CAREER DEVELOPMENT CENTRE
I.I.T. KHARAGPUR

Tender Enquiry No: IIT/CDC/Placement/ Mineral Water /2017 Dated 17th August 2017

Last Date for Submission: **11th September 2017 at 3.30PM**

Opening of Technical Bid: **11th September 2017at 5.30PM**

Sealed Quotations are invited from experienced and reputed vendors for supplying Mineral water from 1st December 2017 to 15th December 2017 at Nalanda Complex, Indian Institute of Technology, Kharagpur on turnkey basis. Quotations should be submitted in two parts; (**Technical Bid and Price Bid**) **each individually sealed and then in a sealed cover** (Please mention clearly the Technical Bid and Price Bid) to reach the Chairman, Career Development Centre, IIT Kharagpur by **11th September 2017 at 3.30 PM** duly superscripted with Reference No. (**Tender Enquiry No: IIT/CDC/Placement/ Mineral Water /2017 Dated 17th August 2017**)

The technical bid submitted by the Agencies/firms/Contractors will be evaluated first by the tender committee. The price bids of only the technically qualified firms will be opened for price comparison. It may be on the same day after opening of technical bids or some other day.

The technical Bids will be opened **on 11th September 2017 at 5.30PM** at in the office of Chairman, Career Development Centre, IIT Kharagpur.

G P Raja Sekhar
Vice-Chairman, CDc

Debasis Deb
Chairman, CDC

Copy to: 1) Institute Website
2) CDC Notice Board
3) CPP Portal

Instruction to Tenderer :

Note:

1. Mineral Water of good quality preferably Kinley /Bisleri /Aquafina or equivalent brand should be provided

2. Delivery: Free at Nalanda Complex, Indian Institute of Technology, Kharagpur

3. Quantity mentioned is only indicative. The same may vary at the time of actual purchase.

3. No part supply shall be accepted or part payment/advance payment shall be made. Payment shall be made on receipt of complete supply duly certified by the concerned Head, of the Section. Please note all payments are made by e-payment mode by this Institute. Vender shall submit the following details along with the tender: (i) Name of the Vendor with address, (ii) PAN (with Xerox copy) (iii) Name of the Bank with address (Photocopy of the Pass Book, if any), (iv) CBS Bank Account No. of the Vendor, (v) IFSC Code of the Bank, (vi) Contact No

Annexure-I

TECHNICAL BID DOCUMENT

Format to be filled by the reputed agencies/firms/contractors submitting tender to supply Mineral water at Nalanda Complex for Career Development Centre, IIT KHARAGPUR

1. Name of the Tenderer :
2. GST Registration No.(photocopy to be enclosed)
3. Copy of PAN Card :
4. Brand of the Mineral Water(Good quality & Reputed) :

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Dated Signature & Seal of the Authorized person of OEM/Vendor

NOTE : This is to be submitted in a separate sealed envelope super scribing "TECHNICAL BID", Notice inviting Tender No. IIT/CDC/Placement/Construction-Furniture/2017 dt 17th August 2017 and name of the bidder. Price bid of that company/firm only will be opened which technical qualify, for further consideration. Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.

Annexure– II

FORMAT FOR PRICE BID

Name of work: Supplying Mineral Water for Placement purpose 2017, IIT Kharagpur

1. Name of Firm/Bidder: ……..
2. Address: ……
3. Phone/ Fax/ Mobile/ Email: ……
   The price bid has to quote **in INR inclusive of GST**.

Sl.No	**Particulars (Brand/Specification)**	**Unit Cost per carton/Jar**	**Rate/per carton/Jar including GST**	**Total Amount (Rs.)**
1.	Mineral Water of 250ml in a carton of 24 bottles			A
2.	Mineral Water of 20 lit Capacity per Jar			B
Total Amount				

Grand Total: Rs. (A) + Rs. (B) = Total Amount of (A+B)

By grand total, we mean the total of A+B including GST. Lowest bidder (L1) will be decided based on the grand total.

Annexure-III

TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION

1. (i) Rate : The rate quoted must be inclusive of all admissible taxes.
   (ii) GST: Inclusive

2. Delivery Period: The Vendor is required to provide the service from 1st December 2017 to 15th December 2017.No mobilization advance is payable against the Purchase Order.

3. Quality of the Services: The vendor offered services should be of best quality. The Institute reserves the right to reject such services if found unacceptable.

4. Liquidated Damages: In the event of failure to provide services the vendor beyond the specified date, liquidated damages @ 1% per month or part thereof in respect of the value of services will be deducted, subject to a maximum of 5%; alternately the order will be cancelled.

5. Submission of Quotation: Interested vendors are required to submit two sealed envelopes containing Technical Bid (Envelope – I) and Price Bid (Envelope – II) placed in a larger sealed envelope super-scribing with reference number (Tender Notice No. IIT/CDC/Placement/ Mineral Water /2017 dated 17th August 2017) to reach the Chairman, Career Development Centre, IIT Kharagpur, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721 302 on or before **11th September 2017 at 3.30PM**

6. Opening of Quotation: All the quotations will be opened on **11th September 2017 at 5.30 PM** Career Development Centre, IIT Kharagpur, Indian Institute of Technology, Kharagpur.

7. Period of Validity: A quotation shall remain valid for acceptance at least for a period of 120 days from the date of opening.

8. Payment: Payment will be made after successful providing the services within 30 days from the date of receipt of bill from the vendor.

9. Reserved Rights: The Institute reserves the right to change the venue, date and brand (if required). The Institute also reserves the right to reject any offer including the lowest one without assigning any reason. The Institute does not bind itself to accept the lowest offer.

10. Dispute: In case of dispute, the matter shall be settled mutually, failing which the decision of the Director, IIT Kharagpur.