

UNIVERSITY OF KALYANI



NOTICE INVITING E-TENDER

Tender ID showing at <http://wbtenders.gov.in> : 2017_UOK_104796_1

Tender Ref. No.: KU/NIET/AC/WORKS/2016-17/01

Dated: 08/03/2017

Online E-Tender is invited for the purchase of **Purchase of Split Air Conditioner** for several departments of the University of Kalyani by the eligible vendors. Interested vendors may follow the instructions as given below for submission of their tenders under online mode:

Technical Specification

Sl. No	Item	Specification	Quantity
01	Split Air Conditioner	Nominal Capacity: 1.5 TON BEE Star rating: 03 stars Nominal Power Input: 1500 W to 1600 W Nominal Cooling Capacity: 18000 BTU or 4500 KCal/hr Air Flow Rate: 650 CFM or Higher Compressor type: Rotary Refrigerant: R22 Condensor coil: 100 % copper Cooling Coil: 100% Copper Connecting kit: 100% Copper Electricity input: 230v/50Hz/Single phase Maximum ambient temp: 48 C (+/-) 5% Noise level (Indoor): <44 dB Function Modes: Auto/cool/fan/dry Number of fan speed: 03 Filters: Electrostatic dust filter/carbon filter, PM 2.5 Micron filter, hyper protective filter Others features like auto on/off timer, economic sleep mode, auto swing, super turbo mode etc .Temp display in the indoor unit with ON/Off from remote (with night glow), metal hanger for outdoor unit Length of copper tubes: min 11ft Length of power cable (3 core): min 11 ft	80
02.		Nominal Capacity: 2.0 TON BEE Star rating: 03 stars Nominal Power Input: 2000 W to 2100 W Nominal Cooling Capacity: 24000 BTU or 6000 Kcal/hr Air Flow Rate: 850 CFM or Higher Compressor type: Rotary Refrigerant: R22 Condensor coil: 100 % copper Cooling Coil: 100% Copper	12

		Connecting kit: 100% Copper Electricity input: 230v/50Hz/Single phase Maximum ambient temp: 48 C (+/-) 5% Noise level (Indoor): <44 dB Function Modes: Auto/cool/fan/dry Number of fan speed: 03 Filters: Electrostatic dust filter/carbon filter, PM 2.5 Micron filter, hyper protective filter Others features like auto on/off timer, economic sleep mode, auto swing, super turbo mode etc .Temp display in the indoor unit with ON/Off from remote(with night glow), metal hanger for outdoor unit Length of copper tubes: min 11ft Length of power cable (3 core): min 11 ft	
03	Installation Charge		92
			Total

All the specifications should be mentioned in printed literature of manufacturer

1.Dates & Information:

Sl.No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC : https://wbtenders.gov.in	8th March 2017
2	Documents download (online)	8th March 2017 (from 5.30 p.m.)
3	Bid Submission Start Date(on line)	8th March 2017 (from 6 p.m.)
4	Bid Submission Closing Date (Online)	22 nd March, 2017 (up to 2 p.m.)
5	Bid Opening Date (Online) – Technical Bid	24 th March, 2017 (from 3 p.m.)
6	Date of uploading list for technically qualified bidder (online)	To be notified
7	Date of opening of Financial Bid	To be notified
8	Date of uploading of list of bidders along with the approved Rate	To be notified

2. General Instructions:

In the event of e-tendering, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC) or from the University of Kalyani's website www.klyuniv.ac.in.

3. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website [http:// wbtenders.gov.in](http://wbtenders.gov.in). All papers must be submitted in English language.

4. Time Schedules for the e-tender:

The Time Schedule for obtaining the Bid Documents, Pre Bid meetings, the submission of

bids and other documents etc. will be as per the list provided in Clause No. 10 given below.

5. Eligibility for Quoting:

Manufacturers or Dealers/Distributors/Agents duly authorised by the manufacturers who are able to supply the assured quantities as per requirement & have requisite Annual Average Turnover, as per clause no. 5, are only eligible for quoting. Manufacturers not having the capability to supply the required quantity solely need not apply. Failure of submission of declaration of full supply will lead to cancellation of tender.

Further, vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

6. Annual Turnover Requirements:

Vender having average annual Turn Over for last three financial years is more than Rs.1 Crore in India or equivalent foreign currency in the respective foreign country for the year 2013-14, 2014-15 & 2015-16 are eligible to participate in the Tender.

