
	सामग्री प्रबंधन अनुभाग भारतीय प्रौद्योगिकी संस्थान, रूडकी रूडकी-247667, हरिद्वार, उत्तराखण्ड, भारत Phone-(O) 01332-28-4293, 4693 E-mail: mmiitr@iitr.ac.in	Material Management Section Indian Institute of Technology Roorkee-247667( Haridwar) (Uttarakhand) (India) Phone-(O) 01332-28-4293, 4693 E-mail: mmiitr@iitr.ac.in	
	GSTIN-05AAALI0033R422		
	PAN-AAALI0033R		

**निविदा प्रलेख / Tender Document**

**No. 1100001794/MM-23/IITR/2020-21/Annual Rate Contract for /E&W/227**

Date of Uploading of Tender -<https://eprocure.gov.in/eprocure/app>

**10/Dec/2020**

Bids under two bid systems (Technical and Commercial) are invited Online at CPP Portal (<https://eprocure.gov.in/eprocure/app>) from the reputed manufacturer/authorized supplier/dealer for the Annual Rate Contract of following items (Through Buy-back purchase). **Manual bids will not be accepted.**

वस्तु की तकनीकी विषिष्टताये / Technical Specifications of item:

Sr. No	Name of item / Specifications	QTY	UOM
<b>Part-A</b>			
<b>1</b>	<b>Annual Rate Contract for SITC of AC (Air Conditioner)</b>	<b>Please refer BOQ &amp; Annexure-V</b>	
<b>(For Detailed Technical Specification of required item Plz refer Annexure-V)</b>			
<b>Items Available for Buy-Back</b>			
<b>Part-B</b>			
<b>Auction of old and unservicable/condemned/non-performing efficiently AC's removed from department/office at IIT Roorkee</b>			
<b>1</b>	<b>1.5 TR Window AC</b>	<b>1</b>	<b>Each</b>
<b>2</b>	<b>1.5 TR Split AC</b>	<b>1</b>	<b>Each</b>
<b>3</b>	<b>2.0 TR Split AC</b>	<b>1</b>	<b>Each</b>
<b>(For Detail of buy-back item Plz see Annexure-V)</b>			
नोट-1: कृपया वस्तु का मूल्य एवं कर अलग-अलग दर्शाए।			
Note-1: Please quote the Rate & Taxes of the item separately for both i.e. Required & Buy-Back items.			
Note-2: E-way bill is to be issued by the Venders/Transporter			
Note-3: The HSN / SAC Code of the item must be mentioned.			
For Reasonability of Rates, The firm must enclose the last two supply orders for the same item with Financial Bid (Annexure-III) only.			
<b>Critical Date Sheet</b>			
1	Published Date	<b>10/Dec/2020</b>	<b>(17:00)</b>
2	Bid Document Download / Sale Start Date	<b>10/Dec/2020</b>	<b>(17:30)</b>
3	Seek Clarification Start Date	<b>11/Dec/2020</b>	<b>(10:00)</b>
4	Seek Clarification End Date	<b>17/Dec/2020</b>	<b>(16:00)</b>
5	Pre Bid Meeting Date	<b>Not Required</b>	<b>Not Required</b>
6	Bid Submission Start Date	<b>18/Dec/2020</b>	<b>(10:00)</b>
7	Bid Submission End Date	<b>31/Dec/2020</b>	<b>(17:00)</b>
8	Bid Opening Date	<b>1/Jan/2021</b>	<b>(12:00)</b>

