

# UNIVERSITY OF KALYANI



## Department of Works

### NOTICE INVITING TENDER

**Tender Ref. No. WD/3T-1/989**

**Date: 20/09/2017**

Sealed tenders are invited for **supply and installation of split AC machines** to the various departments of University of Kalyani from reputed vendors having valid up to date **Trade Licence**, I.T., GST and Professional Tax clearance certificate and experience for at least two years for supplying similar type of items. Interested bidder must submit the tender with all relevant documents addressing the undersigned with a **DD of Rs. 1,000/-** for cost of tender. Such DD is not refundable and it should be drawn in favour of “University of Kalyani” payable at Kalyani/Kolkata on any branch having service in Kalyani.

**Last date of receiving tender document either by hand or by post: 11/10/2017 (up to 4.30 P.M.). Submission will be made from 11.00 A.M to 4.30 P.M on any working days except Saturday, Sunday and other University Holidays.**

- For specifications of the above items please refer **Annexure-A** of the Tender Documents.
- For furnishing basic information about the bidder, please refer **Annexure- B** of the Tender Document
- For submission of Quotation, Bidder must follow the Price Bid Format vide **Annexure – C** of the Tender Document.
- Bidders must comply the Terms and Conditions as mentioned in the **Annexure-D** of the Tender Document.
- Bidder must submit Undertaking form as mentioned in the **Annexure-E** of the Tender Document.

**Sd/**

**University Engineer  
University of Kalyani, Kalyani -74123**

# UNIVERSITY OF KALYANI

## Department of Works

### Annexure – A

Sl. No.	Description of Items	Quantity	Remarks(if any)
1	<p><b>2 TON SPLIT AC</b> <b>Nominal Capacity:</b> 2.0TR <b>BEE Star Rating:</b> 3 Stars (as per 2017 BEE standards) <b>Year of Manufacturing :</b> 2017 <b>Nominal Power Input:</b> 1936watts or lesser <b>Nominal Cooling Capacity:</b> 6.1kwh / 20800BTU/Hr or higher <b>Air Flow Rate:</b> 725CFM or higher <b>Rated Power Supply:</b> 230V/50Hz/Single Phase <b>Compressor Type:</b> Rotary <b>Refrigerant:</b> R22 <b>Condenser Coil:</b> 100% Copper <b>Cooling Coil:</b> 100% Copper <b>Connecting Kit:</b> 100% Copper <b>Maximum Ambient Temperature:</b> 48<sup>0</sup> C ±5% <b>Indoor Noise Level (H/M/L):</b> Not more than 44/41/39db <b>Function Modes:</b> Auto / Cool / Fan / Dry <b>Number of Fan Speed (Indoor):</b> 3 <b>Number of Fan Speed (Outdoor):</b> 1 <b>Filters:</b> Must have Microbes filter, carbon fiber filter, PM 2.5 micron filter, <b>Other Features:</b> Must have refrigerant leakage detector, auto cleaning, and temperature display in Indoor unit with on/off functions through remote. <b>Remote Handset:</b> LCD Display with Night Glow <b>Length of Copper Tubings:</b> Minimum 11 ft Inbuilt <b>Length of Control Cable (4 core):</b> Minimum 11 ft Inbuilt <b>Warranty:</b> 01 Year Comprehensive and Additional 04 Years on Compressor <b>3. Outdoor Installation Bracket:</b> Heavy duty bracket (high gauge metal) with fasteners, nuts and washer.  <b>4. Installation:</b> Standard Installation for Split Air conditioner including supply and laying of copper refrigerant piping with insulations, electrical power cable including 25amp top for providing power to the indoor unit from N/W starter switch and 1 Rmt of PVC drain piping which shall be connected to the nearest drain point.</p>	04	

	<p><b><u>Information Accessibility:</u></b> Product and model details, technical specifications and brochure need to be attached with tender and also available in public domain.</p> <p><b><u>Vendor Status:</u></b> i) The manufacturer should be a reputed concern, having global presence in multiple countries. Manufacturer must have working office at Kolkata and have a toll free number in the brochure. Manufacturer should have ISO certifications. ii) Service dealer must have working office / service center in Nadia District (Preferably at Kalyani).</p> <p><b><u>Authorization:</u></b> Sales / Service dealer must have produced a case basis manufacturer authorization with the tender.</p>		
2	<p><b>1.5 TON SPLIT AC</b>  <b>Nominal Capacity:</b> 1.5TR  <b>BEE Star Rating:</b> 3 Stars (as per 2017 BEE standards)  Year of Manufacturing : 2017  <b>Nominal Power Input:</b> 1655watts or lesser  <b>Nominal Cooling Capacity:</b> 5.3kwh/18000BTU/Hr or higher  <b>Air Flow Rate:</b> 700CFM or higher  <b>Rated Power Supply:</b> 230V/50Hz/Single Phase  <b>Compressor Type:</b> Rotary  <b>Refrigerant:</b> R22  <b>Condenser Coil:</b> 100% Copper  <b>Cooling Coil:</b> 100% Copper  <b>Connecting Kit:</b> 100% Copper  <b>Maximum Ambient Temperature:</b> 48<sup>0</sup> C ±5%  <b>Indoor Noise Level (H/M/L):</b> Not more than 44/41/39db  <b>Function Modes:</b> Auto / Cool / Fan / Dry  <b>Number of Fan Speed (Indoor):</b> 3  <b>Number of Fan Speed (Outdoor):</b> 1  <b>Filters:</b> Must have Microbes filter, carbon fiber filter, PM 2.5 micron filter,  <b>Other Features:</b> Must have refrigerant leakage detector, auto cleaning, and temperature display in Indoor unit with on/off functions through remote.  <b>Remote Handset:</b> LCD Display with Night Glow  <b>Length of Copper Tubings:</b> Minimum 11 ft Inbuilt  <b>Length of Power Cable (3 core):</b> Minimum 11 ft Inbuilt  <b>Warranty:</b> 01 Year Comprehensive and Additional 04 Years on Compressor  <b>3. <u>Outdoor Installation Bracket:</u></b> Heavy duty bracket (high gauge metal) with fasteners, nuts and washer.  <b>4. <u>Installation:</u></b> Standard Installation for Split Air</p>	03	

<p>conditioner including supply and laying of copper refrigerant piping with insulations, electrical power cable including 16amp top for providing power to the indoor unit from N/W starter switch and 1 Rmt of PVC drain piping which shall be connected to the nearest drain point.</p> <p><b><u>Information Accessibility:</u></b> Product and model details, technical specifications and brochure need to be attached with tender and also available in public domain.</p> <p><b><u>Vendor Status:</u></b> i) The manufacturer should be a reputed concern, having global presence in multiple countries. Manufacturer must have working office at Kolkata and have a toll free number in the brochure. Manufacturer should have ISO certifications. ii) Service dealer must have working office / service center in Nadia District (Preferably at Kalyani).</p> <p><b><u>Authorization:</u></b> Sales / Service dealer must have produced a case basis manufacturer authorization with the tender.</p>		
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## ANNEXURE-B

### **BASIC INFORMATION ABOUT THE BIDDER**

1.	Name of the Bidder	
2.	Address with telephone/ Mobile No.	
3.	Type of the Organisation (whether sole Proprietorship/ Partnership/ Private Limited for Cooperative body/ Welfare Trust etc.) (attach proof)	
4.	Name, Address & Phone Number of the Proprietor/ Partners/ Directors of the Agency with whom communication (if required) shall be made	
5.	PAN Number (a copy of PAN Card must be enclosed)	
6.	GST Registration Number (a copy of Registration certificate must be enclosed):	
10.	Trade License number (a copy of supportive document must be enclosed)	
11.	Experience a. Total number of years in the similar type of business. b. User list with annual volume of work.	
12.	Particulars of bank draft of Rs.1,000/- (a) Bank Draft Number:  (b) date:  (c) Drawn on:	
13	Average Annual Turnover for last 3 years(Please enclose Audited P/L Account for 2013-14,2014-15 & 2015- 16)	2013-14: Rs. 2014-15: Rs. 2015-16 : Rs.

#### **Declaration**

I solemnly declare that the information furnished above by me are true in the best of my knowledge and if subsequently it is found wrong the University will have every right to reject my tender/ terminate the contract.

Further, I undertake that I must follow the terms and conditions as per Annexure- D thoroughly and in case of any non-observance, I shall be bound to accept the decision of the University of Kalyani.

**Signature of the Bidder  
(With Seal)**

**Annexure-C**

**PRICE BID FORMAT** (To be prepared in Letter Head/Official Pad of the bidder)

Sl. No	Item Description	Name of the manufacturing Company	Brand Name (if any)	Basic Cost (Rs.)	GST (if any) to be charged (Rs.)	Other Charges & duty(Rs.) (if any)	Discount offered(if any) (Rs.)	Total quoted price (Rs.)

Note: The above format must be used while submission of Price Bid.

**Signature of the Bidder (With Seal)**

**Annexure-D**  
**TERMS AND CONDITIONS**

1. **Bid Information:**
  - b) **Bidder must quote for all the items. Partial Quotation/Incomplete Quotation will not be considered and the tender will be rejected in that case.**
  - c) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price but should be indicated separately in the price bid.
  - d) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
2. **Bid should be submitted to the said department within sealed envelope, mentioning the Tender Ref. No. and Date for the quoted items on the face of the envelope.**
3. **Bidder must mention the make and model distinctly along with relevant documents in support of the technical specification of the item quoted.**
4. **Cost of tender paper:** Cost of tender paper @ Rs.1,000/- will be met by the bidder through Bank draft on any Bank having Service Branch at Kalyani/Kolkata drawn in favor of **“University of Kalyani”** payable at Kalyani/Kolkata . Such costs are non-refundable.
5. **Evaluation of Quotation:** The Purchaser will evaluate and compare the quotations determined to be substantially responsive.
6. **Award of Contract:** The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.
7. Average turnover per year for the last three years (2013-14, 2014-15 and 2015-16) of the manufacturer should be at least Rs. 1 crore.
8. The bidder should have experience of supplying similar kind of items during last three years (2013-14, 2014-15 and 2015-16) involving sum of Rs. 4 lakhs in a single purchase order.
9. **Bidder must submit Catalogues/ Brochure in support of their quoted items so that University can evaluate their tenders technically in respect of the given specification in the NIT. Any ambiguity in the above may lead to the non-compliance of the technical formalities as per NIT.**
10. Documents of previous experience of the job, at least 2 years, must be submitted along with the tender.
11. Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, Professional Tax and GST.

12. Time Schedule: The supply and installation work must be completed within 30 days from the date of receipt of the purchase order.
13. Validity of offer: A bidder should spell out in the tender that it shall remain valid for a minimum period of three months from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.
14. Place of delivery: Department of Works, University of Kalyani, Kalyani -741235, West Bengal.
15. **Payment will be made after successful delivery and installation of the items.**
16. The quotation documents shall be addressed and submitted to: **The University Engineer, Department of Works, University of Kalyani, Kalyani -741235, West Bengal.**
17. **Last date of receiving quotations: 11/10/2017**
18. No Tender Document will be received by the department after the above date irrespective of the mode of submission of tender document.
19. Bidder must sign on every pages of the tender document along with the seal.
20. Quotation must be submitted through official pad of the bidder duly signed with seal and contact numbers of the respective person of the bidder concern.
21. Quantity as stated herein above may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons.
22. In case of any dispute, University decision be taken as granted and all disputes are subject to Kolkata Jurisdiction only.
23. University may take decision about non-purchase of the said equipment even after selection of vendor due to its fund constraints.
24. University may issue purchase order either to the single vendor or to the multiple vendors depending upon the bid evaluation status.
25. Other Terms and Conditions as mentioned in the Technical Specification will also be applicable to the bidders.
26. University also possesses the right to take decision on relaxation of any clause as stated above in case of need for selecting suitable and responsive vender without compromising the quality of the items as mentioned above.
27. **Bidder must submit Undertaking as per Annexure- E in support of observance the Terms & Conditions as stated hereinabove.**



## ANNEXURE-E

### UNDERTAKING FOR OBSERVING TERMS & CONDITIONS

(To be submitted by the bidder in their official pad/letter head duly signed with seal)

I/We, the undersigned, agree with the following Terms and Conditions:

1. That Bid will be valid at least for 3 months from the last date of submission of this tender.
2. That I/We will follow the guidelines framed by the University of Kalyani for Technical and Financial Bid Evaluation as well as the process of selection of vender.
3. That having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation and in case of non-submission of any document, the decision taken by the University of Kalyani will be considered as Final.
4. That I have not ever been convicted of any offence making myself liable to be disqualified for entering into a Contract to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
5. That no case is pending against me or against my firm in any criminal court of law in connection with any contracts in relation thereto to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details ).
6. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by neither RBI nor it has been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.
7. That I/We declare that all the information and documents as we furnished and submitted are true and proper to the best of my knowledge and belief. I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
8. That after completion of all sorts of evaluation of this tendering process, If my concern is selected, I will agree to enter into a contract with the University for the period as to be determined by the University at the time of awarding contract to my/our organisation.
9. That I agree with all terms & conditions that have been mentioned in the NIT.

**Signature of the Bidder with seal (if any)**