



**REFRIGERATION & AIR CONDITIONING UNIT
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR-721302**

Enquiry No - IITKGP/RAC/R-22/2017-18, Dated: 21.11.2017

Last date for submission of bids: 22.12.2017, 15:00hrs. Bids opening date: 22/12/2017, 16:00 hrs.

Dear Sirs,

We intend to purchase R-22 refrigerant and invite quotations in accordance with the terms and conditions detailed on attached sheet. If you are interested (Dealer/Sub Dealer /Authorized Vendor of dealer), kindly send your offer in two bids (Technical and Price Bids) with precise and complete terms within the time mentioned above.

The Tech. bid should contain the following:

- i) GST, ii) PAN, iii) Credential certificate from dealer/sub dealer.
- ii) An EMD of Rs.4,000/- (The EMD of successful bidder would be retained for one year as caution money, the unsuccessful bidders EMD would be returned back after completion of the tender process).

<u>Sl No.</u>	<u>DESCRIPTION</u>	<u>Unit</u>	<u>Qty.</u>
1	Refrigerant- (R-22) (Chlorodifloro Methane, CHCLF2) 4 Cylinder of 61 Kg each, (Empty cylinders (4 nos.) will be provided by Ref & AC Unit to L1 to supply the required gas).	Cylinder (61Kg).	244

The price bid of only those vendors who comply with our Tech. requirement would be opened

Yours sincerely

Professor-In-Charge
Refrigeration & AC Unit

Kindly send your quotations to:

Professor-In-Charge,
Refrigeration & AC Unit
Indian Institute of Technology,
Kharagpur, PIN -721 302, West Bengal

(The Bids may be submitted in the office of Refrigeration & AC Unit on working days from 9:00 hrs. to 17:00 hrs. Please note that Institute remains closed on Saturdays & Sundays)

GENERAL TERMS & CONDITIONS FOR SUPPLY OF STORES IN IIT KHARAGPUR

- 1) Price Basis: Prices are to be quoted in Indian Rupees including free Delivery at RAC Unit at IIT Kharagpur.
- 2) **Payment Terms:** Payment will be made normally within 30 days from the date of receipt of bill or of the successful installation / commissioning of stores, whichever is later.
- 3) **Delivery:** Refrigerant need to be delivered within 20 days from the date of LOI/ PO.
- 4) **Liquidated Damages:** The stores should be delivered /dispatched to destination and ready for operation not later than the delivery date specified. If the supplier fails to deliver any or all the stores or perform the service by the specified date, liquidated damages at 1% per week or part thereof in respect of the value of stores will be deducted from the contract price subject to a maximum of 5%. Alternatively, the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of supplier.
- 5) **Tender are invited in duplicate sets** complying the requirement for tender as detailed in the tender specification to be submitted in the Company's/Firm's Letterhead neatly printed/typed duly signed by authorized person with the seal of the bidders. Envelopes containing the tender should be properly sealed.
- 6) The Institute does not bind itself to offer any explanation to those bidders who's Bid has not been found acceptable by the Evaluation Committee of the Institute.
- 7) **Period of validity:** Bids shall remain valid for acceptance for a period of 90 days from the date of opening.
- 8) **Conditional offer will not be accepted.**
- 9) **Late Tenders** i.e. Tender received after the due date and time of submission as mentioned above shall not be accepted.
- 10) **All Tenders (unless otherwise specified) are to be sent through by post or submitted/handed over to the office of PIC, Refrigeration & AC Unit IIT Kharagpur-721 302 and acknowledgement to be obtained.**
- 11) **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 Officer of the Company to sign such documents.**

Important:

- a) **Director may accept or reject any or all the bids in part or in full without assigning any reasons 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.**
- b) **In case of any dispute, the decision of the Director of this Institute shall be final and binding on the Bidders.**

For any query pertaining to this Bid document correspondence may be addressed to: Head of Dept./Centre/Section, IIT Kharagpur-721 302, Telephone No.: (03222) 282723

N.B.: Please Note that the Institute remains closed during Saturdays & Sundays.

Fax, e-mail Tender will not be accepted. Duplicate Bid document must be submitted in separate close cover. General Terms and Conditions as stated above related to supply of stores/ equipment's/assets etc. and for specific service other terms and conditions of the Institute will apply.