## Chapter-1 : Instruction to bidders

- A. The Tender should be enclosed with proper certifications like Agency Certification, Authorization certificate and/or Proprietary Certificate, as the case may be, in support of your offer.
- B. बोली का जमा किया जाना/ **Submission of Bids:**  
**The bids should be submitted online in two parts –**  
1 **(i) The Technical Bid (Annexure-I, II IV & V) and Tender Acceptance Letter**  
**(ii) The Financial Bid (Annexure-III) & Price Bid in .XLS Format**  
**Rates in .xls format will only be considered for Financial evaluation.**  
2 The bids should be on official pad preferably with GST Number of the firm  
3 The quotations should bear full details and where possible may be duly supported with catalogues, pamphlets, literature, samples of the item/items as the case may be for comparing the quality and rates of the item(s).  
4 The transportation cost, insurance charge etc., if any, percentage/ rate of GST or all other taxes and duties should be clearly mentioned.  
5 The bids / rates / tenders should remain valid for a minimum period of 90 days from the date of opening.  
6 **Since this purchase is not being for research purpose, The bidder should quote accordingly.**  
7 The rates shall not be subject to escalation of any nature.  
8 The rates quoted should be applicable to educational institutions and any cost advantage received in lieu thereof should be passed on the Institution.  
9 While quoting / sending rates, the firm shall give an undertaking as per Annexure-II.
- C. विधि निक्षेप/ **Earnest Money Deposit (EMD):**  
**In lieu of EMD, declaration is to be provided/submitted as per annexure-IV of the tender document.**
- D. निष्पादन बैंक प्रत्याभूति/ **Performance Bank Guarantee (PBG):**  
**The successful firms will have to submit PBG of Rs. 2,00,000/- (Rs. Two lakh only) in the form of Performance Bank Guarantee/FDR issued by any Commercial Bank drawn in favor of "The Registrar, IIT Roorkee" payable at Roorkee, otherwise the contract will be cancelled and the firm will be debarred from any future bidding process of IIT Roorkee for a period of minimum one year.(Please refer annexure-IV).**  
**In case of breach of terms & Conditions by the firm, Performance Bank Guarantee (PBG)/FDR will be forfeited at the discretion of the Institute. The Performance Bank Guarantee (PBG)/FDR should be valid upto two years (minimum warranty period) after the completion of the contract period plus additional sixty days. No interest shall be claimed by the bidder on the PBG submitted.**
- E. बोलियो का खोला जाना/ **Opening of Bids:**  
1 The Technical Bids will be opened online at CPPP Portal (<https://eprocure.gov.in/eprocure/app>)-**Plz refer Critical Date Sheet**  
2 The Financial bids of only the Technically Qualified bidders will be opened. The date and time for opening the Financial Bid will be communicated to the respective firm later by the system (CPP Portal (<https://eprocure.gov.in/eprocure/app>))

3 Representatives of the firms(s) may be present at the time of openings, if they so desire.

## Chapter-2 : Conditions of Contract

- F.** टेका देना / Award of Contract:  
The final selection of the bidder for the award of the contract will be made on the basis of the lowest commercial bid amongst the Technically Qualified Bidders.
- G.** पूर्व-आपूर्ति निरीक्षण / Pre-supply Inspection:  
Authorized representative of the Institute shall make the final inspection before supply of the item at site of the firm, if required.
- H.** वस्तु की आपूर्ति / Supply of Item:  
The whole supply as per order shall have to be completed within the time mentioned in the order failing which the I.I.T. Roorkee shall have the right to accept or reject any quantity of items ordered. The firm will have to arrange for supply of the material in good condition.
- I.** भुगतान की शर्तें / **Payment Terms:**
- A.** **Payment in INR for supply of goods:**  
80% payment will be made on receipt and acceptance of goods and balance 20% on successful installation and commissioning duly certified by the HOD/P.I.
- B.** **Payment in INR for AMC/Service:**  
Quarterly/Halfyearly after satisfactory completion of work/service duly certified by the H.O.D./P.I.
- J.** **दंड/Penalty:**  
A penalty of 0.5% of the total order value per week shall be levied for the delay subject to a maximum of 5% of the total order value.  
In case of the non-supply of the item after the acceptance of the work/supply order, the firm will be debarred from any future bidding process of IIT Roorkee for a period of minimum one year.  
(Please refer annexure-IV)
- K.** **अप्रत्याशित घटना/Force Majeure:**  
For the purpose of and within the scope of contract by way of indication and not of limitation, the term "Force Majeure" shall mean acts of nature, strikes, Lockouts, or other industrial disturbances, act of public/enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms lightening, flood, washouts, civil disturbances, explosion and any other similar even not within the control of either party on which by exercise of due care and diligence neither party is able to prevent or overcome.
- L.** **मध्यस्थता / Arbitration:**  
In the event of any difference or dispute arising out this work, all effort shall be made by both the parties to settle the same amicably. Failing an amicable settlement, the dispute shall be finally settled through arbitration conducted under the Arbitration and Conciliation Act 1996, by arbitrators appointed in accordance with the said Act. The arbitration shall give reasoned and speaking award. All disputes are subject to Roorkee jurisdiction only.
- M.** **बोली अस्वीकृती के लिए मानदंड / Criteria for bid rejection:**
- 1 If technical bid found without the required undertaking (Annexure-II) and declaration (Annexure-IV).
  - 2 If it found at a later date that any information given in the bids is Incorrect/false then the bid is liable to be disqualified/rejected.
  - 3 Canvassing in any form will result to disqualification.
  - 4 If "extra, as actual" etc. are mentioned against any of the price components in the bid the bid will be rejected.
  - 5 If the firm quotes 'NIL' charges / consideration, the bid shall be treated as unresponsive and will not be considered.
  - 6 If financial bid is found along with technical bid in pdf on CPP Portal, then the bid shall be rejected outrightly.
  - 7 If any bidder submitting two/multiple bids for the same item of a tender, both/all the bids of that bidder will be outrightly rejected.

