

TENDER DOCUMENT FOR

**“SUPPLY, INSTALLATION,
TESTING AND COMMISSIONING
OF INVERTER SPLIT AIR
CONDITIONERS (1 TON, 1.5 TON
AND 2 TON CAPACITY) AT ICAR-
ATARI, UMIAM, MEGHALAYA”**



F.No.ICAR-ATARI/86/15-16/Vol-I/

Date : 23rd January, 2019

CALENDAR OF EVENTS

The ICAR-ATARI is inviting online e-tendering (through CPP Portal) from the reputed manufacturers/authorized dealers for Supply, Installation, Testing and Commissioning of Inverter Split Air Conditioners of various capacity i.e., 1 Ton, 1.5 Ton and 2 Ton capacity (5 STAR RATING) at office building of ICAR-ATARI, Umiam.

Sl.No.	Nature of Goods	Supply, Installation, Testing and Commissioning of Inverter Split Air Conditioners (1 Ton, 1.5 Ton and 2 Ton capacity)
1	EMD	Rs. 30,000/- in favour of Director, ICAR-ATARI, Zone-VII, Umiam
2	Tender Fee	Rs. 500.00/- in favour of Director, ICAR-ATARI, Zone-VII, Umiam
3	Quantity	
A	1 Ton	1 No.
B	1.5 Ton	10 Nos
C	2 Ton	2 Nos
3	Last date for uploading the Technical & financial bids	Upto 1.00 PM on or before 15.02.2019
4	Opening of technical bids	11.30 AM on 16.02.2019
5	Opening of Financial bids of the technically qualified bidders	To be intimated later through CPP Portal
6.		

Note :

Following 2 envelopes shall be submitted through CPP-portal by the bidder as per the details below :

Envelope 1 – Containing scanned and signed copies of all required documents pertaining to eligibility criteria and proof of payment of EMD and Tender Fee.

Envelope – II – Containing the details of Financial Bid.

If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue. Other details can be seen in the bidding documents.

Sd/-

I/c Administration

ELIGIBILITY CRITERIA

FOLLOWING ELIGIBILITY CRITERIA REQUIRED TO BE FULFILLED BY THE BIDDER AND SUBMITTED SEPERATELY AS ENVELOPE-I (TECHNICAL BID) :

- (a) The Bidder shall be registered company/firm /HUF involved in the supply, installation, testing, commissioning and maintenance of split type air conditioners of reputed companies like Haier, Samsung, LG, Blue Star, Voltas etc. (Attach Proof as per **Annexure-I**)
- (b) The bidder in case of Authorized Distributor/ Authorized Dealer, Manufacturer Authorized Form (MAF) should be submitted as prescribed in **Annexure – II** of the Tender document.
- (c) Audit Balance sheet and Profit & Loss Account statements (certified by a practicing Chartered Accountant) for the previous five financial years in support of annual turnover of minimum Rs. 20 lakhs, as per **Annexure – III** of the Tender document.
- (d) Non- Eligibility: Bidder's whose contracts have been terminated / foreclosed by any department / company / firm during the last 2 years due to non- fulfilment of contractual obligation are not eligible to bid. The bidder should provide a declaration to this effect in writing separately as per **Annexure – IV**.

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INVITATION TO BID FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF INVERTER SPLIT CONDITIONERS WITH 1 TON, 1.5 TON AND 2 TON CAPACITY (5 STAR RATING) AT ICAR-ATARI, ZONE – VII, UMIAM

GENERAL INFORMATION & TERMS AND CONDITIONS:

1. ICAR-ATARI, Zone – VII, Umiam is inviting tender through e-procurement portal, to procure Inverter Split Air Conditioners with 1 Ton, 1.5 Ton & 2 Ton Capacity (5 Star Rating) from Manufacturers, Authorized dealers/ distributors.
2. The bidder can view the tender details from the Website- <http://icarzcu3.gov.in> and e-procurement website <https://eprocure.gov.in/eprocure/app> . For further information please contact I/c Administration Mobile No. 9856005281.
3. The bidder should upload the bid in Electronic Mode.
4. The bidder should invariably indicate the manufacturer's name trademark, brand, etc, and illustrative brochures giving full technical details of the item/material wherever necessary facilitate consideration of the offer bid.
5. The bidder should submit Valid Tax Registration Certificate/ GST Certificate details along with the tender document.
6. The technical and price/financial bids are to be uploaded within the prescribed time limit on the respective dates as details in the Calendar of Events of the tender document.
7. The bidder should invariably indicate the manufacturer's name trademark, brand, etc and illustrative brochures giving full technical details of the item/ material wherever necessary facilitate consideration of the offer/ bid.
8. The technical and price/financial bids are to be uploaded within the prescribed time limit on the respective dates as detailed in the Calendar Events of the tender document.
9. Bids shall be valid for 90 days from the date of opening of price/ financial bids. If any bidder withdraws their bid before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the office of the ICAR-ATARI, Umiam, then the Director, ICAR- ATYARI, Zone – VII, Umiam shall, without prejudice to any other rights or remedy, be at liberty to forfeit the EMD.
10. Conditional bids will be rejected.
11. **The participating bidders will have to pay Earnest Money Deposit (EMD) of Rs. 30,000/- (Rupees thirty thousand only) and Tender Fee of Rs. 500/- (Rupees five hundred only) Separately in the form of DD/FDR/Bank Guarantee in favour of “Director, ICAR-ATARI, Zone-VII, Umiam”, and may be sent to the Director, ICAR-ATARI, Zone – VII, Umiam – 793103 in Envelope-I.**
12. Intending bidders may have detailed information from the office during the working hours.
13. The successful bidder shall deliver the ordered quantity to the office of the ICAR-ATARI, Zone – VII, Umiam as per the delivery instructions of the Letter of Intent.
14. The bidder must submit a certificate of undertaking that they are in a position to Supply, Installation, Testing and Commissioning of 13 Nos of Inverter Split AC Units

of various capacities and its accessories as detailed at Annexure- VI of the tender document.

15. The successful bidder should not sublet the contract. If the bidder is found to have sublet the contract, the contract shall be terminated at the risk and cost of the bidder concerned.
16. Submission of the tender implies that these terms and conditions of tender have been read by the bidder and he is aware of the scope of the service and the quality of the material to be supplied. All pages of tender documents must mandatorily have been signed by the Bidder with seal.

17. SCOPE OF SERVICE/ STANDARDS:

- Design, Supply, Installation, Testing and Commissioning of 13 Nos. Inverter Split Air Conditioners of various capacity i.e., 1 Ton, 1.5 Ton & 2 Ton Capacity with 5 Star Rating in ICAR-ATARI, Zone – VII, Umiam.
- The AC should be installed in the building rooms along with the stabilizer (with suitable wooden stand) including screws, GI spacers etc.
- The copper tubing (section and liquid line) will be insulated with expanded polythene pipe section insulation with GI spacers screws etc.
- The bidder should quote rate per meter for copper tubing (section and liquid line), power cable and drain pipeline. However the standard length of 3.0 meters per AC unit will be deducted from the total quantity copper tubing and cabling and standard length of 3.0 meters per AC units will also be deducted from the total quantity of drain piping.

18. **TECHNICAL SPECIFICATIONS:** The tender proposed is for Supply, Installation, Testing and Commissioning of 13 Nos. Inverter Split Air Conditioners of various capacity i.e., 1 Ton, 1.5 Ton & 2 Ton Capacity with 5 Star Rating in ICAR-ATARI, Zone – VII, Umiam. It is expected from the bidders that all the items specified for supply in the tender shall be strictly in accordance with the standards and quality specification by the respective manufacturers. Therefore the bidders are advised to go through the specifications of the items before submitting the bids.

19. **QUANTITY:** The tendered quantity of 13 Nos of Inverter Split Air Conditioners is approximate and may vary depending upon the requirement. The ICAR-ATARI, Zone – VII, Umiam reserves the right to increase or decrease the quantity (upto 25 %) of the total quantity of items/ goods specified in the ANNEXURE-VI of the tender document without any change in unit price of the offered quantity or other terms and conditions at the time of award of contract. ICAR-ATARI, Umiam shall issue Letter of Intent to the successful bidder at the approved rates for any number of Split Air Conditioners. However the tendered quantity may increase or decrease depending on the need.

