

**ESTATE ELECTRICAL & MECHANICAL WORKS HEAD OFFICE
INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR – 721 302**Enquiry No. **IIT/EM/ENQ/Hall/44/2016-17**Dated: **08-11-2016****OPEN TENDER ENQUIRY**

Last Date and Time of Submission of Technical Bid & Financial Bid: 23-11-2016 by 1.00 pm

Time & Date for Opening of Technical Bid: 23-11-2016 at 4.30 pm

Time & Date for Opening of Financial Bid: 30-11-2016 at 4.30 pm

Dear Sirs,

We intend to purchase the commodities specified below and invite quotations in **two bid System containing Part-I (Technical Bid) & Part-II (Financial Bid)** accordance with the terms and conditions as attached.

Manufacturers, Distributors, Bonafied Suppliers and enlisted Suppliers of IIT Kharagpur are requested to send their Printed/Typed offer in *sealed envelope* in precise and complete terms within the time mentioned above. Submit your offer with Tender Enquiry Number and date on the top of cover at Estate (E&M) Head Office, First Floor, Old Building, and IIT Kharagpur. Hand written quotations are not acceptable.

EMD: Rupees.14,715.00 is to be paid in favour of 'IIT Kharagpur' by Demand Draft on any nationalized Bank of India, payable at Kharagpur. Earnest Money will be returned to all unsuccessful bidders after processing the purchase procedure, while it will be returned to the successful bidder after the successfully delivery of materials.

The Technical bid, Financial bid & Earnest Money Deposit must be in separate envelope duly sealed and marked as "Technical bid", "Financial bid" & Earnest Money deposit respectively.

Supplier must have experience of successful delivery of materials worth Rs. 5.89 lakhs or more in a single purchase order OR Rs. 4.41 Lakhs or more in two Nos. Purchase Order OR Rs. 2.94 Lakhs or more in three Nos. Purchase Order an Govt. Organisation. Self attested copy of Purchase Orders must be submitted along with Technical Bid for evaluation of technical eligibility.

The Technical bid must have the information / documents in regards to a) Wattage of LED Tube light, b) Efficacy- Lumen/Watt, c) Guaranteed burning Hr., d) Offered Make e) PAN, f) VAT, and g) updated Trade Licence in respect to item mentioned at Sl.No.1 & a) Guaranteed life of batten, Offered make, PAN, VAT, updated Trade Licence in respect to item mentioned at Sl. No. 2. Consequent to verification of Technical Documents, the Bidders will be qualified technically. The price bid of the technically qualified bidders will be opened on 30.11.2016 at 04.30 PM.

The successful Lowest Bidder will be required to submit a security deposit amounting to 10 % of the quoted amount in the form of Bank Guarantee/FDR from any nationalised bank of India in prescribed form of IIT Kharagpur within 10 days after the receipt of purchase Order.

Yours faithfully

Executive Engineer (E&M)

Sl.No.	Description of Materials	Unit	Quantity
1	Supply of 4ft. 18w LED Tube light suitable for installation in existing 36w Fluorescent Tube fitting G13 lamp holder with Efficacy >110 lm/watt, CRI> 80, 6000-6500K, THD < 10% , Surge protection-2.5kV, U/V & S/C protection. Make : Philips/Havells/Syska/Wipro/Bajaj/CG/HPL or equivalent.	Nos	1339

(Contd...2)

2	Supply of CRCA body, powder coated white colour, batten type pre- wired LED suitable tube light fitting for fixing of 18w LED Tube light. Make : Philips/Havells/Syska/Wipro/Bajaj/CG/HPL or equivalent.	Nos	236
N.B: Contractor has to provide FIVE years on site complete replacement guarantee for Sl. No. 1 & 2 after installation and commissioning.			

Copy to:

- (i) Prof.-in-Charge, Institute Information Cell ----- With a request to upload the Tender Enquiry in the Institute Website.
- (ii) Dy. Registrar(S&P)..... With a request to upload the Tender Enquiry in the CPP Portal
- (iii) Notice Board, Estate (E&M) Head Office
- (iv) Notice Board, EPDS Section

TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES

1. (a) Rate : The rate quoted must be inclusive of installation charges or free delivery at site terms. The stores are required to be dispatched F.O.R. IIT Kharagpur by road transport or delivered by hand at the Stores of the Executive Engineer (E & M), Estate (E&M) Head Office, Old Building, IIT, Kharagpur -721 302 under the suppliers own arrangement, free of any charge. The risk of damage or loss in transit, insurance and incidentals etc., will be that of the suppliers. Manufacturer's price list, technical leaflet, samples, catalogue whenever applicable, should invariably be enclosed.