## Chapter-3 : Schedules of requirements

- N.** **टिप्पणी / Note:**
- 1 If the supplier/firm is manufacturer/authorized dealer/sole distributor/of the item, the certificate to this effect should be attached.

- 2 Please note that the firms must submit the compliance Statement in an organized and structured manner in respect of all the specifications as per Annexure-V with the supporting catalogue/leaflet of the firm. Annexure-I, II, IV & V have to be submitted with Technical Bid and Annexure-III with financial bid.
- 3 It may also be noted that the tender bids received after the stipulated date & time or found incomplete and the tender bids containing false/incorrect information shall be summarily rejected. The Institute shall not entertain any communication in this regard, whatsoever.
- 4 The firm is required to give its Bank Account details with IFSC for the purpose of making e-payment.
- 5 The Indian Institute of Technology (IIT) Roorkee reserves the right to reject any quotation wholly or partly without assigning any reason.
- 6 The quantity shown in the tender can be increased or decreased to any extent depending upon the actual requirement.
- 7 The decision of the institute in all matters relating to eligibility, acceptance, rejection of the bid will be final and binding on the applicants.
- 8 IIT Roorkee discourages High Sea Sale purchase. All tenders with High Sea Sale will be rejected.
- 9 The firms should clearly mention (in the financial bid) the Harmonized System of Classification (HS code) defined by the Central Custom and Excise Board (Govt. of India)- for the item(s) involving import.
- 10 **If the bid opening date happens to be a holiday, then the bid will be opened at 3.30PM of the next working day followed by the holiday.**
- 11 If an agent submits bid on behalf of the Principal/OEM, the same agent can not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.
- 12 Indian Agent should submit the certificate from the Foreign Principal that they are the Authorized & Registered Indian Agent.
- 13 The quantity shown against the item is approximate and may vary as per demand of the Institute at the time of placing order. Also, the final requirement of each line item will be decided by the Institute at the time of placing the PO.
- 14 **Any corrigendum/addendum/errata in respect of the Tender Notice/ Enquiry letter shall be made available CPP Portal (<https://eprocure.gov.in/eprocure/app>). Hence prospective bidders are advised to visit the CPP Portal (<https://eprocure.gov.in/eprocure/app>) regularly.**
- 15 Bidders shall be responsible for the correctness of the information provided in the enquiry letter/tender document. If it is found at a later date that any information given in the bid is Incorrect/false then the bid is liable to be disqualified/rejected.
- 16 Before submission of bids, bidders should read the complete enquiry letter/tender document carefully and ensure that the bidders fulfill the eligibility criteria.
- 17 In case the item/product is under rate contract with DGS&D or GeM, then Bidder should certify that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.
- 18 **In Item Wise BoQ .xls sheet, In column M, leave blank for the item/service not provided/quoted by you. If quoted 0 then it will be considered that the item/service will be provided free of cost.**
- Or**
- In Item Rate BoQ .xls sheet, If quoted 0 for the items/services in column M then it will be considered that the items/services will be provided free of cost.**
- 19 **The Institute reserves the right to rectify any discrepancy of this advertisement, if found later on. In case of any inadvertent mistake in the process which may be detected at any stage even after the issue of purchase order, the Institute reserves the right to modify/withdraw/cancel any communication made to the bidder.**