20. EVALUATION OF BID:

- **Prequalification Evaluation** : The ICAR-ATARI, Umiam will first scrutinize the eligibility of the prospective bidders as per “prequalification / Eligibility criteria” mentioned in the **Eligibility Criteria**, based on the documents submitted by the bidder.
- **Criteria for evaluation of Financial Bid** : The ICAR-ATARI, Umiam will evaluate and compare the Bids determined to be substantially responsive i.e which are properly signed, and conform to the terms and conditions and specifications. The contract will be awarded for the lowest responsive bidder. The total cost per unit excluding the additional items/ accessories, as per the site requirements will be considered for evaluation of financial bid and for awarding of contract.
- The intending bidders should quote the rates as per **Annexure – VII** of the tender document, for Supply, Installation, Testing and Commissioning of 13 Nos. Inverter Split Air Conditioners of various capacity i.e., 1 Ton, 1.5 Ton & 2 Ton Capacity with 5 Star Rating in ICAR-ATARI, Zone – VII, Umiam. After evaluation of Financial Bid, the Letter of Intent will be awarded to the lowest responsive bidder. The office of ICAR-ATARI is not bound to accept the lowest bid. It reserves the right to accept or reject any or all bids without assigning reasons.
- The bidders shall have no cause of action for any extra claim in case the quantity is increased or decreased than what is specified in or at the time of entering into agreement.

21. PRICE:

- The price quoted should be valid for 90 days from the date of opening of financial Bid.
- Any conditional acceptance is liable for rejection of the Bid
- Prices should include all Taxes and all such other levies until delivery & Installation at the Office of the ICAR-ATARI, Umiam.

22. Installation and Commissioning:/Implementation:

- a) The Supply, installation, testing and commissioning of Inverter Split Air Conditioners should be made within 45 days from the date of issue of Letter of Intent.
- b) However, in case of specific reasons for delay in supply beyond the period specified herein the bidder should obtain specific written approval from the Corporation citing the reasons. The decision of the Corporation is final on the issue of extension of the delivery period.

23. Performance Guarantee:

- i. Within 21 days of receipt of Letter of Acceptance, the successful Bidder should furnish a Performance Security for an amount equivalent to 5% of the total bid value valid upto 15 months from the date of Letter of Intent.
- ii. In the event of any correction of defects or replacement of defective/replaced item/material during the Warranty period, the Warranty for corrected/replaced/material shall be extended to a further period of 12 months and the Performance Bank Guarantee for proportionate value shall be extended 60 days over and above the initial Warranty period.
- iii. The proceeds of the performance security shall be payable to the Corporation as compensation for any loss resulting from the Bidder's failure to complete its obligations under the Contract.
- iv. The Performance Security will be discharged by the Office of the ICAR-ATARI, Umiam and returned to the Bidder not later than 60 days following the date of completion of the Bidder's performance obligations, including any Warranty obligations, under the Contract.

24. Guarantee/Warranty:

- i. The items/goods are to be guaranteed for satisfactory performance for a minimum period of 12 months from date of installation/commissioning/putting into use and if any defect is noticed during the above period, the same shall be rectified/replaced free of cost on F.O.R destination basis within a reasonable time.
- ii. The Bidder ensures that the items supplied against this tender are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials. The Bidder further ensures that all items/goods supplied against this tender shall have no defect arising from design, materials or workmanship or from any act or omission of the Bidder that may develop under normal use of the supplied items in the conditions prevailing in the State.
- iii. The replacement of defective equipment should be done by the bidder during the warranty period free of cost to the ICAR-ATARI, Zone – VII, Umiam. During the Warranty period, in case of a problem in any of the items supplied, the successful bidder will be required to repair/replace the defective components within thirty (30) working days. Failing which the bidder will be liable to pay a penalty of Rs. 50/- per working days for next Two days and Rs. 100/- per days thereafter. The bank guarantee shall be encashed if the penalty so levied is not paid by the bidder within one month after ICAR-ATARI, Umiam raising the penalty order.

25. **Service Facility:** In order to ensure proper and timely after service, contact details with address of the Service Centres nearest to the office of the ICAR-ATARI, Umiam shall be provided along with the bid.

26. **Terms of Payment & Condition:**

- i. All the payment relating to said work would be made after satisfactory completion/installation/commissioning of works, subject to work being executed in accordance with this tender & Letter of Intent. No interest on security deposit will be applicable.
- ii. Payment will be made after successful commissioning and testing of the Air conditioning units and after duly handing over to the Office of the ICAR-ATARI, Zone – VII, Umiam after which the work completion certificate will be issued.
- iii. The ICAR- ATARI, Umiam reserves the right to check the progress of the work and adherence to the technical Specifications etc any time during the installation phase.
- iv. The Letter of Intent may be terminated by the ICAR- ATARI, Umiam in case the successful bidder does not adhere to the terms as contained in the tender document and Letter of Intent. And in case of termination, Performance Security will be forfeited.
- v. All payment by the ICAR- ATARI, Umiam will be made by an account payee Cheque or NEFT/RTGS after satisfactory completion of work and submission of bill(s) therefore.
- vi. All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen and Courts at Shillong only shall have jurisdiction to determine the same.
- vii. The exact location and other details can be ascertained by visiting the site. Location/site/number of equivalent, length, of cable etc can be altered on the spot, as per requirement on the direction of the ICAR- ATARI, Umiam.
- viii. Applicable taxes, if any, will be recovered from the bill.

