



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR – 721 302

Tender No. IIT/TGH/ENQ/MINI Fridge (Compact Design) 2019 Date: 05th, February 2019

Sub: Procurement, Supply and Installation of 147 units of Small Mini Fridge(Compact Design) for various Institute Guest Houses.

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed two part bids from reputed **Original Equipment Manufacturers (OEM) or their authorized dealer**, for procurement of **147 units of Small Mini Fridge (Compact Design)** for various Institute Guest Houses, **The Original Equipment Manufacturers (OEM) or their authorized dealer**, must have adequate credential for supply/installation of quality **Small Mini Fridge** (Compact Design) with certification for quality product.

Interested OEM **or their authorized dealer** are requested to send their sealed bids as per **Technical Specifications (Annexure-I)** along with details in the **Minimum Qualification required for bidding as per Annexure-II (A) & Fill up the Technical Bid Document at par with Annexure-II (B) and Price Bid as per format given in Annexure-III, General Terms & Conditions (Annexure-IV) and signed Declaration (Annexure-V) under a Two-Bid System. A compliance column in (Annexure- I) must be marked with either 'YES' or 'No'**, fulfilling all requirements on the product technical specifications.

Tender documents can be **downloaded from www.iitkgp.ac.in (Link: Tenders)**, the same is also available on Central Public Procurement Portal (<https://eprocure.gov.in>).

Interested OEM **or their authorized dealer** are required to submit two sealed envelopes containing Technical Bid (Envelope – I) and Commercial Bid (Envelope – II) placed in a larger sealed envelope super-scribing with reference number **(IIT/TGH/ENQ/MINI Fridge(Compact Design) /2019, Dated: 05th, February 2019)** to the Office of the Prof.-in-Charge, Guest Houses, **Technology Guest House**, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721 302 **on or before 04.03.2019 (Wednesday) at 3:30 pm.**

The technical proposals submitted by the OEM **or their authorized dealer** will be evaluated first by a technical committee and the price bids submitted by only the technically qualified OEMs **or their authorized dealer** will be opened for price comparison.

The Technical bids and Price bids of technically qualified bidders will be opened on 04.03.2019 (Wednesday) at 4.00 p.m. and 6:00 PM respectively in the Conference Room, New Technology Guest House, IIT Kharagpur.

Copy to:
1. Institute website
2. CPPP
3. Notice Board

Prof.-in-Charge, GH
For Director, IIT
Kharagpur

INFORMATION SHEET

Tender Number and Date	IIT/TGH/ENQ/MINI Fridge(Compact Design) /2019 Dated: 05th, February 2019
Issue of Tender Forms	Tender Documents can be downloaded from the Institute's website (www.iitkgp.ac.in) link: Tenders
Tender Submission Fee	Rs. 1000.00/- (Rupees One Thousand Only) in the form of Demand Draft in favour of Indian Institute of Technology Kharagpur , payable at Kharagpur.
Earnest Money Deposit (EMD)	Earnest money of Rs. 5,000.00/- (Rupees Five Thousand Only) in the form of Demand Draft in favour of Indian Institute of Technology Kharagpur , payable at Kharagpur.
Last Date of Submission of Tender	04 th March 2019 (Wednesday) up to 15.30 Hrs
Opening of Tender and Demo of the quoted model	04 th March 2019 (Wednesday) at 16.00 Hrs in the Conference Room of New Technology Guest House, IIT Kharagpur
Opening of Price Bid	04 th March 2019 (Wednesday) at 18.00 Hrs in the Conference Room of New Technology Guest House, IIT Kharagpur
Contact Person and Address for enquiry and submission of sealed tender documents	Professor-in-Charge, Guest Houses Technology Guest House Office Indian Institute of Technology Kharagpur Kharagpur 721 302, West Bengal
Contact Phone Number (s) E-mail Address	+91-3222- / 282840 / 282834 / 282842 tgh@adm.iitkgp.ernet.in
Website	http://www.iitkgp.ac.in Link: Tenders

Annexure – I**TECHNICAL SPECIFICATION****Small Mini Fridge(Compact Design)**

Features	Specifications	Compliance Yes/No
Size (Net Capacity) in Litres, Approx	45 to 60	
Dimension (mm), Approx	Product (W X H X D) 443 X 501 X 450	
General Features	Built-in freezer compartment, Ice Tray, Temperature Control Dial, Shelf for canned juice, Tetra Pack container and Packed Water Bottle of One Litre (02 Nos.)	
Eco Friendly Features	As Per Energy Savings Rating	
Design	Compact design	
Extra Protection feature	Solid Durability With Enhanced In built Protection features for safeguard from unstable electrical surges, thunderbolt and short- circuit due to high moisture.	
Smart Energy Saving mode	Yes Required	
Warranty	2 years Onsite warranty	

Note: Bidder must provide long Power Cord (minimum 7 feet) User Manual, inside Kit and other required accessories for each Small Mini Fridge.

ANNEXURE – II (A)

MINIMUM QUALIFICATION REQUIRED FOR BIDDING

- (a) Original Equipment Manufacturers (OEM) or their authorized **dealer** shall have a minimum 5 (five) years of experience in supplying quality Small Mini Fridge (Compact Design) in an organization of repute (at national level) as on tender submission deadline. Name, address/ contact details of the present and past **satisfactory clients** to be provided.
- (b) All bidders should submit along with their tender, copies of the valid Trade license, PAN Card, GST Registration No.
- (c) A certificate (Affidavit) to be signed by MD / CEO of the company that they haven't been debarred or blacklisted for any services, supplies or products dealing in, by any organizations or educational institute/ university or state/ central government and no criminal case/legal proceeding or industrial dispute is pending or contemplated against them.
- (d) The bidder must submit copy of acknowledgement of Income Tax return for recent three financial years .
- (e) Brochure of the quoted model
- (f) **Warranty/Guarantee & On-site skill support:**
 - i) Two (02) year Onsite warranty in the campus Guest Houses of IIT, Kharagpur.
 - ii) There must be a provision for additional 03 years comprehensive warranty for which yearly payment will be made. However, IIT KGP reserves the right to award the additional extended period of warranty.

NOTE:

1. Bidders must submit the documentary proof in support of meeting the minimum qualification criteria. Simply an undertaking by the bidder for any item of the criteria **shall not suffice** the purpose. All documentary proof must be listed on the letterhead of the company.
2. The firm must provide a demo of the quoted model at the time of opening of tender before committee.

TECHNICAL BID DOCUMENT

FORMAT TO BE FILLED BY THE OEM OR AUTHORIZED DEALER FOR SUBMITTING TENDER FOR SUPPLY AND INSTALLATION OF QUALITY SMALL MINI FRIDGE (Compact Design) FOR IIT KHARAGPUR

Sr. No.	Description	Compliance with valid documents duly signed & sealed
1.	Name, address and contact details of the Tenderer (Attach details)	
2.	Minimum 5 (five) years of experience in supplying quality Small Mini Fridge (Compact Design) in an organization of repute (at state or national level) as on tender submission deadline. Name, address/ contact details of the present and past satisfactory clients to be provided.	
4.	Copies of the Valid Trade license,	
a)		
b)	PAN Card	
c)	GST Registration No.	
5.	A certificate (Affidavit) to be signed by MD / CEO of the company that they haven't been debarred or blacklisted for any services, supplies or products dealing in, by any organizations or educational institute/ university or state/ central government and no criminal case/legal proceeding or industrial dispute is pending or contemplated against them.	
6.	Income Tax return for the recent three financial years	
7.	Warranty/Guarantee & On-site skill support	
8.	Details of Tender Fee/Bank Draft No., issuing branch and date	
9.	Details of EMD/Bank Draft No., issuing branch and date	

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

Dated signature & seal of the OEM/Vendor

NOTE : This is to be submitted in a separate sealed envelope super scribing "TECHNICAL BID", Notice inviting Tender No. IIT/TGH/ENQ/MINI Fridge/2019 Dated: 05th, February 2019 and name of the bidder. All technical documents like literature, catalogues etc., are to be put in the same envelope. Price bid of that company/firm only will be opened which do **technically qualify based on Minimum Qualification Required for bidding as per Annexure II(A)**, for further consideration. **Attach all relevant documents duly signed and sealed.**

Financial Bid Format

Tender for Supply & Installation of Small Mini Fridge (Compact Design) (To be submitted on the letterhead of the company / firm)

A) Item with Two year Onsite warranty.

S.No	Item Description	Size	Qty. (A)	Make and Model	Rate in ₹ /Unit (B)	GST/Tax (if any)/Unit in ₹ (C)	Amount D= (B+C)
1	Small Mini Fridge (Compact Design) (with Two (02) year Onsite warranty)	45 to 60 Litre capacity	147 Unit				
Total Amount In Figure (Inclusive of GST, all Taxes and Other Charges)D=A*D							
Total Amount In Word (Inclusive of GST , all Taxes and Other Charges) D=A*D							

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. The contractor shall take into account all the costs involved in compliance of all the conditions, installation and required accessories as stated above while quoting his rates in tender.
3. No other charges would be payable by the Institute.

B) For additional warranty.

Extended warranty	Price in ₹ for 3 rd Year	Price in ₹ for 4 th Year	Price in ₹ for 5 th Year
Price in Rs. for additional 3 (Three) years extended warranty (exclusive of Taxes & other charges will be paid as per Govt. Notification time to time)			

Note: Evaluation of price bid will be done based on prices in item 'A' only.

Date:

Place:

Name :

Business Address :

Signature of Bidder :

Seal of the Bidder :

ANNEXURE – IV

GENERAL TERMS AND CONDITIONS

- (1) Important Dates
- **Last Date of Submission of Sealed Bids: 04 th March 2019 (Wednesday) at 3:30 pm** at the Office of the Prof.-in-Charge, Guest Houses, **Technology Guest House**, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721 302.
 - **Date of opening of the Technical Bids: 04 th March 2019 (Wednesday) at 4.00 p.m. (In the Conference Room, NTGH, Indian Institute of Technology Kharagpur) and Price Bid at 6.00 PM on 4th. March, 2019**
 - The firm must provide a demo of the quoted model at the time of opening of tender before committee.
- (2) **The final decision on the technical specifications indicated in 'Annexure- I' lies with the technical committee.**
- (3) **Payment Terms:** (i) 90% Payment on the value of the Order will be release after completion of supply of goods / service as per supply order, installation, commissioning and successful test running at the site, due verification and subsequent satisfactory report of the Guest House.
- (ii) Remaining 10% payment will be released either on completion of Warranty Period or it may be released on receipt of equivalent amount of Bank Guarantee valid 90 days in addition with Warranty period.
- No advance/mobilization support, is payable against supply of stores.
- In the event of failure to deliver the stores beyond the specified date, liquidated damages @ 1% per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 5%; alternately the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of the vendor.
- (4) **Warranty/Guarantee & On-site skill support: Two (02) year onsite comprehensive OEM warranty**, including 24x7 supports from the date of successful installation and commissioning. In the event, any Small Mini Fridge (Compact Design) is found defective or non operative, in terms of its components and features during installation stage, then the machines should be replaced (with same technical specifications or higher) within 72 hours from the date and time of such installation. It is mandatory for OEM/Authorized **dealer** to provide after sales service and support through their company owned service centre/support and not through any outsourced agency. Any Small Mini Fridge (Compact Design) Unit shall be attended and repaired within 24 hours from the date and time of initial complaint received from the user. In the event, any Small Mini Fridge(Compact Design) is not attended and repaired within 24 hours for defective or non operative issues, in terms of its components and features, then it is mandatory for the OEM/Authorized **dealer** or their company owned service centre/support to provide exactly same number of units (Small Mini Fridge Compact Design) as a backup replacement till the time repair work is completed and defective unit is functional. This is applicable from the date of installation to the tenure of the

warranty/guarantee period. The OEMs/Authorized **dealer** must attach certificate about their after sales and service facilities, escalation support for on-call service or station engineer etc. It is mandatory on OEMs/Authorized **dealer** to provide Full name, Mobile No., E-mail I.D. of Service Co-ordinator Head.

- (6) **Delivery of Stores:** The stores to be supplied within TWO WEEKS from the date of issue of the Purchase Order. Way Bill may be issued to the vendor within Ten(10) days after receipt of the way bill request and proforma invoice (PI).
- (7) **Tender Fee:** An amount of Rs.1000.00 (One Thousand only) as tender fee (non refundable) is to be paid. The payment shall be made by Demand Draft from any Nationalized Bank and paid in favour of "Indian Institute of Technology Kharagpur", payable at Kharagpur. **Bids without Tender Fee will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document.**
- (8) **Earnest Money Deposit (EMD):** An amount of Rs. 5,000.00 (Rupees Five Thousand only) in the form of Demand Draft be enclosed along with the bid. The E.M.D. shall be from any Nationalized Bank and to be 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. **Any bid without EMD will not be considered.** This will be refunded to the unsuccessful vendors once the process of technical and price bid opening is complete. The EMD of vendor getting the purchase order will be retained and returned six months after successful completion of the work, to be treated as security deposit. No interest is payable on refunds. EMD shall be forfeited if the selected vendor accepts the supply order, but is unable to execute the same. **E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document.**
- (9) **Price:** The price shall be **quoted in Indian Rupees only**, on free delivery at IIT Kharagpur. This shall be inclusive of all taxes, and **summary** of total cost to be indicated. Inter-state transit Way Bill (Form-50) will be issued within Ten (10) days after receipt of the way bill request along with PI only to the selected bidder as may be mentioned in the Purchase Order. Concessional Excise Duty Exemption/Custom Duty Exemption Certificate will be provided by the Institute on request by the vendor.
- (10) **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. Tender Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents. **The OEMs may bid directly, for their other authorized dealers/ vendors on behalf of OEM, original authorization certificate from OEM is required to be enclosed.**
- (11) **Acceptance of Tender:** The Authority of IIT Kharagpur reserves the right to reject any or the entire tender bids received without assigning any reason thereof.

- (12) **Extra Features:** If the bidder provides any other extra features which are not mentioned in the tender product specifications, then that shall be highlighted in clear terms, with documentary evidence/literature.
- (13) **Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications should be provided.
- (14) **Service:** The firm should have owned service support. Whenever service is required, we can contact directly over phone except IVRS i.e. Toll Free No. Please provide full name, mobile no, e-mail id of service co-ordinator head.
Response Time should be less than 3 (three) hours on the same business day. Minimum 95% annualized uptime is to be maintained throughout the warranty period. **There must be one company engineer who should be assigned to attend/handle the calls of IIT Kharagpur Guest Houses.** The said deputed Engineer from the OEM/Vendor must ensure quality of services, and shall have an experience in the relevant field and must be in the payroll of the OEM/Vendor.
- (15) **Installation and Commissioning:** Free of cost at IIT Kharagpur. The OEM must ensure timely installation of the Small Mini Fridge(Compact Design) with necessary support to the indenters, as per details and lists to be made available by the **Technology Guest House**, Indian Institute of Technology, Kharagpur **within Fifteen (15) days from the date of supply** of the Small Mini Fridge(Compact Design).
- (16) All the accessories shall be from the same OEM or their Authorized **dealer** or their company owned service centre/support without any extra cost to IITKGP.
- (17) The OEM should be an ISO certified company with due credits to energy conservation and green earth compliance.
- (18) **Conditional Offer** will not be accepted.
- (19) **Period of Validity:** Bids shall remain valid for acceptance for a period of 90 days from the date of opening of the price bid.
- (20) The benefit of downward prices (revision on account of budget/financial policy, tax revision, EPZ etc.) should be given to IIT Kharagpur by the selected OEM/vendor.
- (21) **Past Performance of the Bidders will be judged at the time of Technical Evaluation.**
- (22) **The Institute does not bind** itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.
- (23) All tenders are to be submitted or handed over to the Office of the Prof.-in-Charge, Guest Houses, Technology Guest House, Indian Institute of Technology, Kharagpur, and acknowledgement to be obtained. The bids (technical and price bids) once submitted shall be the property of the Institute and shall not be returned to the vendor in future. Signed copy of the tender document, with company seal, agreeing to the terms & conditions and

declaration.

(24) **The person/officer signing** the tender/bid documents should be delegated with an appropriate Power of Attorney (duly endorsed by a Notary Public) by the Chief Executive Office/Managing Director of the Company to sign such documents.

(25) **Opening of Price Bids** : The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened and the same will be opened before the technically qualified vendor(s). **The date for opening of price bids will be on 04-03-2019 at 6:00 PM .**

(26) Tenderer or his/her authorized representative (with proper authorization letter for opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.

(27) **IMPORTANT**

1. The firm must provide a PPT presentation of the quoted model at the time of opening of tender before committee.
2. Manufacturer Authorisation Certificate (i.e. tender specific) in Original Letter Head should be submitted with the tender.
3. A bid submitted with false information will not only be rejected but also the OEM/vendor will be debarred from participation in future tendering process.
4. The OEMs **or their authorized dealers** need to submit a certificate(Affidavit) during opening of technical bids 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.
5. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
6. For any query pertaining to this bid document, correspondence be addressed to
 - (a) The Prof.-in-Charge, Guest Houses, **Technology Guest House**, Indian Institute of Technology, Kharagpur-721 302 [Ph.: 03222-282840, 282842, 282834]
 - (b) Joint Registrar (S&P) Indian Institute of Technology, Kharagpur-721 302 [Ph: 03222-282210, 282216, Fax : 282218, 255303]
6. In case the due date for opening tender happens to be a holiday, the same will be accepted on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed during Saturdays & Sundays.

DECLARATION

- a. I, _____ Son/Daughter of Shri _____
_____ Proprietor/partner/CEO/MD/Director/
Authorized Signatory of M/s _____ am
competent to sign this declaration and execute this tender document.
- b. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
- c. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
- d. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- e. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Signature of the Authorized Person

Date : _____

Full Name : _____

Place : _____

Company Seal : _____