**Chapter-4 : Specifications and allied Technical details**

**Plz. See Annexure- I, II, IV, V**

**Chapter-5 : Price Schedule (to be utilized by the bidders for quoting their prices online in .XLS format at CPPP Portal (<https://eprocure.gov.in/eprocure/app>))**

**Plz. See Annexure- III & Price Bid in .XLS Format**

**Chapter-6 : Contract Form**

**Purchase Order is used as Contract Form**

**Chapter-7 : Other Standard Forms, if any to be utilized by the purchaser and bidders**

**Tender Acceptance Letter**

\*उप कुलसचिव (सामग्री प्रबंधन) / सहायक कुलसचिव (सामग्री प्रबंधन)  
Deputy Registrar (MM)/ Assistant Registrar (MM)

\*Document Digitally Signed on <https://eprocure.gov.in/eprocure/app>

**For any Clarification regarding technical specifications of item Please Contact:**

**Shri Pradeep Kumar Dauhare, Estate & Works,  
A.E.E. (E), Estate & Works, IIT Roorkee  
IIT Roorkee**

**Ph.-01332-28-4858  
Email: [pradeepelectenggaad@iitr.ac.in](mailto:pradeepelectenggaad@iitr.ac.in)**

तकनीकी बोली  
विस्तृत विवरण अनुपालन रिपोर्ट के साथ प्रस्तुत किया जाना है (अपने आधिकारिक लेटर हेड पर विक्रेता/फर्म द्वारा प्रस्तुत करने के लिए )

Detailed specification cum compliance report to be submitted with the Technical Bid  
(to be submitted by the vendor/firm on its official letter head)

**(For Detailed Technical Specification Plz refer Annexure-V)**

Sr.No	Name & Required Specifications of Item(s)	Qty	UOM	Offered specifications of item(s) by the firm
1	Annual Rate Contract for SITC of AC (Air Conditioner)	Please refer BOQ & Annexure-V	0	
	Firm's Profile :			
1	Manufacturer/Authorized Agent/Distributor/Dealer/Supplier(valid certificate must be attached)			
2	E-mail I.D. & Telephone/Mobile No. Detail of Bank A/C			
Note:	1. "offered specifications", should be filled up properly in the format provided as per Annexure-I.			
	2. Volume & Weight of the item should also be mentioned.			
	3. The HSN / SAC Code of the item must be mentioned.			

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Seal of the Organisation

उपबंध / UNDERTAKING

Ref. No. No. 1100001794/MM-23/IITR/2020-21/Annual Rate Contract for /E&W/227  
Dated:- 10-Dec-20

That all the terms/conditions mentioned in the enquiry letter/tender against which the rates are being given are acceptable to the firm.

It is certified that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.

It is certified that the firm has never been black-listed from any Government Department. (State/Central Govt./ Autonomous/ PSU)

Signature\_\_\_\_\_

Name\_\_\_\_\_

**Financial Bid**

(to be submitted by the vendor/firm on its official letter head)

Ref. No. No. 1100001794/MM-23/IITR/2020-21/Annual Rate Contract for /E&W/227  
 Date: 10-Dec-20

Rates :

A	Rate of Required item	Qty	UOM	Rate	Amount (INR) Or In Other Currency
					To be filled in .XLS sheet (attached)
Total					To be filled in .XLS sheet (attached)
Sub Total Rs.					
B	Rate of Buy-back item	Qty	UOM	Rate	
					To be filled in .XLS sheet (attached)
Total					To be filled in .XLS sheet (attached)
<b>Grand Total (A-B) Rs.</b>					

1) Price of the items should be clearly mentioned if supplied Free of Cost.

Terms &amp; Conditions:

- 1 Prices (quoted in Rs.): FOR Estate & Works,  
IIT Roorkee
- 2 **Payment:** **Should be clearly mentioned, As per clause-I of enquiry letter.**
- 3 Validity:
- 4 Delivery period:
- 5 Other charges:
- 6 **Warranty:**
- 7 Rejection: Equipment if found not as per the required specification would be rejected.
- 8 Penalty Clause: As per clause-J of enquiry letter.  
In case of the non-supply of the item after the acceptance of the work/supply order, the firm will be debarred from any future bidding process of IIT Roorkee for a period of minimum one year.  
(Please refer annexure-IV)
- 9 PBG: The successful firms will have to submit PBG of Rs. 2,00,000/- (Rs. Two lakh only) in the form of Performance Bank Guarantee/FDR issued by any Commercial Bank drawn in favor of "The Registrar, IIT Roorkee" payable at Roorkee, otherwise the contract will be cancelled and the firm will be debarred from any future bidding process of IIT Roorkee for a period of minimum one year.(Please refer annexure-IV).

