

NIT No. IACS/WS/AC/1/2017-18/ 55

date 11.10.2017

SUBJECT :- “Supplying of different materials regarding Air – Condition maintenance at Indian Association for the Cultivation of Science, Jadavpur, Kolkata – 700 032.

NOTICE INVITING TENDER

Sealed (Item rate) tenders are invited from manufacturers / Authorized selling agents/ authorized dealers/stockists/reputed suppliers for purchase of different materials regarding Air-Condition for maintenance works in the campus of “Indian Association for the cultivation of Science”. The supply shall be made for the duration of one year from the date of acceptance of Supply Order, whenever the materials are required.

- | | | |
|---|---|--|
| a). Tender Fee (Non-refundable/
Non- transferable) | : | Rs. 500/- Plus GST |
| b). Earnest Money | : | Rs. 24,000.00 |
| c). Date of Commencement of Sale of Tender | : | 16.10.2017 |
| d). Last Date of sale of Tender Documents | : | 10.11.2017 up to 2.00 P.M |
| e). Pre-bid conference | : | 27.10.2017 at 4.00 P.M |
| f). Last date & time for submission of Tender | : | 10.11.2017 upto 3.00 P.M |
| g). Period of Supply / Currency
of Contract | : | One year from the date of
acceptance of the Purchase
Order. IACS reserve the right
to place Order for any materials
During tenure of validity period
(i.e one year) |
| h). Type of Tender | : | Two Bids system of Tendering |
| i). Deviation Limit | : | + 25 % |

NOTE :-

1. IF THE TENDER IS NOT OPENED ON THE ABOVE DATE, DUE TO UNFORESEEN CIRCUMSTANCES, THEN IT WILL BE OPENED ON THE NEXT WORKING DAY.
2. NO BIDS WILL BE ENTERTAINED WITHOUT PAYMENT OF REQUISITE FEE OF TENDER AND EMD.
3. BIDDERS OR THEIR AUTHORIZED REPRESENTATIVES MAY ATTEND THE PRE-BID MEETING / TENDER OPENING. HOWEVER, AUTHORISED REPRESENTATIVES MUST PRODUCE A POWER OF ATTORNEY IN THEIR FAVOUR.

Tender document can be obtained from the office of Workshop (Superintendent – II / Workshop In-Charge) from 11.30 A.M to 2.00 P.M on all working days from 16.10.2017 to 10.11.2017 against payment of tender fee of Rs. 500/- (Rupees Five Hundred only) plus GST.

Tender documents can also be downloaded from our official website www.iacs.res.in. In case of tender document obtained by downloading from website, the cost of tender document shall have to be paid by the bidder in the form of separate Demand Draft / Pay Order / Bankers cheque drawn in favour of “Indian Association for the Cultivation of Science” on any Nationalized / Scheduled Bank payable at Kolkata.

Acting Registrar

TENDER DOCUMENT

1. Bidders are advised to go through the Tender Document carefully and submit their offer accordingly complete in all respect with supporting documents, wherever asked for.
2. Tenders are invited from Manufacturers / Authorized selling Agents /Authorized Dealers/Stockists/Reputed General order Suppliers of the materials only as indicated in the schedule of requirement given in Annexure-I.
3. No deviation from this document is acceptable. The terms & conditions of this NIT are binding on all bidders and no deviation from the same shall be acceptable. Bids which are found in deviation in any form from our document are liable for rejection without any reference to the tenderers.
4. Tenderer shall furnish their offer along with the EMD in sealed cover addressed to the Acting Registrar. Refer Terms & Conditions (Annexure – II) of this NIT for details regarding the mode of submission of Bids.
5. The offer should be dropped in the designated “TENDER BOX” kept in the Office of workshop, IACS.
6. Tenders submitted without Earnest Money (EMD) will be summarily rejected at the time of tender opening itself.

Tender must be accompanied by self-attested copies of PAN/VAT/GST Registration certificates/ Valid traded license and Supply Credentials.

Enclosed :

- a). Annexure-I (Schedule of Requirement with Price)
- b). Annexure-II (Terms and Conditions)
- c). Annexure-IV (Format of Price Bid)

Signature of the Tenderer with Seal

Annexure – II

Terms & Conditions :

1. Mode & Method of submission of Tender

The bidder must submit their offer in two Parts [**PART – I (Tech. Commercial Bid)]** and **PART – II (Price Bid)]** up to the scheduled date and time.

PART – I (TECHNO COMMERCIAL BID)

ENVELOPE No.-1 (PART – I) containing all techno – commercial bid terms & Conditions except **PRICE**

a) Commercial Terms & Conditions :

- i). The Prices quoted should be firm and valid for one year which shall be reckoned from the date of acceptance of Purchase Order. The validity of the Bid should be 90 days from the date of opening of the Techno-commercial bid.
- ii). The order for supply any Items shall be placed as per requirement from time to time and the same should be delivered within 24 hours from the time of intimation.
- iii). The price quoted shall includes all taxes, duties, carrying, loading and unloading all complete and upto Workshop, IACS, Jadavpur.
- iv). Payments shall be made after inspection and acceptance of the materials on production of bill / Tax Invoice along with challan in duplicate.
- v). Performance Bank Guarantee (PBG) : The successful tenderers shall require to PBG @ 10% of the Purchase Order amount in the form of Bank Guarantee any scheduled Bank payable at Kolkata within 7 days from the date of issue of the Purchase Order. The validity of the PBG should be (12 +1) months from the date of execution of agreement between the successful bidder to whom the PO will be issued and IACS. For successful bidders earnest Money shall be released on proper application after submission of PBG.

In case tenderer fails to deposit PBG within the stipulated period, the order may be cancelled and the EMD deposited against this tender may be forfeited.

The PBG shall be forfeited in case of unsatisfactory performance and / or contractual failure/ supply of substandard materials etc.

PBG submitted by the successful bidder shall be released on certification after expiry of (12+1) months from the date of execution of agreement. The deposits like PBG etc. shall not carry any interest during its period of retention.

- b) Earnest Money shall be deposited in a separate envelope super scribing “Earnest Money Deposit” and not inside the envelope containing PART – I & PART- II of the bid.
- c) EMD shall be in the form of Demand Draft / Pay Order / Banker’s Cheque drawn in favour of “Indian Association for the Cultivation of Science”, payable at Kolkata.

In case earnest money is not submitted, the offer shall be **out-rightly rejected** without any reference of this subject. EMD shall be refunded to the unsuccessful bidder on request immediately after finalisation and award of the tender.

- d) For successful bidder, EMD shall be refunded against submission of PBG.
- e) Eligibility Criteria :

The participating bidders should quoted they have Dealership certificate, enlistment as a Supplier in any Government / Semi – Govt, Autonomous Institute where the value of Supply against one P.O of not less than 80% value of Estimated Cost Or two P.O of each value not less than of 60% value of estimated cost or three P.O each of value not less than 40% value of estimated cost.

h). The PART – I (Techno Commercial Bid) offer shall be accompanied with the copies of the following statutory documents :

- a). VAT Registration Certificate
- b). PAN No.
- c). GST Registration Certificate
- d). Credentials towards similar nature of supply job fulfilling the eligibility criteria with supporting documents.

THE DEPOSITS EARNEST MONEY MAY BE FORFEITED in case of :

- i). If any Bidder withdraws their offer after tender opening during the period of tender validity.
- ii). If the Bidder fails to execute the order of supplying Electrical Materials after acceptance of order within the specified time limit or does not fulfil the Terms & Conditions.
- iii). The offer shall be rejected if any tampering in the tender document is found to be done at the time of opening the offer.

NOTE :- Those who downloaded tender document from website, the Demand Draft towards the cost of tender documents as above shall be submitted in a separate envelope marked "COST OF TENDER DOCUMENTS".

PART – II

- a). The second part of the tender shall consist of details of **PRICE ONLY**. The price bids of only those bidders whose offer in **PART – I** is found to be techno – commercially acceptable shall be opened.
- b). **ENVELOPE No.-2** (PART-II) containing price bid, **ENVELOPE No.-3** (EMD) and **ENVELOPE No.- 4** (cost of Tender Document in case of Bidders using downloaded Tender Documents) should be properly sealed and put inside a bigger envelope. All the three envelopes (four envelopes in case of bidders using downloaded Tender Document) shall be taken into a big envelop properly sealed and super-scribed with "Purchase of Electrical Materials for Maintenance works in IACS" alongwith the NIT No and date.

IF BIDDERS DISCLOSE ITS PRICE IN THE TECHNO-COMMERCIAL BID (PART - I)/ IN ANY FORM, THE OFFER WILL BE TREATED AS INVALID OFFER BY THE TENDER OPENING COMMITTEE.

The rate shall be quoted on Item basis with the Schedule provided. The Price quoted shall include all taxes, duties, GST, carrying, loading and unloading all complete inside the IACS campus at Workshop Building as per direction of Workshop In-Charge.

2. NOTE

- a). ALL PAGES OF THE OFFER ALONG WITH THE ENCLOSURES ARE TO BE SUBMITTED DULY SIGNED AND STAMPED.
- b). TENDERS ERASED, CUTTING AND OVER WRITTEN WILL BE SUMMARILY REJETED UNLESS THE CORRECTIONS ARE AUTHENTICATED WITH THE TENDERER'S SIGNATURE.

3. Validity of Offer : The offers must remain valid for 90 days from the date of submission of the offer.

4. Consignee : Registrar, IACS

5. Price : The rate shall be quoted both in words and in figures on FOR DESTINATION basis. If there is any discrepancy between the rates quoted in words and in figures, the rate quoted in words shall be considered if it matches with the total cost of the same item. Sample of items, wherever required as indicated in the tender, should be submitted free of cost for inspection by this office.

6. The bidders are advised to quote Item rates with respect to the schedule attached.

7. The price quoted must be firm for entire tenure of one year and offers must remain open for acceptance for 90 days from the date and of the Technical Bid.

8. Offers received after the submission time of the tender shall not be accepted.

9. Delivery : Delivery of all ordered items is to be made available within 24 Hours from the placement of requisition in the form of letter or Email or over telephone.

The materials are to be delivered to Workshop Store, IACS, Jadavpur, Kolkata - 700 032, within 24 Hours placement of requirement.

10. Inspection : Materials are subjected to inspection by an authority to be deputed for the purpose at consignee's end. It may be carried out before dispatch, if required. Even after pre-dispatch inspection is carried out of the materials will be subjected to final inspection and receipt of the materials at site.

11. Payment Term : Payments shall be made after satisfactory inspection and acceptance of the materials quarterly basis and on production of bill along with challan in duplicate and on acceptance of supplied materials by the Inspecting Authority on quarterly basis.

12. IACS reserves the right to accept or reject fully or partly or split-up any or all offers amongst the tenders without assigning any reason thereof. NO CORRESPONDENCES SHALL BE ENTERTAINED IN THIS REGARD.

13. PENALTY : In the event of failure to deliver the materials within the stipulated date/period or to effect supplies in accordance with the specification mentioned in the supply order and in the event of any breach on any of the terms of Contract, IACS shall have reserve the right to cancel the supply order or a portion thereof and if considered necessary by the IACS to purchase the stores at supplier's risk and cost.

14. Guarantee : Bidders must indicate the manufacturer's warranty for the offered item and provide the necessary documents towards the guarantee so provided. The bidders shall indemnify, IACS against any manufacturing defect in any item supplied by them and such defective item shall be replaced with a new item within 7 days of notice.

15. GFR Rule 2017 & CPWD works manual as applicable shall be followed unless otherwise specified.