7. Submission of Tenders

6.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and the other is Financial Bid .The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations/folders of Technical Bid. He needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

6.2 Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardised formats in two covers (folders):

I. Technical File (Statutory Cover) containing:

1. Annexure –

- a) Basic Information (Vide Annexure I) *(to be submitted in “Annexure” folder)*
- b) Application for Tender - (Vide Annexure II) *(to be submitted in “Annexure” folder)*
- c) Authorization letter - (Vide Annexure III) *(to be submitted in “Annexure” folder)*
- d) Affidavit Proforma - (Vide Annexure IV) *(to be submitted in “Annexure” folder)*
- e) DECLARATION ON NIT - (Vide Annexure V) *(to be submitted in “Annexure” folder)*

2. Technical details of the Items Quoted (Bidders must submit Technical specification

along with Catalogue of the item quoted in “**Technical Details**” Folders.

3. Bidder must submit Audited Balance Sheet and Profit and loss Account for last 3 (three) financial year namely 2013-14, 2014-15 & 2015-16 in “**Accounts**” folder.

II. My Document (Non-Statutory Cover) containing as follows:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			VAT/ CST Registration Certificate
2	Company Details	Company Details 1	Trade Licence
			Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3	Credential	Credential 1	a) Copy of the purchase order for supplying Similar nature of items at least for last 2 years in an Institute of Higher Learning b) Brief User List preferably for users in West Bengal in an Institute of Higher Learning
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment year 2013-14
			Income Tax Returns submitted for the Assessment year 2014-15
			Income Tax Returns submitted for the Assessment year 2015-16
		Payment Certificate 2	VAT/CST Returns (of the last quarter) for the year 2013-14
			VAT/CST Returns (of the last quarter) for the year 2014-15
			VAT/CST Returns (of the last quarter) for the year 2015-16

6.3 Financial Bid

The Financial Bid should contain the following document in one cover (folder):

Bill of Quantities (BOQ):

i) The tenderer should fill-up the designated cell as marked by the University in the BoQ sheet.

8. The tenderers are not required to submit hard copies of Technical File (Statutory) or My documents (Non-Statutory). Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line through NIC portal.

9. Evaluation of the tenders

During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in “Technical Bid” will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. Final selection of the lowest bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened. If found suitable in the context of above pre qualification etc, the Tenderer quoting the lowest rate will be considered as successful.

10. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

9.1 Bid Information:

- a) **Bidder must quote for all the items in the BOQ. Partial Quotation/Incomplete Quotation will not be considered and the tender will be rejected in that case.**
- b) 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.
- c) 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.
- d) **Bidder must follow the instruction for filling up BOQ as per Clause 6.3.**

9.2 **Evaluation of Quotation:** The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated based on and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

9.3 **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 for both the equipments. 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. **Purchaser also reserves the right to select vendors after opening the financial bid based on the decision of the Purchase committee.**

9.4 **Warranty:** The vendor shall be fully responsible for the comprehensive onsite warranty (3/3/3-part/labour/onsite) in all respect of the equipments, accessories etc. including spares and services for a period of three years from the date of installation. **Further the warranty for compressor should be preferred for additional 2 years.** Warranty will be effective from the date of joint installation Report.

9.5 **Adequate support service facility:** The bidder/manufacture should have adequate service support centre in Kolkata for any emergency breakdown/fault offering facility within 48 hours and should be agreeable to provide AMC facility after the warranty period. The bidder should have enough infrastructure as well as qualified personnel to maintain the highly sophisticated equipment as mentioned. ISO certificate (if any) should be enclosed with the tender documents.

10 After Sales Service

(i) The name and complete address of the company in India authorized by the manufacturer, to provide after sales service for the equipment should be mentioned. The appointed authorized service provider should be holding a valid certificate from the manufacturer to this effect.

(ii) The manufacturer should give an undertaking that after the warranty period, they shall provide spares and after sale service of the equipment in India for the normal life time of the equipment.

10.3 Bidder must submit Technical Compliance Sheet in the “Technical Details” Folder as per Annexure- VI.

10.4 Manufacturer’s Authorisation: Bidder must submit document in favour of Tender Specific Authorization issued by the manufacturer. If the bidder himself is a manufacturer, proper document for such manufacture must be submitted in “**Technical Details**” folder.

10.5 Credentials: Documents of previous experience of the job associated with supply and installation of similar items having value of Rs 4 Lakh in single purchase order must be submitted along with the tender.

10.6 Service Facility: Bidder must have service centre in Kolkata and/ or preferably at Kalyani to ensure the attendance against service call from the University within 4 Hours from call time.

10.7 Make & Model: Bidder must mention Make and Model in the Information Sheet as given vide Annexure-I and must send the product details/catalogue/brochure in the “**Technical Details**” folder. Clause by clause compliance with the technical specification/Model/Make in this tender is required.

10.8 Time Schedule: The supply and installation work must be completed within 15 days from the date of receipt of the purchase order.

10.9 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. The supplier/manufacturer should quote the Academic/Educational prices of the software/hardware both.

10.10 Place of delivery: CIRM, University of Kalyani, Kalyani -741235.

10.11 Payment Schedule : Payment be made after delivery and installation of the items.

10.12 Performance Security:

Successful bidder should deposit Performance Security money equivalent to the 10% of the order value in the form of **DD/ suitable negotiable instruments as to be decided by the University** immediately before issuing purchase order from the University. Such security will be refunded after completion of the warranty period in normal case without any accrued interest. University may forfeit the Security Money in the event of the following circumstances:

- i) Selected bidder withdraws the bid before expiry of its validity but after receipt of the Purchase Order.
- ii) Selected bidder does not accept the order after issuing the same or fails to enter into a contract within validity period of offer.
- iii) Selected bidder fails to supply the items within the scheduled time as specified in the Purchase Order
- iv) If before expiry of the warranty period, the supplied items break down or do not function satisfactorily due to the cause related with the item itself or for its installation and not for any reason caused by the University Authority and the supplier denies to take the responsibility to make the supplied items in order.
- v) In case of any false submission /statement by the bidder

vi) In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions

9.16 **Quantity Changeability:** Quantity as stated in the tender document may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons.

9.17 **Requisite Documents to be submitted:** Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, VAT, Audited Statement of Accounts and other documents as sought for under Clause 6.2.II of this tender.

9.18 **Turnover Criterion:** Bidder must have average annual turnover of more than **Rs.30 Lakh** in consecutive three financial year ending 2015-16.

9.19 **Disposal of Disputes:** In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

Discretion of the University:

9.20 University may take decision about non-purchase of the said equipment even after selection of vendor due to its fund constraints.

9.21 University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.

9.22 University reserves the right to relax any clause as stated hereinabove for selection of responsive vendor.

10. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

Financial bid can be seen & accessed by the bidder through the NIC Portal on line after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.

11. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

12. The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable Circumstances and no claim in this respect will be entertained.

FURNISHING BASIC INFORMATION

(To be furnished in the Company's official letter pad)

1.	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose copy of Trade License)	
6	PAN(Please enclose copy of PAN Card)	
7	VAT No.(Please enclose copy of VAT)	
8	Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning (Please enclose copy of Purchase order & user list, if yes)	Yes/No (Please put tick mark)
9	Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET	2013-14: Rs..... 2014-15: Rs..... 2015-16: Rs..... Average Annual Turnover: Rs.....
10	Status of the bidder(Please enclose copy authenticating your status)	Manufacturer/Dealer/Distributer/Selling Agent/Stockiest (Please put tick mark)

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the University.

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

Annexure II
APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

To

The University Engineer
University of Kalyani,
Kalyani-741235,
Nadia, West Bengal

Sub: NIT for Purchase of Split Air Conditioner for several departments of the University of Kalyani.

Ref: - N.I.T. Nodated

Sir,

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:

1. That the application is made by me / us on behalf ofin the capacity duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document vide **Clause 9** and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time
4. We are offering rate for the following item /items with manufacturing capacity and assured supply to the University of Kalyani

Sl. No.	Description of Items	Make	Model No.	Quantity	Offer Validity

5. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

Date :-

Signature of applicant including title and capacity in which application is made.

Contact no:

E-mail address:

Postal Address:

Annexure III

(Authorization letter in favour of the applicant (other than Managing Director/
Proprietor/Partner) from the competent authority.)

FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail
Address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr.(Name),

Employee of this Organisation as..... (Official Designation)
is

Hereby authorised to submit tender online, Vide NIT No.....,

Dated on behalf of the Organisation.

Signature of the competent authority with Seal

.....

(Signature of the Authorised Person)

Signature of Mr.....

.....is hereby attested.

Signature of the competent authority with Seal

ANNEXURE IV

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper

I, Sri/Smt.....

The Managing Director/Proprietor (etc.) of the Firm.
..... (Name of the firm)

At (address).....

Do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Chemicals / Equipments/other items to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.

2. That no case is pending against me or against my firm in any criminal court of law to supply of Chemicals, Lab. Chemicals & Laboratory Equipments and other items 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).

3. That, 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.

4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.

5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s).

ANNEXURE V

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper

of appropriate value duly notarized)

DECLARATION ON NIT

(To be typed in company letter pad, scanned and uploaded)

I, the undersigned, do hereby declare that on behalf of my organization, I will comply all the formalities that are required to be complied as per NIT and I will observe all clauses of the NIT (including Terms & conditions).

In case of any non-observance of any clause(s) of NIT, my organization will be bound to follow the decisions taken by the University of Kalyani for taking decision related with the tender for which the said NIT was uploaded.

Full signature of the Person
(Designation with Seal)

Date:

Place:

ANNEXURE VI

(To be filled up by the bidder with stamp signature & designation)

Technical Compliance Sheet

S No	Item	Specification Factors	Quoted Specification	Whether Complied with Tender Specification or not (Yes/No)
01	Split Air Conditioner	Nominal Capacity (Ton)		
		BEE Star rating		
		Nominal Power Input		
		Nominal Cooling Capacity in kwh		
		Air Flow Rate in CFM		
		Compressor type: Rotary/ others (if others, pl. Mention clearly)		
		Refrigerant: R22/ others (if others, pl. Mention clearly)		
		Condensor coil: 100 % copper/ others (if others, pl. Mention clearly)		
		Cooling Coil: 100% Copper/others (if others, pl. Mention clearly)		
		Connecting kit: 100% Copper/others(if others, pl. Mention clearly)		
		Electricity input: 230v/50Hz/Single phase or others (if others, pl. Mention clearly)		
		Maximum ambient temp in degree centigrade		
		Noise level (Indoor) in dB		
		Function Modes: Auto/cool/fan/dry		
		Number of fan speed		
		Filters: Electrostatic dust filter/carbon filter, PM 2.5 Micron filter, hyper protective filter		
		Others features like Air direction control, auto on/off timer, economic sleep mode, refrigerant leakage detector, auto swing, auto cleanning, follow me, super turbo mode etc (mentioned in the tender document)		
		Temp display in the indoor unit with ON/Off from remote (yes/no)		
		Remote Handset with LCD Display and Night Glow (yes/no)		
		Minimum Length of copper tubings in ft		
Minimum Length of power cable (3 core) in ft				
Metal Hanger for outdoor unit installation (yes/no)				
Warranty period				

N.B:- Bidder must fill up the above sheet for both types of items separately with stamp signature in their respective office pad.

[Validate](#)[Print](#)[Help](#)[Item Wise BoQ](#)

Tender Inviting Authority: Department of CIRM, University of Kalyani

Name of Work: Purchase of Split Air Conditioner for the University of Kalyani.

Contract No: KU/NIET/AC/WORKS/2016-17/01

Bidder Name :										
PRICE SCHEDULE										
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)										
NUMBER	TEXT #	NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Quoted Currency in INR / Other Currency	BASIC RATE In Figures To be entered by the Bidder Rs. P	Any Other Taxes/Duties/Levies	Educational Discount if any,	NET AMOUNT Without Taxes	NET AMOUNT With Taxes	NET AMOUNT with Taxes In Words
1	2	4	5	12	13	17	20	53	54	55
1	Purchase of Split Air Conditioner for the University of Kalyani.									
1.01	Split Air Conditioner Nominal Capacity: 1.5 TON 3 Star (as per specification of NIT)	80.000	Nos	INR				0.00	0.00	INR Zero Only
1.02	Split Air Conditioner Nominal Capacity: 2.0 TON 3 Star (as per specification of NIT)	12.000	Nos	INR				0.00	0.00	INR Zero Only
1.03	Installation Charge (as per specification of NIT)	92.000	Nos	INR				0.00	0.00	INR Zero Only
Total in Figures								0.00	0.00	INR Zero Only
Quoted Rate in Words										