It is certified that the rate quoted is not over and above (higher side) the rates under RC with the DGS&amp;D or GeM.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

Seal Of the Firm/Organization\_\_\_\_\_

**Details of Institute :**

IEC CODE	0100000011	
AD CODE	0001069-2770325	S.B.I., IIT ROORKEE
	0303974-2770324	P.N.B. IIT ROORKEE

**DECLARATION**  
(to be submitted by the vendor/firm on its official letter head)

**To,  
Registrar,  
IIT Roorkee,  
Roorkee,**

Subject: Undertaking as per GFR – 2017, Rule 170(iii) in lieu of Bid Security/Earnest Money Deposit (EMD)  
Tender Ref no: No. 1100001794/MM-23/IITR/2020-21/Annual Rate Contract for /E&W/2 Dated 10-Dec-20

Dear Sir,

We, the undersigned, offer to Supply the .....  
..... as per tender at IIT Roorkee, in response to your above referred tender no.

We are hereby submitting our proposal/Bid/Quote for the same, which includes Technical bid and the Financial Bid. As a part of eligibility requirement stipulated in above referred tender document, we hereby submit a declaration in lieu of Earnest Money Deposit (EMD) as given below:

1. Our bid shall remain valid for 90-days from the date of financial opening and that we will not withdraw or modify our bid during the validity period,
2. In case, we are declared as successful bidder and an order is placed on us, we will submit the acceptance in writing within 7 days of placement of order on us.
3. In case, we are declared as successful bidder and an order is placed on us, we undertake, to submit a Performance Bank Guarantee(PBG) as mentioned in above referred tender document or as per terms stipulated in the Purchase Order.
4. In case of failure on our part to comply with any of the above said requirements, we are aware that we shall be declared as un-eligible for said tender and /or debarred from any future bidding process of IIT Roorkee for a period of minimum one year.
5. The undersigned is authorized to sign this undertaking.



## Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

- 1 Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal are prerequisite for etendering.
- 2 Bidder should register for the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide only valid and true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id as registered.
- 3 Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 4 Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/nCode/eMudra etc. recognized by Controller of Certifying Authorities (CCA) India on eToken/SmartCard, should be registered.
- 5 The registered DSC only should be used by the bidder in the transactions and should ensure safety of the same.
- 6 Contractor/Bidder may go through the tenders published on the site and download the tender documents/ schedules for the tenders.
- 7 After downloading/getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
- 8 Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum if any published before submitting the bids online.
- 9 Bidder may log in to the site through the secured login by the user id/ password chosen during enrolment/registration and then by submitting the password of the e-Token/Smartcard to access DSC.
- 10 Bidder may select the tender in which he/she is interested in by using the search option and then move it to the 'my tenders' folder.
- 11 From my tender folder, he may select the tender to view all the details uploaded there.
- 12 It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
- 13 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and ordinarily it shall be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction uploading time will be very fast.
- 14 The Bidders can update well in advance, the documents such as certificates, annual report details etc., under "My Space option" and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 15 Bidder should submit the Tender Fee/ EMD as specified in the tender. Scanned copy of the same should be uploaded as part of the offer. (If applicable)
- 16 While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
- 17 The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the same. (If applicable)
- 18 The details of the DD/any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection. (If applicable)
- 19 The bidder has to digitally sign and upload the required bid documents one by one as indicated. Every act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood and agreed with all clauses of the bid document including General conditions of contract without any exception.
- 20 The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected.

- 21 If the price bid format is provided in a spread sheet file like BoQ\_XXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template shall not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for the tender.
- 22 The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
- 23 After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.
- 24 The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e- Tender system. The bidders should follow such time during bid submission.
- 25 All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
- 26 Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 27 The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 28 The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 29 For any queries regarding e-Tendering process, the bidders may contact at address as provided in the tender document. Parallely for any further queries, the bidders are advised to contact over phone: **0120-4001005** or send an e-mail to – [cppp-nic@nic.in](mailto:cppp-nic@nic.in).

