं. 2, शंकर नगर पोस्ट ऑफिस, नागपुर – 440010



ICAR – CENTRAL INSTITUTE FOR COTTON RESEARCH
POST BAG NO.2, SHANKAR NAGAR POST OFFICE, NAGPUR - 440010
ISO 9001 – 2015 Certified

—: कार्यालय :—

खापरी फाटा के पास, पांजरी, वर्धा रोड, नागपुर – 441108
(फोन नं. : 07103 – 275637 / 38 / 39, फॅक्स : 07103 – 275529)

Near Khapri Phata, Panjari, Wardha Road, Nagpur - 441108
(Phone No. 07103 – 275637 / 38 / 39, Fax : 07103-275529)

Website: www.cicr.org.in, E-mail: cicrnagpur@gmail.com



भा.कृ.अनु.प. - केन्द्रीय कपास अनुसंधान संस्थान
पोस्ट बैग सं. 2, शंकरनगर पोस्ट ऑफिस, नागपुर -440 010

ICAR - CENTRAL INSTITUTE FOR COTTON RESEARCH
POST BAG NO 2, SHANKAR NAGAR POST OFFICE NAGPUR - 440 010(M.S) INDIA
Tel. Phone: 07103-275536, Fax: 07103-275529, EPBAX: 07103275637/38/39/49/17



Website: www.cicr.org.in, E-mail: cicrnagpur@gmail.com

{Location: Near Khapari Phata, Panjari, Wardha Road, Nagpur – 441 108}

ISO 9001-2015 Certified

F. No. (14)St/Split Air Conditioner/HQ NGP/2018-19

Date: 11.10.2018

Request for Quotation

Sealed quotations are invited by Director, ICAR-CICR, Nagpur in two bid system i.e. **Technical Bid** and **Financial Bid** from reputed firm/manufacturers/authorised dealers /retailers for the purchase & installation of 14 Nos. of Split Air Conditioners (1.5 Ton Capacity) (i.e. Make – Voltas, Lloyd, Godrej, Daikin, Hitachi etc.) for various sections/divisions at CICR, Khapri Phata, Panjari Farm, Nagpur as per the Specification detailed in Annexure–A.

For Downloading the Tender Document please Visit www.cicr.org.in & CPP Portal - <https://eprocure.gov.in/epublish/app>

Last date for the submission of the Tender document at CICR, Panjari, Nagpur is on or before 04.00 PM on 12.11.2018.

Date of Opening of Bid: 2.00 P.M. on 13.11.2018.

To

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Subject: Tender for purchase & installation of 14 Nos. of Split Air Conditioners (1.5 Ton Capacity) (i.e. Make – Voltas, Lloyd, Godrej, Daikin, Hitachi etc.) for various sections/ divisions at Central Institute for Cotton Research, Khapari Phata, Panjari Farm, Nagpur (Maharashtra).

Sir/ Madam,

Bids are invited by CICR, a Research Institute under ICAR, Ministry of Agriculture, Govt. of India for the purchase & installation of Split Air Conditioners (1.5 Ton Capacity) from branded and reputed firm/manufacturers/authorised dealers / retailers. You are requested to submit your tender in two bid format (Technical & Financial) to the undersigned for the purchase of **Split Air Conditioners** quoting details and other specifications.

TERMS AND CONDITIONS

The tenderer shall have to furnish the offer in two separate envelopes, clearly Mentioning Envelop No.1 **“Technical Bid for Split Air Conditioners ”** and Envelop No. 2 **“Financial Bid for Split Air Conditioners ”**.

Both the envelopes must indicate the description of the tender and then both should be placed together in one sealed cover, indicating **“Purchase of Split Air Conditioners at Central Institute for Cotton Research, Nagpur (Maharashtra)”**.

The tender must be sealed and bear the stamp of the firm/ company on the face of the envelop and outer sealed cover. The technical bid and financial bid will be opened on two different dates.

The technical bid will be opened on due date as mentioned in the tender document.

The financial bid will be opened in respect of only those tenderers whose documents are found in order as per technical bid and whose items meets CICR specification and terms and conditions as given in the tender document.