27. **Liquidated Damage/Penalty:** If the successful bidder fails to deliver any or all of the Goods/items or to perform the Services within the period(s) specified in the tender(45 days), the ICAR- ATARI, Umiam shall, without prejudice to its other remedies, deduct from the ordered value, as liquidated damages, as sum equivalent to 0.5% of the delivered price of the delay Goods or unperformed Services for each week or part thereof of delay until actual delivery, completion or performance, up to a maximum deduction of 5% of the ordered value. Once the maximum is reached, the ICAR- ATARI, Umiam may consider termination of the order/Letter of Intent.

28. **Earnest Money Deposit (EMD):**

- A. The EMD will be returned through e-portal to the unsuccessful bidder.
- B. The EMD will be forfeited in the following cases:

- i. If the bidder fails to accept the order/Letter of Intent on their offer and/or fails to confirm within 21 days from the date of Letter of Acceptance of the Corporation.
 - ii. The EMD will be forfeited, if the bidder withdraws his bid during the period of bid validity or in case of successful bidder's failure to furnish the Performance Bank Guarantee.
29. No amendment in Rates will be accepted from any of the participants, once bid has been opened on due date and will be finalised.
30. No request for price revision shall be entertained arising due to Govt. Policies/Market Rate Fluctuations including Trade Taxes/ Duties changes during the currency of Tender Agreement. However if there is a drop in price of any item in the market the same should be communicate to ICAR- ATARI, Umiam.
31. In the event of selected Bidder denies to supply the ordered quantity, agreed and accepted as per the Tender Document, for whatsoever the reason may be, the Security Deposit submitted shall stand forfeited and the Bidder will be blacklisted to participate in the tender proceedings in future.
32. If the successful bidder is found to be supplying material of poor quality or fails to comply with the specification of the tender, the bidder is liable to be black-listed and his tender/bid will be cancelled and will not be allowed to participate in future tenders.
33. No sub-contracting is permissible. If noticed, the Contract will be cancelled and penalty as per the rule may be imposed.
34. In case of deviation from any of the Terms and Conditions during period of Contract, the Security Deposit of the bidder shall be forfeited.
35. **Termination/Cancellation of Letter of Intent:**

ICAR- ATARI, Umiam reserves the right to cancel the Letter of Intent placed on the bidder if,

 - The bidder commits breach of any of the terms and conditions.
 - The bidder goes in to liquidation voluntarily or otherwise.
 - The Service is found unsatisfactory.
36. In case of any dispute or any difference only Court of Shillong shall have the jurisdiction in all matters arising out or connected with this tender. Further this tender is subject to laws of India alone.
37. Final acceptance of the bid rests with the Director, ICAR- ATARI, Umiam, who reserves the right to accept or reject any or all bids without assigning any reasons thereof.

Annexure-I

TO WHOMSOEVER IT MAY CONCERN

(Confirmation to be issued by the previous buyer organization)

This is to certify that M/s_____ has supplied as per specifications _____ Nos. of Air Conditioner for a total value of Rs._____ during the year _____. The supplies made by them are satisfactory.

(Seal and Signature of the Company's
Authorised representative-Previous Purchaser)

MANUFACTURERS' AUTHORIZATION FORM (MAF)

To
The Director
ICAR-ATARI, Zone-VII
Umiam, Barapani
Meghalaya-793103

Dear Sir,

Ref:

We.....who are established and reputed manufacturers of..... (name and description of goods offered) having factories at.....(address of factory) do state that:

(a) M/s..... (Name & address of Agent) is hereby authorised to submit the Tender, and sign the contract with you for the goods manufactured by us against the above Dealer.

OR

(b) M/s.....(Name & address of the Authorised Dealer) is our accredited/authorised Dealer.

We hereby extend our full Guarantee and Warranty as per Clause No. 26 of the General Conditions of tender document for the goods and services offered for supply by the above firm against this tender.

Yours faithfully,

Sela & Signature of the
Authorised representative.

Note: This letter of authority should be on the letter head of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. It should be included/uploaded by the Bidder in their tender/bid.