### **Prequalification**

- 1 An undertaking by the firm that it has never been black-listed must be attached along with the Bid, failing which the Bid shall be rejected. (As per Annexure-II)
- 3 True copy of Permanent Account Number.
- 4 Details of GST along with a copy of certificate to be attached.
- 5 Submission of samples if required, for all items indicated in the NIT. The make of items proposed to be supplied should be indicated and submitted along with the techno commercial unpriced bid without indicating the pricing components.
- 6 Willingness to execute all orders which are placed to meet emergency requirement on priority basis. The Bidder shall note that standards for workmanship, material and equipment, and references to brand names designated by the Purchaser in the tender document are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names and/or catalogue numbers in his bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

**Tender Acceptance Letter**  
(To be given on Company Letter Head)

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**Date:**

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender No. 1100001794/MM-23/IITR/2020-21/Annual Rate Contract for /E&W/227**

Tender description:

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Dear Sir,

- 1 I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender No.' from the web site(s) namely:  
  
as per your advertisement, given in the above mentioned website(s).
- 2 I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like section(s), schedules(s) etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/ clauses contained therein.
- 3 The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
- 4 I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
- 5 In case any provisions of this tender are found violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**

## Annexure-V

S. No.	Required specifications of item(s)	Unit	Qty.	Information to be filled by bidders (Mandatory to be filled)			
S. No	Name of Item (s)	Unit	Qty.	Make	Model	EER	Nominal Cooling Capacity (BTU/hr)
1.0	<b>Part -A</b>						(if applicable)
1.1	SITC of 1.0 TR of Split Inverter AC, 5 Star Rating and remote control with required MS stands for fixing the outdoor units including 3 Meters copper kit complete in all respects Make: <b>Mitsubishi Electric / Mitsubishi Heavy Industries / O General / Daikin / Toshiba</b>	Each	1				
1.2	SITC of 1.4-1.5 Split inverter AC, minimum 5 Star Rating and remote control with required MS stands for fixing the outdoor units including 3 Meters copper kit complete in all respects. Make: <b>Mitsubishi Electric / Mitsubishi Heavy Industries / O General / Daikin / Toshiba</b>	Each	1				
1.3	SITC of 1.8-2.2 Split inverter AC, minimum 5 Star Rating and remote control with required MS stands for fixing the outdoor units including 3 Meters copper kit complete in all respects. Make: <b>Mitsubishi Electric / Mitsubishi Heavy Industries / O General / Daikin / Toshiba</b>	Each	1				
1.4	SITC of 1.4-1.5 TR Cassette AC, minimum 5 Star Rating and remote control with required MS stands for fixing the outdoor units including 3 Meters copper kit complete in all respects. Make: <b>Mitsubishi Electric / Mitsubishi Heavy Industries / O General / Daikin / Toshiba</b>	Each	1				
1.5	SITC of 1.8-2.2 TR Cassette AC, minimum 5 Star Rating and remote control with required MS stands for fixing the outdoor units including 3 Meters copper kit complete in all respects. Make: <b>Mitsubishi Electric / Mitsubishi Heavy Industries / O General / Daikin / Toshiba</b>	Each	1				

*(Signature)*

*(Signature)*

1.6	SITC of 1.5 TR Window type AC, 5 Star Rating and remote control complete in all respects as required. Make: <b>Mitsubishi Electric / Mitsubishi Heavy Industries / O General / Daikin / Toshiba</b>	Each	1				
1.7	SITC of 1.0 TR Window type AC, 5 Star Rating and remote control complete in all respects as required Make: <b>Mitsubishi Electric / Mitsubishi Heavy Industries / O General / Daikin / Toshiba</b>	Each	1				
1.8	Supply and fixing of Copper kit including suction & liquid copper pipe line, Super insulation etc. complete in all respect for 1.5 TR / 2.0 TR Split AC. It should be concealed with making chase cutting, and plastering as per direction of EIC. If chase cutting is not feasible, then PVC trunking should be provided by bidder for laying of copper pipe / control cable.	Meter	1				
1.9	Supply and fixing of 3 core 2.5 Sq.mm Copper flexible cables complete in all respects. Make: <b>Finolex/ Polycab / Havells.</b>	Meter	1				
2.0	Supply and fixing of 25mm PVC Heavy duty ISI mark Drainpipe with making chase cutting and repairing of plaster complete in all respect. Makes: <b>Finolex/ Polycab/ Astral/ Supreme</b>	Meter	1				
2.1	Supply and fixing of 15 Amp. Plug Top ISI Marked <b>Havells/ Schneider / ABB / Legrand</b> make complete in all respect. (If required)	Each	1				
2.2	Supply and fixing of Window AC frame made by minimum 35x35x5 mm MS angle with making opening and repairing in the wall or window wherever required as per satisfaction of EIC.	Each	1				
2.3	Supply and fixing of 20-25 mm of PVC batten.	Meter	1				
2.4	Dismantling of Old Window / Split AC and shifting to appropriate store.	Each	1				
3.0	<b>Part- B:</b>						
3.1	Auction of old and unserviceable / condemned / nonperforming efficiently ACs removed from department / office at IIT Roorkee.						
3.2	1.5 TR Window AC	Each	1				
3.3	1.5 TR Split AC	Each	1				
3.4	2.0 TR Split AC	Each	1				

**Terms & Conditions (if any) as per requirement of the Indenter (warranty, training/technical support, service after sale, packing, binding etc.)**

**A. Eligibility criteria:**

1. Valid GST and PAN No.
2. Bidder should be OEM or their authorized service center / authorized channel partner of mentioned brands. Authorization letter / agreement to this effect should be attached with the offer.
3. Firm establishment / proprietorship certificate copy must be enclosed with the bid.
4. List of present Technical staff with their qualification and experience certificates.
5. The bidder must not be blacklisted/Suspended or any service related dispute with any organization/Govt. Organization/Bank in India or outside India.
6. The bidder must have experience of SITC of air conditioners items to various Government/Semi-Government/PSU during last three years. Enclose a copy of work completion certificate at least value of Rs.20 lacs.
7. The bidder must have Annual Business Turnover of minimum Rs 25 lacs in the last three financial years i.e. 2017-18, 2018-19 and 2019-20.
8. Any OEM can be quoted by more than one bidders. However, one bidder can quote only single brand / model against each item. In case of bidder is OEM then experience and financial turn over criteria is relaxed.
9. All items have to quote mandatory else bid shall not be considered for evaluation.
10. Incomplete bid shall be rejected. GST, PAN card copy, certificate regarding similar nature work should be enclosed with technical bid.

**B. Evaluation of bid / Award stages terms and conditions:**

1. If any bidder doesn't fulfill criteria at 'A', his bid shall not be evaluated financially.
2. Contract shall be awarded to technically qualified bidder on over all L-1 basis.
3. The Rate Contract will be valid for a period of ONE Year & the contract may be extended to two years' subject to mutual acceptance and satisfactory performance. The successful L-1 bidder will be empaneled for the same period.
4. The Empaneled bidder will be abiding by all the Terms & conditions of the Tender Document.
5. In case of continued non-performance and inability to meet service requirements, IIT Roorkee reserves the right to terminate the contract after giving 15 days' notice in writing.
6. Bank guarantee / Security Deposited @ **Rs. 200,000.00** in shape of FDR/ Bank Guarantee will be submitted at the time of finalization of purchase order. It will be released only after successful completion of two years (minimum warranty period) after the completion of the rate contract.
7. No interest shall be payable by the BUYER to the BIDDER on Earnest money / security deposit for the period of its deposit.
8. For successful bidder, EMD may be adjusted to security Deposit and will be retained with IIT Roorkee till the expiry/ termination of rate contract without interest.
9. Bidder should maintain contact number & mail ID for communication.
10. Conditional quotation will not be accepted. Institute has right to cancel the Rate Contract at any time without assigning any reason.

**C. Payment terms:**

1. No Advance Payment will be made for Indigenous purchase.
2. 80% payment will be made on after successfully delivery of equipments at site and balance 20% amount will be released after installation, testing and commissioning. All invoices shall be produced as per payment terms else invoice shall not be accepted.
3. Payment shall be made upon submission of following documents:  
Two copy of Invoice (Original & duplicate).  
Copy of the warranty and installation report (for SITC part).  
Copy of purchase order.  
Revenue stamp on the invoice.