The requirements of technical bid are as under:

1. Technical proposals submission letter on the letterhead of the firm clearly indexing the enclosures.
2. Original Tender document duly stamped & signed on each page, as a token of acceptance of all terms and conditions laid down in the tender document.
3. Detailed profile of the Company, Articles/Memorandum of Association.
4. **Copy of PAN Card, Authorization & Latest ISO Certificate, GST Registration Certificate, and company Registration Certificate. The company should operate in the same name and style at least for the last three years.**
5. Supporting documents of orders executed.
6. Technical Brochures of items quoted. Printed and published Brochure and / or Web site reference essential for Technical Evaluation.
7. **Balance Sheet, Profit & Loss Account of the last year should be attached dully certified by CA.**
8. IT returns filed for past 3 Assessment Year (2015-16, 2016-17 & 2017-18) enclosed proof.
9. Demand draft for the Earnest Money Deposit.
10. Proof of quality / appreciation letter of the same type of work from at least two Government Departments.
11. **Comprehensive warranty of at least two years.**
12. The firm participating in the tender will be required to deposit an account payee bank draft of **₹ 25,000/- for Split Air Conditioners** being the Earnest Money Deposit, in the name of “The Director, ICAR-CICR, Nagpur” payable at Nagpur and to enclose the same with the Technical Bid. Earnest Money in any other form shall not be accepted and the tender would be summarily rejected. The earnest money shall be refunded without interest after deposit of security money by the successful bidder. However, the successful bidder will be required to

deposit security money calculated at **10% of the Split Air Conditioners total cost** in the shape of Demand Draft in favour of “Director, ICAR-CICR, Nagpur”, payable at Nagpur which shall be refunded after six months of successful completion of the contract.

The Financial bid is as under:

1. **Terms of delivery:** Delivery at site, viz. Custodian, Store Section, CICR, Nagpur.
2. **Delivery period for goods:** Within twenty days from the signing of the contract.
3. Erection / installation and commissioning are to be completed within 15 days of delivery of the goods at site.
4. **Terms of Inspection by the purchaser’s representative:** At CICR, Khapari Phata, Panjari Farm, Wardha Road, Nagpur after Receipt of Supply of Goods.
5. The Financial Bid of only those firms will be considered which qualify the Technical Bid, duly recommended by the Technical Committee constituted for the purpose. Acceptance by the Institute will be communicated through FAX, e-mail or any other form of communication.
6. **Price structure:**
 - a) Alternatively, however, the Authorized Dealers/Retailers may quote their most competitive FOR Prices, with maximum possible Dealer’s Special Discount.
 - b) The rates and prices quoted shall be in Indian Rupees only.
 - c) The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including stator variations, if any.
7. **Receipt of Goods & Terms of Payment:**
 - a) **Payment term for supply of goods:** - Immediately on receiving the goods at site, the purchaser will verify the quantities of the items supplied as specified in the delivery challan of the supplier and also check for any superficial damage etc. in the goods so supplied and issue a provisional receipt accordingly.
 - b) The purchaser, within three days of issue of the provisional receipt, will issue acceptance certificate (of the goods) to supplier, provided the goods supplied are technically acceptable in terms of the contract.
 - c) The supplier will then send its invoice along with accompanying documents to the paying authority for payment.
 - d) The paying authority will release the full payment to the supplier as due in terms of the contract, within seven working days of receipt of supplier’s invoice, provided the invoice and the accompanying documents are in order.
 - e) The firm should indicate the rate of GST etc. if charged extra.

Paying Authority: Finance and Accounts Officer, ICAR-CICR, Nagpur.

8. **Liquidated Damage Clause:** If any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same.

After receipt of supplier's communications, the purchaser shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period, or to extend the delivery period suitably by issuing an amendment to the contract.

If the supplier fails to deliver the goods and / or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control (which will be determined by the purchaser) and the purchaser extends the delivery period, the purchaser will also deduct from the contract price, as liquidated damage, a sum equivalent to **0.5% (half per cent)** of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance .

The maximum limit of such deduction will, however, be **10% (ten per cent)** of the contract price of the delayed goods or services.

Further, during such delayed period of supply and / or performance, the supplier shall not be entitled to any increase in price whatsoever on any ground.

However, the purchaser shall be entitled to the benefit of any decrease in price and cost, on any ground, whatsoever, of the goods & services, during the period of delay.

The purchaser's letter (to the seller with copies endorsed to other concerned) extending the delivery period will be subject to the above conditions.

9. **Warranty Clause:** The minimum period of Warranty / Guarantee for Equipment shall be 24 months from the Date of Supply.

10. **Quality of Supply of Equipment:** The Quality of Equipment to be supplied must be such that the time-period between their Date of Manufacture and their Date of Supply is ensured to be minimum possible and, in any case, not more than maximum 2 months.

11. **Dispute Resolution Mechanism:**

If any dispute or difference of any kind arises between the purchaser and the supplier in connection with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions.

However, if the parties fail to resolve the disputes or differences by such mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration.

The arbitration will be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian Arbitration act, 1996.

The venue of the arbitration shall be the place (i.e. CICR, Nagpur), from where the contract is issued.

