



**INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR – 721 302**

No. IIT/CY/PLAN/EQ-14/2018-19

Date : 11<sup>th</sup> October, 2018

**TENDER NOTICE**

**Sub: Purchase of Split Air Conditioner.**

Sealed **Techno-Commercial tender** offer is invited from eligible Original Equipment Manufacturer (OEM) or their authorized Distributors/Dealers/Sub Dealers/Agents/Vendors, for supply of one (01) Split Air Conditioner as per the specification at **Annexure - I** and General Terms & Conditions at **Annexure – II** in the Department of Chemistry, IIT Kharagpur.

The last date for submission of tender is 2<sup>nd</sup> November, 2018 by 3.00 p.m. and NO tender will be received after the specified period.

The bids will be opened and evaluated on 2<sup>nd</sup> November, 2018 at 4:30 pm in the Department of Chemistry, Indian Institute of Technology Kharagpur.

All tenders may either be dropped in a sealed box in the office of the Head, Department of Chemistry, IIT Kharagpur in person or may be sent by Speed Post addressed to **Head, Department of Chemistry, Indian Institute of Technology Kharagpur, P.O. Kharagpur Technology, PIN 721302, West Bengal**. The bids once submitted shall be the property of the Institute and shall not be returned to the vendor in future. Any bid reached after the last date of submission shall NOT be received and considered.

During opening and evaluation of the bids, attendance of the Bidder or one representative with proper authorization letter on behalf of the bidder is a **MUST**. In case the due date for opening tender happens to be a holiday, the same will be opened on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed on Saturday & Sunday.

Head, Department of Chemistry  
IIT Kharagpur

Copy to:

1. Prof. in Charge, Inst. Inf. Cell – with a request to kindly display the same in the Institute website & the CPPP.
2. Joint Registrar (S&P), IIT Kharagpur
3. Notice Board, Chemistry Department, IIT Kharagpur.

## Specification of the Split Air Conditioner

Item	Description	Unit	Quantity
1	Split type AC  Capacity – 1.5 ton Star Rating – 3 Star Cooling Capacity – 5200 watts (minimum) Fan Speed Steps – 5 (five) * Copper condenser & connecting pipes * Copper heat exchangers and alternating current operated motors. * Panel Display - Digital * Remote Control Features : Night Glow Button, Auto Restart, Sleep Mode * Bracket and Frame for Air Conditioner * Power Features : AC230V, 50Hz  (Preferred Brand : Blue Star, Carrier, Hitachi, Voltas, LG, Godrej, Lloyd)  <b>Guarantee/Warranty</b> : There should be Guarantee/Warranty of 01 year for the AC machine and another 04 years (total : 05 years) for the compressor from the date of installation.	Each	01 (One)
<b>Note</b> : Descriptive Catalogue/Brochure <b>MUST</b> be attached for the product for which the bid is offered.			

## ANNEXURE - II

GENERAL TERMS AND CONDITIONS

- (1) **Last Date of Submission of Sealed Bids: 2<sup>nd</sup> November, 2018 up to 3:00 pm.**  
The bids will be opened on 2<sup>nd</sup> November, 2018 at 4:30 pm in the Department of Chemistry, Indian Institute of Technology Kharagpur.
- (2) **Payment Terms: As per existing rules of the Institute. No advance/mobilization support, is payable against supply of stores.**
- (3) **Earnest Money Deposit (EMD):** An amount of Rs. 2,500/- (Rupees two thousand five hundred only) is to be paid. The payment shall have to be made by Demand Draft **ONLY** drawn in favour of “**Indian Institute of Technology Kharagpur**”, payable at Kharagpur. The validity of the EMD should be 3 (three) months from the date of issue. EMD will be refunded to the unsuccessful bidder, after finalization of the tender process. The EMD of the bidder awarded with the order shall be treated as part of security deposit towards Performance Guarantee. **No** interest is payable on Security Deposit. Security Deposit shall be forfeited if the selected bidder after award of order fails to execute the same.
- (4) **Price Bid:** The price should be **quoted in Indian Rupee ONLY** on Free at site basis clearly mentioning the installation charges, and applicable taxes etc. and any other expenses, if to be charged extra. Price is to be offered on the prescribed format with the tender notice.
- (5) **Bid Submission:** The bid **MUST** be submitted in a sealed envelope with the following :
  - a) A **profile** of the bidder in the enclosed format (**Annexure – III**) and the **EMD** amount by Demand Draft.
  - b) Self attested copy of the Trade Licence, PAN Card, ITR for at least last two years and certificate of Registration for applicable taxes, if any.

- c) **Past Performance of the Vendors will be judged at the time of Evaluation. Any document in support of the same should be attached with the bid.**
- d) A declaration on the letter head of the firm that they are not currently debarred or blacklisted in IIT Kharagpur for any supplies, products or services, or at present in any national organization or educational institute/university.
- e) One copy of the entire tender document with signature and official seal of the Bidder on each page of it.
- f) Price Offer as per the format enclosed.
- (6) **Acceptance of Tender:** The Competent authority of the Institute does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof.
- (7) **Conditional Offer** will not be accepted.
- (8) **Bid Validity:** Bids **MUST** remain valid for acceptance for a period of **120 days** from the date of opening of the bid.
- (9) **The Institute does not bind** itself to offer any explanation to those bidders whose bids have not been found acceptable by the Evaluation Committee of the Institute.
- (10) **MOST IMPORTANT**
- The Competent authority of the Institute may accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself to accept the lowest bid. The Institute at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.
  - A bid submitted with false information will not only be rejected but also the vendor will be debarred from participation in future tendering process.
  - In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.

Head, Department of Chemistry  
IIT Kharagpur

**PROFILE OF THE BIDDER**

( The duly filled in Profile of the Bidder is to be kept on top of the Bid document )

Name of Company : \_\_\_\_\_

1.	Name and Address of the Applicant	
2.	Mobile Number & E-mail ID of the Applicant	Mob.No.  E-mail ID
3.	Legal Status of the Firm (please tick whichever is applicable)	Individual / Proprietary / Partnership / Limited Company
4.	Registration Number (Trade)	
5.	Name and contact numbers of the person who will be directly concerned with this work	
6.	State where such supply has been made (Attach document in support of the clause).	
7.	Details of EMD for Rs. 2,500/-	DD No. _____ Dated: _____ On _____ Bank .
7.	Any other information considered necessary but not included above.	

I/We declare that all the above information are true/correct to the best of my/our knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.

Date :

Place :

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Signature with date & seal of the Bidder

(to be typed on the letterhead of the Bidder)

To  
The Head  
Chemistry Department  
IIT Kharagpur – 721 302

Subject : Price Bid for Split AC against Tender Notice No. IIT/CY/PLAN/EQ-14/2018 – 19 Dt. 11.10.2018

Sir,

With reference to the tender notice mentioned above, I/We would like to offer the following price for the Split AC as per specification mentioned in the Tender Notice.

Sl No.	Description of Item	Unit	Rate (Rs.)	Amount (Rs.)
01	Split Air Conditioner Capacity – 1.5 ton Star Rating – 3 Star  Make : Model :  <i>(Also specify other features and attach the Catalogue/Brochure)</i>  <b>Guarantee/Warranty</b> : Guarantee/Warranty of 01 year for the AC machine and another 04 years (total : 05 years) for the compressor from the date of installation.			
02	Installation Charge, If any			
03	Any other charges <i>(Please specify)</i>			
	Total Amount (Rs.) :			
	GST @			
	Gross Total Amount :			

I/We declare that all the above information are true/correct to the best of my/our knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.

Date :  
Place :

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Signature of the Bidder with date & seal