ANNEXURE-III

FINANCIAL STATUS OF THE COMPANY

Sl.No	Financial year	Annual turnover (in Rs)	Profit made (in Rs)	Net worth of Assets (in Rs.)
1.	2013-14			
2.	2014-15			
3.	2015-16			
4.	2016-17			
5.	2017-18			

**Seal & Signature of the
Chartered Accountant**

**Seal & Signature of the
Company's Authorized Representative**

ANNEXURE-IV

(On the letter head of the Bidder)

SELF DECLARATION CERTIFICATE

We have supplied the Air Conditioners as per specifications and upto the satisfaction of the Customer. We the undersigned hereby certify that any contract taken from any Department / Company /Firm has not been terminated / foreclosed / without non fulfilment of contractual obligations or by act of coercion.

Seal & Signature of the Bidder

ANNEXURE-V

TECHNICAL SPECIFICATION

Sl.No.	Item Description
1 (a)	Design, Supply, Installation, Testing and Commissioning of Split wall cordless remote Air Conditioners of Inverter Technology with independent evaporator and one compressor. Nominal cooling , Capacity 4500 Kcal/Hr (suitable for operation on single phase 220-240 volts, 15Hz, AC supply) (Rating : 5 star or equivalent). (Design, Supply and installation of the above units with refrigerant copper tubing 3.0 mtrs. Along with connecting cable 3.0 mtrs. in between evaporator and condensing unit.) Necessary opening on the wall may be done for drawing copper tubing and cabling finishing with cement plaster etc.
(b)	Design, Supply and installation of Voltage Stabilizers for 1.0 TR, 1.5 TR & 2.0 TR AC unit of a standard make with suitable wall mount option as per site requirement.
2	Design, Supply and fixing of suitable MS frame / Stand mounting the condensing units on the terrace or ground with painting as per site requirement
3	Design, supply and laying of additional copper tubing, with suitable diameter for suction and liquid line with polythene pipe section insulation, GI spacers, screws, rowel plugs as per site requirement.
4	Design, supply and laying of additional required diameter of HDPE PVC drain pipe with necessary fixing material.
5	Supply & installation of PVC batten of suitable size/ capacity to take copper pipes and PVC water disposal pipe, as per requirement.
	Design, Supply and laying of additional 3x2.5 sq mm. Copper flexible cable of ISI mark with necessary fixing material.

ANNEXURE-VI

SCHEDULE OF ESTIMATED REQUIREMENT:

Sl.No.	Description	Quantity
1	1 Ton Inverter Split Air Conditioner (5 STAR RATING) with corresponding/matching voltage stabilizer	01 No
2	1.5 Ton Inverter Split Air Conditioner (5 STAR RATING) with corresponding/matching voltage stabilizer	10 Nos
3	2 Ton Inverter Split Air Conditioner (5 STAR RATING) with corresponding/matching voltage stabilizer	02 Nos.
4	Suitable MS frame / stand mounting the condensing units of 1 Ton, 1.5 Ton & 2 Ton on the terrace or Ground	13 Nos

DELIVERY SCHEDULE:

Delivery should be made within 30 days from the date of purchase order.

ANNEXURE-VII

FORM FOR SUBMISSION OF FINANCIAL BID:

Sl.No.	Description	Tonnage Rating	Quantity	Rate per unit (inclusive of all taxes and duties F.O.R Destination)	Total Amount
1 (a)	Design, Supply, Installation, Testing and Commissioning of Split wall cordless remote Air Conditioners of Inverter Technology (5 Star Rating) with independent evaporator and one compressor. Nominal cooling , Capacity 4500 Kcal/Hr (suitable for operation on single phase 220-240 volts, 50Hz, AC supply)	1 Ton	1		
		1.5 Ton	10		
		2 Ton	2		
(b)	Design, Supply and installation of corresponding/matching Voltage Stabilizers for the above quantity of 1.0 TR, 1.5 TR & 2.0 TR AC unit of a standard make with suitable wall mount option as per site requirement.	1 Ton	1		
		1.5 Ton	10		
		2 Ton	2		
2	Design, Supply and fixing of suitable MS frame / Stand mounting the condensing units for the above quantity of 1.0 Ton, 1.5 Ton & 2.0 Ton AC on the terrace or Ground with painting as per site requirement	1.0 Ton	1		
		1.5 Ton	10		
		2.0 Ton	2		
	TOTAL				

Note :

- A BOQ excel sheet equivalent to above mentioned format is available along with the online NIT and should be filled up and uploaded online through CPP Portal failing which the tender will be summarily rejected.
- Hard Copy of the Financial Bid enclosed in envelope-II and should tally with the amount given in the uploaded BOQ excel sheet.