(b) (i) Excise Duty : It may please be noted that Institute is exempted from the payment of Excise Duty for scientific instrument/equipments, for which necessary certificate shall be provided by the Institute, on request.

(ii) Sales Tax / VAT : Extra as applicable

(iii) Way Bill: This is issued against consignment note and copy of invoice, in the event the consignment comes from outside the state, and matter seeking entry tax exemption is concerned. Institute does not issue any C or D form.

(iv) EMD: Earnest Money Deposit be paid by Demand Draft in favour of "Indian Institute of Technology Kharagpur", payable at any Nationalised Bank at "Kharagpur". The EMD will be refunded after successful completion and execution of work/supply. The Institute reserves right to withhold/confiscate EMD in the event of failure to supply stores in part or full, citing any reason for non-performance, once Purchase Order is accepted.

v) **Bank Guarantee : The successful Lowest Bidder will be required to submit a security deposit amounting to 10 % of the quoted amount in the form of Bank Guarantee/FDR from any nationalised bank of India in prescribed form of IIT Kharagpur within 10 days after the receipt of purchase Order. The security deposit will be kept with IIT Kharagpur till satisfactory completion of Guaranteed period of 5 years from the date of supply.**

2. (a) Consignee : All stores are to be consigned in the name of Executive Engineer (E & M), Estate (E&M) Head Office, Old Building, IIT, Kharagpur -721 302 (Dist. Paschim Midnapore, West Bengal).

(b) Disposal of Dispatch Documents: The Railway Receipt/Public Way Bill/Consignment Note along with the relevant bill and priced challan in triplicate should be dispatched to the Deputy Registrar (S&P), IIT Kharagpur immediately on completion of dispatch. If these documents do not reach the Stores & Purchase Section in time all warfage/demurrage incurred, if any, will be recoverable from the suppliers.

3. Delivery Period: The stores are required to be delivered/dispatched within the delivery period mentioned in the order (10 days). All offers of delivery should be made ex-stock, and a clear note should be inserted in case ex-stock delivery is not possible. No mobilisation advance is payable against the Purchase Order.

4. Quality & Specification of Stores: The stores offered should be of best quality available, unless otherwise specified, conforming strictly to the BEE ratings/specifications, ISO-9001/14001 and national and/or international standards. The Institute reserves the right to reject such stores if found unacceptable on these grounds. The guarantee and warranty offered be specifically mentioned.

5. Liquidated Damages: If a firm accepts an order and fails to execute the same, in full or in part(s), as per the terms and conditions stipulated therein, it will be open to the Institute to recover liquidated damages from the firm at the rate of 1% of the value of the un-delivered stores per month or part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to the Institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm, confiscating EMD/Security deposit, while accepting the orders and then failed to execute the order according to stipulations agreed upon.

6. Submission of Quotation: All quotations must be forwarded in sealed cover addressed to the Sender of this Enquiry so as to reach within the specified period. The reference to the Enquiry Number and the last date of submission must clearly be superscribed on the sealed envelope. If no counter offer is made in the quotation, it will be taken for granted, the offer is strictly in accordance with the specification and terms and conditions laid down in the tender notice.

7. Opening of Quotation: Every quotation will be opened at the concerned user Department/Centre/School/Section of this Institute at the time and on the date indicated on the tender form. Unless otherwise specified, quotation will be opened in public or in presence of representative of bidders.

8. Period of Validity: A quotation shall remain valid for acceptance at least for a period of 90 days from the date of opening.

9. Income Tax & Sales Tax Clearance Certificate: Current Income Tax and VAT/ST clearance certificates or returns must be submitted to the Stores & Purchase Section, IIT, Kharagpur, as per existing guidelines in vogue, before submission of final bill for payment, if not supplied earlier. Submission of PAN/Xerox copy of the PAN card is must.

10. Payment: Normally payment will be made within 30 days from the date of receipt of bill or of the stores in good order and condition, whichever is later. Payments since April 1, 2009 is being done electronically by e-transfer through our banker (SBI Kharagpur), for which the supplier must provide their bank account number, name of the bank, branch address, branch code and IFSC code etc. This shall be submitted now, if not submitted earlier, to open your account code against vendor enlistment.

11. Rejection of Offers: The Institute reserves the right to accept or reject any or all the offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.

12. Dispute: In case of dispute, the matter shall be settled mutually, failing which the decision of the Director, IIT Kharagpur shall be final and binding on the bidders.

