



ESTATE ELECTRICAL & MECHANICAL WORKS HEAD OFFICE
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
KHARAGPUR – 721 302

Enquiry No. IIT/EM/ENQ/ 55 /2018--19
Dated: 28.01.2019

OPEN TENDER ENQUIRY

Supply of BLDC Ceiling Fan

Last Date and Time of Submission of Technical Bid & Financial Bid:-20.02.2019 by 1.00 pm

Time & Date for Opening of Technical Bid: 20.02.2019 at 4.30 pm

Time & Date for Opening of Financial Bid: 25.02.2019 at 4.30 pm

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: Rs.7500.00 (Rupees Seven thousand Five hundred only) is to be paid in favour of 'IIT Kharagpur' by Demand Draft on any nationalized Bank of India, payable at Kharagpur Branch. 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 completion of Defect liability period of one year.

The offer/bids are to be submitted in two bids system i.e.

1. The Technical bid must contain valid self certified photocopy documents regarding PAN, GST, Trade Licence, Technical specifications (sweep, Star Rating, Winding material, safety rope , Power consumption in watt, Air-delivery in CMM , Service Ratio, THD in % , Speed control by remote / Electronic regulator / both , Guranteed for onsite replacement of defective fan in years , Complaint escalation matrix, Address of Service Centre and Person responsible), and Experience certificate of successful delivery of materials worth Rs. 2.93 lakhs or more in a single purchase order OR Rs. 2.20 Lakhs or more in two Nos. Purchase Order OR Rs. 1.47 lakhs or more in three Nos. Purchase Order in Govt. Organisation/ PSU's/Autonomous Body to be submitted on or before 01.00 PM on 20.02.2019.

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.

Yours faithfully

Senior Executive Engineer (EW)

Sl. No.	Description of Materials	Unit	Quantity	Rate	Amount In Rs. (Inclusive of GST)
1	Supply of 1200 mm sweep , 5 star rated BLDC energy efficient ceiling fan with 03 years onsite replacement warranty having 3 nos. blades, down rod ,canopies ,shackles, safety rope , copper winding , suitable for 230 V, 50 Hz, p.f >.98 , Service ratio >7.5, Air delivery >215 CMM, Power consumption less than 30 Watt, THD = less than 5 % with speed control by remote or Electronic regulator . Color- White Make:- Atomberg/ Orient/Crompton/Havells/ Usha or Equivalent approved by Engineer in charge	Nos.	164		

Copy to:

- (i) Prof.-in-Charge, Institute Information Cell ----- With a request to upload the Tender Enquiry in the Institute Website.
for uploading on cppp portal
- (ii) Office
- (iii) Notice Boards,

TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES

1. (a) Rate : The rate quoted must be inclusive of GST and 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 senior Executive Engineer (EW), 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) GST : As applicable

(iii) 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 of DLP period of successful bidder. 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.

2. (a) Consignee : All stores are to be consigned in the name of Senior Executive Engineer (E W), 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 Senior Executive Engineer (EW), 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 (30 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 super scribed 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/GST 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. Bidder should have Institute Vendor Code (for obtaining Institute Vendor Code please see our website www.iitkgp.ac.in).

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.