12. You are also required to fulfill the following conditions and also furnish the required details as indicated in subsequent paragraphs.
- a) At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 40%, the quantity of goods & services as specified in the above requirement, without any change in the unit price or other terms & conditions.
 - b) Please furnish a certified copy of your latest ITCC (Income Tax Clearance Certificate).
 - c) Please indicate if you are registered with any Govt. organization; and, if registered, furnish all relevant details.
 - d) Please state whether business dealings with you presently stand banned by any Government organization; and, if so, furnish relevant details.
 - e) A supplier shall not submit more than one quotation for the same set of goods. Specifications mentioned in Firm's Brochure will only be acceptable.
 - f) The supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark of industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.
 - g) The quotation(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English. Quotation and all correspondence and documents relating to the quotation exchanged between the bidder and the purchaser may also be written in Hindi language, provided that the same is accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall prevail.
 - h) The contract shall be governed by the laws of India and the interpreted in accordance with such laws.
 - i) The quotation / offer shall remain valid for acceptance for a period not less than 90 days after the specified date of opening of the offer.
13. The quotation shall be sealed in an envelope. The envelope shall be addressed to the "Sr. Administrative Officer, ICAR-CICR, Nagpur" and it should also bear the "Tender Enquiry F. No. (14)St./Split Air Conditioner/HQ NGP/2018-19 and the words **"DO NOT OPEN BEFORE 2.00 P.M. on 13.11.2018"**.

The envelope should then be put inside another envelope, which will also be duly sealed.

The outer envelope will bear the full address of the purchaser. The supplier should ensure that it's tender (i.e. quotation), duly sealed as above, reaches the purchaser at least one hour before the time and date of opening of tenders.

The supplier may, at its choice, send the tender by regd. Post, Speed Post or by Hand.

Alternatively, the supplier may also hand deliver the tender to the purchaser, in which case the purchaser shall give the supplier a receipt, indicating the time & date of receipt of the tender.

14. The tenders, which are received late by the purchaser, will be ignored. Further, the purchaser does not accept any liability and responsibility for the tenders in case the same are not properly sealed & marked and / or sent as above.
15. The tenders, which are received in time, **will be opened at CICR, Nagpur office at 2.00 P.M. on 13.11.2018**. The purchaser will open the tenders in the presence of the tenderers' duly authorized representatives, who choose to attend the tender opening.
16. The purchaser will evaluate and compare the quotations, which are substantially responsive i.e. which are properly prepared & signed and meet the required terms, conditions, specification etc. The purchaser will award the contract to the supplier(s), whose quotation will be determined to be technically competent and offered the best evaluated price.
17. Notwithstanding the above, the purchaser, reserves the right to accept or reject any quotation or annual the tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.
18. Please submit your quotation accordingly. Your price quotation may be furnished in the format enclosed as **Annexure – A**. You are also required to return this original tender enquiry (all the pages), as it is, duly signed by you on every page, for our record. You may retain a photocopy of this tender enquiry for your record.
19. If the successful tenderer fails to execute the order within the stipulated period after placing the order, the order will be cancelled.

Yours faithfully,

Sd/-

(A.A. Goswami)

Sr. Administrative Officer

for & on behalf of

Director, ICAR-CICR, Nagpur

Enclosures: Annexure – A

COMPANY LETTER HEAD
FORMAT OF QUOTATION

SN	Specification	Rate (₹)	Qty.	Amount (₹)
1.	<p>SPLIT AIR CONDITIONER (1.5 Ton Capacity, 5 Star/ Inverter AC)</p> <ul style="list-style-type: none"> • Should consume less power should provide suitable cooling through the Temperature control & remote control • Performance Indoor Noise level should be 37-41db • Performance Air circulation 580-900 CMH, 4 way air flow direction (up & down, left & right) • Should have LCD control Remote Control • Should have dual season purpose (hot during winter & cool during summer) • Capacity – 1.5 ton • Star rating – 5 Star/Inverter AC • Refrigerant used should be R-22 • Operating modes-Sleep/Turbo mode/cool mode, dehumidification • With Dust & Anti bacterial filters, dual protection filters • Consumption 1800-1900W, 230-240V • Convenience sleep and auto re-start mode • Convenience 4e LED, Indoor temperature indicator • Weight must be Indoor unit 12-13 Kgs., Outdoor unit 40-50 Kgs. • Compressor : Rotary • Main Unit & Outdoor Unit condenser coil: Copper • Power requirement : AC 220-240C, 50Hz, Single phase • Warranty should be two years, maintenance and use manual 	@ ₹ _____ each	14 Nos.	

Authorized Signatory with seal/stamp

Address:

E-mail id:

Phone/Mob. No.: