



# NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA – 769 008, ODISHA

## Single Tender Enquiry

**Department: Computer Centre**

**Tender Notice No: NITR/PW/CC/2021/276**

**Date: 23/12/2021**

### Important Dates

Event	Date	Time
Pre-bid Conference	NA	NA
Last Date of submission of Bid	<b>10/01/2022</b>	<b>11:00 AM</b>
Date of opening of Techno-commercial & Financial Bid	<b>11/01/2022</b>	<b>11:00 AM</b>

To,

**M/S STULZ-CHSPL (INDIA) PVT LTD.,**

**At: 17/36, Dakshindari Road**

**Gr. Floor (Ultadanga) Kolkata - 700048**

**Login ID: [vaishali@stulz.co.in](mailto:vaishali@stulz.co.in)**

**Bidding Through**

**CPP Portal**

**<https://eprocure.gov.in/eprocure/app>**

Dear Sir,

We intend to purchase the commodities specified below and invite quotations in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer with prices and complete terms within the time mentioned above.

For any clarification:

**Attention**

**Prof. Manish Okade**

Department of Computer Centre,

National Institute of Technology,

Rourkela – 769 008, Odisha

Phone: 0661-2462671

Email ID: [hod-cc@nitrkl.ac.in](mailto:hod-cc@nitrkl.ac.in)

Yours sincerely,

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**Prof. Manish Okade**

Department of Computer Centre

**Encl:**

- 1) Schedule of requirement, specifications, dates etc.**
- 2) Bid document containing detail terms and conditions.**

## 1. Schedule of requirements

Sl. No.	Description of Goods/Service	Quantity
1.	Renewal of Comprehensive Annual Maintenance Contract for 3 Stulz Precision Air-Conditioners for 3 years	3

## 2. Specifications and allied Technical Details:

**As per Annexure – II**

## 3. Format of Quotation

It is a single bid; please give all specifications and price bid in one envelope.

4. The Bid should be submitted through <https://eprocure.gov.in/eprocure/app>

5. Quotations should be valid for a period of **90 days** from the date of opening of techno-commercial bid & financial bid.

## 6. Some important dates:

i.	Pre-bid Conference:	<b>Date: NA</b>	<b>Time: NA</b>
ii.	Last date for submission of bid :	<b>Date: 10/01/2022</b>	<b>Time: 11:00 AM</b>
iii.	Opening date of Techno-commercial & Financial Bid:	<b>Date: 11/01/2022</b>	<b>Time: 11:00 AM</b>

7. **AMC:** For 3 years.

8. **Technical Evaluation Criteria:** As per the detailed equipment technical specifications given in **Annexure –II**. If required, the bidder may be asked to provide clarification regarding the technical aspects.

## 9. Other Qualification criteria:

### **Eligibility of Bidders:**

- i. The bidder must have **valid authorization from the OEM specific to this tender**. Documentary proof regarding this must be attached.
- ii. The bidder should be a Private/ Public Limited company registered under the Companies Act, 1956 or a registered firm. The company/firm should be in existence for more than 10 years as on date. Copy of Certificate of incorporation/commencement should be submitted.
- iii. The bidder should have GST registration. GST details should be submitted.
- iv. Bidders must submit a declaration on their letter head that they are not black listed in any Govt. body, undertaking, and PSU or Autonomous bodies. If found the declaration is false their offer will be out rightly rejected and subjected to declaration in Annexure – I.
- v. The Vendor shall provide the following information with the bid to provide background information on vendor to Tender Committee.
  - a. **Quality certificate** from a recognized institution for their manufacturing/ assembly/ system integration facilities anywhere located in India or abroad.
  - b. **Contract period 3 years** from the date of placement of the Purchase Order.
  - c. **Customer support** strength by the vendor/OEM.
  - d. Possible quicker **availability** of the vendor/OEM when problem occurs.

- e. **Mode of handling complains** (whether by fault ticket/complain even by email or by phone etc.)
- f. Any other points may deemed fit by the committee at time of technical evaluation of bid documents.
- g. Details of Technical Specification and other specifications so as to enable technical assessment of the proposal. Unpriced bid document exactly same as the price bid with full break up without the costs mentioned.
- 10. Financial Bid Evaluation Criteria:** The comparison will be made for the award of contract on the overall price basis as per **BOQ** (Price Bid).
- 11.** (a) The bidder must submit the GST certificate / Income Tax return certificates for last three financial years / PAN  
(b) GST: GST should be charged at applicable rates.
- 12. Tender Cost:** Tender cost (Non- refundable) in the shape of Demand Draft for **INR 500/- (Rupees Five Hundred Only)** in favor of "**Director, NIT Rourkela**" Payable at **Rourkela** from any Scheduled Commercial Bank except Co-operative and Gramin bank. Tender Cost should reach physically through speed post/ register post/courier, containing in an envelope & superscripted with subject, tender reference number addressing to **Registrar, NIT Rourkela- 769008, Odisha; on or before 11/01/2022 at 11:00 AM.**
- 13. Bid Security:** It is mandatory to submit the "**Bid Security Declaration**" form as mentioned in **Annexure I**, failing which the bid will be summarily rejected.
- 14. Performance Security: 3% of the contract value** should be deposited to the Institute within 15 days from the date of issue of Purchase Order, in shape of Demand Draft (DD)/Bank Guarantee in favor of "Director, NIT Rourkela and payable at Rourkela" from any Scheduled Commercial Bank except Co-operative and Gramin bank. And Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the suppliers including warranty obligation.
- 15.** Please send your quotations through: <https://eprocure.gov.in/eprocure/app>
- 16.** For technical details, you may contact

<p><b>Prof. Manish Okade</b> HOD, Computer Centre National Institute of Technology, Rourkela – 769 008 Ph. No: 0661-246-2671 Email Id: <a href="mailto:hod-cc@nitrkl.ac.in">hod-cc@nitrkl.ac.in</a></p>
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NB: ***Please furnish your Dealership Certificate (must) and Proprietary Nature Certificate (If applicable)***



# NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA – 769 008, ODISHA

## BID DOCUMENT

### **1. Instructions to the bidders**

- 1.1 Bids are invited on behalf of the Director, National Institute of Technology (NIT), Rourkela – 769008, Odisha, from the intending bidders for supply of the goods/stores/ equipments for the Institute as detailed in the enquiry letter.
- 1.2 The bidders should quote their offer/rates in **BOQ** in clear terms without ambiguity.
- 1.3 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 1.4 The last date for receipt of the bid is marked in the enquiry.
- 1.5 The bids should be uploaded in <https://eprocure.gov.in/eprocure/app>. Please follow the guidelines of the site.
- 1.6 If a prospective bidder requires any clarification in regard to the bidding documents, he may make a request the concerned officer or faculty member at least 15 days before the deadline for receipt of bids.
- 1.7 Bids received after the deadline of receipt indicated in Para 1.4 above shall not be taken into consideration.
- 1.8 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered nonresponsive.
- 1.9 (In respect of high value plant, machinery etc. of a complex and technical nature). The bids may be submitted in two parts, viz., techno-commercial bid and financial bid.
- 1.10 The bidder has to sign in full at all pages of the scanned part of the bidding document. No over-writing in those pages are acceptable.
- 1.11 Bidders registered with any of the following agencies/ bodies as per Public procurement policy for Micro & Small Enterprises (MSE) order 2012 are exempted categories from payment of EMD & Tender Cost provided that the registration Certificate issued by any one of these below mentioned agencies must be valid as on close date of tender. Micro small or medium enterprises who have applied for registration or renewal of registration with any of these agencies/bodies but have not obtained the valid Certificate as on close date of tender are not eligible for exemption.
  - I. Khadi and Village Industries Commission (KVIC)
  - II. National Small Industries Corporation (NSIC)
  - III. Any other body specified by Ministry of MSME/GOI

### **2. Conditions of the bid**

- 2.1 The rates quoted should preferably be net, inclusive of packing, forwarding, freight, Insurance and all other incidental charges including taxes. In case these charges are quoted extra in addition to the quoted rates, the amount thereof or ad-valorem rate must be specified. Packing, forwarding, freight, etc., when quotes separately are reimbursable at actuals. If external agencies are employed, their receipts must be enclosed with the invoice.
- 2.2 Duties and Taxes are to be quoted separately. Ad-valorem rates thereof should be clearly indicated with reference to the relevant Acts and Rules.

**It may be noted that the Institute is availing custom duty exemption in terms of Notification No. 51/96 – Customs dt. 23.07.1996, Notification No. - 28/2003- Customs dt. 01.03.2003, Notification No. 43/2017 Customs dt. 30.06.2017 & Notification No. 47/2017- Integrated Tax (Rate) dt. 14.11.2017, Notification No- 10/2018 – Integrated tax (Rate) dt. 25/01/2018 & Notification No. - 45/2017- Central tax (Rate) dt. 14.11.2017, Notification No. - 45/2017- Union Territory Tax (Rate) dt. 14/11/2017 & Notification No. 9/2018- Central Tax(Rate) dt 25.01.2018, Notification No. 9/2018 - Union Territory Tax (Rate) dt 25.01.2018, as amended from time to time for research purposes only [Vide DSIR, Ministry of Science and Technology, Government of India, Registration No.: TU/V/RG- CDE (227)/2021, dated: 08.10.2021]**

- 2.3 The services are required to be delivered at the indenting Department of NIT, Rourkela, over a period of three years from the date of placement of the order. The Work Order will be valid for 3 years as per the details in scope of work at **2.19** of techno-commercial & financial bid.
- 2.4 The bid should remain valid for a period of **90 days** from the date of opening of techno-commercial & financial bid. In case your offer has a different validity period that should be clearly mentioned in the quotation.
- 2.5 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
- 2.6 The goods offered should strictly conform to the specification and technical details as mentioned in schedule of requirements in the tender documents.
- 2.7 The Institute may like to conduct pre-dispatch inspection of goods, where applicable.
- 2.8 Period of guarantee/warranty, where applicable, should be specified in the bid.
- 2.9 If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, it will be open to the Director, NIT, Rourkela to recover liquidated damage from the firm at the rate of 1 percent of the value of undelivered goods per month or part thereof, subject to a maximum of 5 percent of the value of undelivered goods. Alternatively, it will also be opened to the Director, to arrange procurement of the required goods from any other source at the risk and expenses of the bidder.
- 2.10 The successful bidder may be required to execute a contract, where applicable.
- 2.11 The bidder has to furnish up to date GST and Income Tax Clearance Certificate along with the bid.
- 2.12 Purchase order / Work order shall be placed on the bidding firm(s). In case of deviation to this, if any, the bidding firm should produce any such sufficient documents/credentials i.e, Agreements, MOUs, Arrangements etc. with the third party/ OEM to satisfy the buyer. A consent letter from the third party/ OEM to that effect must be enclosed along with the bidding documents.
- 2.13 Quotation is to be submitted for three years.
- 2.14 Advance payment will be made on yearly basis through Account Payee Cheque/Bank Draft/PFMS, the firm must submit proforma invoice before commencement of each AMC year.
- 2.15 State Bank of India is the sole Banking partner for NIT Rourkela for operation of LC (Letter of Credit).
- 2.16 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT, and Rourkela shall be final.
- 2.17 The bid document/resultant contract will be interpreted under Indian Laws.

- 2.18 During the period of AMC all necessary materials required for this job will be arranged by the firm of good quality as per specification and direction of the Head, Computer Centre and the price is deemed to include cost of materials.
- 2.19 Comprehensive maintenance and repair of PAC system includes carrying out routine checking, preventive maintenance after every 3 months and unlimited number of services calls in case of breakdown, replacement of spares over a period of three years.
- 2.20 During execution of work, safety majors to be followed strictly. Any safety hazard occurring during the execution of job will be the sole responsibility of the contractor and the Institute shall in no way be liable for the same.

**BID SECURITY DECLARATION**

Tender Ref. No.: \_\_\_\_\_ Dated \_\_\_\_\_

Tender ID : \_\_\_\_\_

To

**The Registrar,  
National Institute of Technology, Rourkela  
Sundargarh, Odisha-769008**

The undersigned, declare that I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration. I/We accept that I/We may be disqualified/ suspended from bidding for any tender /contract in your Institute (NIT Rourkela) for a period of **Five Years** from the date of notification of present tender, if I am /We are in a breach of any obligation under the bid conditions as under, if I/We

- a) Withdraw/modify/amend, impair or derogate the tender/bids, during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
  - (i) fail or refuse to execute the contract, if required, or
  - (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

**Signed:** (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

**Name:** (insert complete name of person signing the Bid Securing Declaration) Duly authorized to sign the bid for and on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing) Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

**General Clauses:**

1. Bidder has to quote as per following schedule:

<b>Sl. No.</b>	<b>Product description</b>	<b>Qty</b>	<b>AMC Details</b>
1.	Renewal of Comprehensive Annual Maintenance Contract for <b>Stulz Precision Air-Conditioners</b> with following conditions:  a) To visit and check the machines quarterly to carry out servicing of the units. b) To attend to any routine service, including preventive and remedial servicing. c) To attend to all breakdown calls within 6 hours d) Response time for replacement of parts within 72 hours.	3	For 3 years

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