**D. Scope of Work:**

1. Bidder shall be responsible for providing ACs and other miscellaneous items throughout the contract period without any cost enhancement.
2. Bidder will depute his site engineer at site for ensure the good quality of work during execution.
3. Bidder will be fully responsible for to provide and fixing of good quality of materials as per OEM, during the period.
4. The star rating should be as per the BEE Energy Label Specifications at the time of supply. Bidder should quote the rates accordingly. The relevant catalogue/Proof specifying the BEE Energy Label with Refrigerant ASHRAE A1 Flammability detail should be enclosed with the quote.
5. Only Ecofriendly refrigerant shall be accepted in all type of ACs.
6. Minimum warranty period of complete system will be 02 years for complete system (including PCB) and 5 years on compressor from the date of commissioning.
7. The equipment or component or any part thereof so found defective during the warranty period shall be repaired or replaced free of cost to the satisfaction of the Engineer-in-Charge. In case it is felt by the department that undue delay is being caused by the contractor in doing this, the same will be got done by the department at the risk and cost of the contractor. The decision of Engineer-in-Charge in this regard shall be final.
8. During the warranty period free services as per manufacturers or minimum 02 nos. shall be done by bidder in time in the presence of IIT Roorkee representative. Each service report should be submitted to IIT Roorkee for its verification.
9. All tools and tackles will have to be arranged by bidder for any height of building. No any supporting structure or platform or ladder or extra payment will be provided by the institute for height work.
10. In event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from the other source on the total risk of the supplier.
11. Institute may ask the original bills / vouchers of purchase of spare parts as a proof of its originality.
12. Bidder will be fully responsible for any accident or mishaps involving workers engaged by them and the bidder would pay claims made on this part. Institute will not pay any compensation in this regard. The Institute shall not be responsible for any loss, breakage or theft of Bidder's material for which he has to make his own arrangements for storage.
13. The quantities indicated are purely tentative and likely to vary on either side up to any limit.

**E. Delivery Period:**

1. After confirmation from IIT Roorkee, items should be delivered within a week's time. No further extension of time will be allowed. The suppliers should honour all the purchase orders issued during the rate contract period without fail. Hence proper care should be taken regarding the availability of Air conditioners before quoting for our rate contract.
2. Non delivery of items will lead to cancellation of rate contract to that bidder without any notice. In addition, action may be taken for removing them from our mailing list in respect of future enquiry.
3. Withdrawal of a Model quoted in the Rate Contract is acceptable ONLY IF accompanied by a certificate from the manufacturer to that effect.
4. The supplier has to supply the items as per the Rate Contract offered specification only. If they supply the lower configuration, it will not be accepted at all. Any deviation found in the specification of the product and non-delivery of items within the due date will also lead to cancellation of P.O. without any notice. In addition your company's EMD / Security deposit will be forfeited in full and your company's may be blacklisted for future enquiries.

**F. Penalty Clause:**

- If there is a delay in supply without any valid reasons and not accompanied by proof for delay from the manufacturer, the penalty at the following rates will be levied while making payments, without any reference to your company. •
- ✓ Delay of 10 to 20 days – 1% of the total value of respective Invoice.
- ✓ Exceeding 20 days to 45 days – 3% of the total value of Invoice.



✓ Beyond 45 days – 5% of the total value of Invoice, in addition, action may be taken for removing from our mailing list in respect of future enquiry.

**G. Technical Specifications:**

- Compressor Type - Rotary
- Noise Level - Less than 55 db for window ACs and Less than 45 db for split ACs
- Refrigerant ASHRAE Flammability Classification - A1 only
- Refrigerant, should be Eco friendly, completely halogen free, have no ozone depletion potential and are lowest in terms of global warming potential.
- Remote Control - Cordless Digital remote
- Material for tubes including heat exchangers - Copper only
- All units must be minimum 5 Star Energy Efficient AC as per BEE notification effective to date of supply.
- These requirements should be confirmed by the bidder and supporting documents should also be attached along with the bid

**We hereby certify that the above-mentioned products / items /services are not available on GeM (Government e-Marketplace) (GFR-2017-Rule-149).**