



# NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA – 769 008, ODISHA

## ADVERTISED TENDER

Department: Computer Centre

Tender Notice No: NITR/PW/CC/2022/14

Dated: 14/10/2022

To

### Important Dates

**Bidding through**  
e-Procurement Portal of Ministry of  
Education, Govt. of India (e-Wizard)  
<https://mhrd.euniwizarde.com>

Event	Date	Time
Pre-bid Conference	NA	NA
Last Date of submission of bid	<b>07/11/2022</b>	<b>11:00 AM</b>
Date of Opening of Techno-commercial bid	<b>08/11/2022</b>	<b>11:00 AM</b>

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 queries kindly contact to:

**Attention:**  
**Prof. Manish Okade,**  
**Department of Computer Centre**  
**National Institute of Technology**  
**Rourkela – 769 008, Odisha, India**  
**Phone: (0661) – 246-2671**  
**E-mail: [hod-cc@nitrkl.ac.in](mailto:hod-cc@nitrkl.ac.in)**

Yours sincerely,

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Prof. Manish Okade,  
Dept. 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 – SEC 301 A – 7.5 Tr for 3 years <b>(As per Annexure – I)</b>	3

## 2. Specifications and allied Technical Details

**As per Annexure – I**

## 3. Format of Quotation

It is a two-part bid with separate techno-commercial and price bid.

4. The bid should be submitted through <https://mhrd.euniwizarde.com/>
5. Quotation should be valid for a period of **90 days** from the date of opening of techno-commercial bid.
6. **Some important dates:-**

i.	<b>Pre-bid Conference</b>	<b>Date: NA</b>	<b>Time: NA</b>
ii.	<b>Last date for Submission of bid</b>	<b>Date: 07/11/2022</b>	<b>Time: 11:00 AM</b>
iii.	<b>Opening of Techno-commercial bid</b>	<b>Date: 08/11/2022</b>	<b>Time: 11:00 AM</b>

## 7. **AMC: Three Years** standard warranty.

## 8. Eligibility Criteria of the Bidder:

- 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 3 years as on date. Copy of Certificate of incorporation/commencement should be submitted.
- iii The bidder must have GST registration and would be charged at applicable rate. GST details should be submitted.
- iv The average annual financial turnover of the tenderer for last three consecutive financial years ending on 31<sup>st</sup> March, 2021 should be minimum Rs. **30 lakhs (Thirty Lakhs)**. Copy of Audited Balance Sheet and P/L Account for Financial Years 2018-19, 2019-20, 2020-21 to be submitted (Duly certified by the Chattered Accountant).
- v The bidder/OEM must have supplied similar Solution in any Govt./PSU/Educational Institute/Corporate in India for the last 3 years ending on 31<sup>st</sup> March 2021 and must submit scanned copies of the Purchase Order.
- vi Considering primary support from the bidder, the bidder should have office cum service support setup of 24x7 customer support service for smooth support in Eastern India. Supporting documents like office address and phone number must be submitted.
- vii Bidder 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 their EMD amount will be forfeited.
- viii The Vendor shall provide the following information with the bid to provide background information on vendor to Tender Committee:

- a **The list of clients** (contact details of a person phone/mob. no. with e-mail ids should be attached) where the bidder/OEM had supplied the similar type of equipment (as mentioned in schedule of requirements) with successful installation in last three years.
- b **Delivery Period:** within 90 days from the date of placement of the Purchase Order.
- c **Customer Support:** 24x7 hours.
- d Possible quicker availability of the vendor when problem occurs.
- e **Mode of handling complains** (whether by fault ticket/ complain even by email or by phone etc.)
- f **Validity period:** 90 days from the date of opening of techno-commercial bid.
- g Any other points may deemed fit by the committee at time of technical evaluation of bid documents.
- h Details of Technical Specification and other specifications so as to enable technical assessment of the proposal.
- i **Quality certificate** from a recognized institution for their manufacturing/ assembly/ system integration facilities anywhere located in India or abroad.
- j **Contract period** 3 years from the date of placement of the Purchase Order.
- k Possible quicker **availability** of the vendor/OEM when problem occurs.

**9. Bid Security (EMD) and Tender Cost: EMD (Earnest Money Deposit)** need to be submitted through online portal only for **INR 18,000/- (Rupees Eighteen Thousand Only)** and Tender cost (Non-refundable) through online mode for **INR 500/- (Rupees Five Hundred only)**. The EMD (Earnest Money Deposit) of unsuccessful bidders will be returned to them at the earliest and latest on or before the 30<sup>th</sup> days after the award of the contract. EMD shall bear no interest. Any bid without accompanying with EMD & Tender Cost is liable to be treated as non-responsive and rejected.

**10. Performance Security: 3% of 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"** 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 supplier including warranty obligation. EMD (Earnest Money deposit) amount of successful bidder will be returned after the receipt of performance security in case of award of contract to successful bidder.

**11. Technical Evaluation Criteria:**

- i The tender shall be evaluated as per the tender clause no.8 and as per **Annexure – I**. Bids are invited from OEM or authorized vendor. Authorized vendor will submit the bid specific OEM MAF along with bid document. Authorized Vendor or Original Equipment Manufacturer (OEM) should have own service center in India. The authorized vendor OEM must enclose details of their infrastructure with reference to locations and technical manpower, availability of inventory spares etc. A valid GST registration certificate of Authorized Vendor or OEM should be submitted along with bid.
- ii Scanned copies of the technical brochure of the above equipment and accessories (**Annexure -I**) given in the quotation must be included in the technical bid.
- iii Point wise compliance along with any deviation of the mentioned specification (**Annexure - I**) must be indicated along with technical documents.

**12. Financial Bid Evaluation Criteria:**

- (i) Final Price Comparison for the award of contract to decide lowest price (L1) will be made based on the overall prices quoted for the item in BOQ.
- (ii) Quotation must be submitted for three years.
- (iii) 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.

**13.** Please send your quotations through e-Procurement module of Ministry of Education Portal <https://mhrd.euniwizarde.com>

**14.** For technical details, you may contact

<p><b>Prof. Manish Okade</b> <b>Department of Computer Centre</b> <b>National Institute of Technology, Rourkela – 769 008.</b> <b>Phone: (0661) – 246-2671</b> <b>E-mail: <a href="mailto:hod-cc@nitrkl.ac.in">hod-cc@nitrkl.ac.in</a></b></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/equipment's 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 Bid should be uploaded in M/S ITI Limited Portal <https://mhrd.euniwizarde.com> Please follow the guideline 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 is acceptable.
- 1.11 If any bidder does not fulfill the technical specification, he/she eligibility will be cancelled even if his/her price got L1 status.
- 1.12 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 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. INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bid electronically on the ITI e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the ITI e-Wizard Portal <https://mhrd.euniwizarde.com>

## 2.1 REGISTRATION PROCESS ON ONLINE PORTAL

- a. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizard.com> by clicking on the link "Bidder Enrollment". Enrolment on the e-wizard Portal.
- b. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal. Bidders to register upon enrolment their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- c. Bidder must provide the details of PAN number; registration details etc. as applicable and submit the related documents. The user id will be activated only after submission of complete details. The activation process will take minimum 24 working hours. After completion of registration payment, you can also send your acknowledgement copy on our help desk mail id [ewizardhelpdesk@gamil.com](mailto:ewizardhelpdesk@gamil.com) for activation of your account.
- d. A bidder should register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" fir Digital Signature requirements on the portal.
- e. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

## 2.2 TENDER DOCUMENTS SEARCH

- a. Various built in options are available in the e-Wizard Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- b. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, a form of contract, location, date, other keywords etc. to search for a tender published on the Online Portal.
- c. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective '**Interested Tenders**' folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- d. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## 2.3 BID PREPARATION

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- d. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / PNG etc. formats. Documents in PDF format with maximum single file size of 100 Mb can be uploaded.

## **2.4 BID SUBMISSION**

- a. Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c. Bidders must pay required payments (Form fee, EMD, Tender Processing Fee etc.) as mentioned before submitting the bid.
- d. The Tender Processing Fee(TPF) to be paid by bidder will be governed as per rules of e-wizard portal. Any queries regarding the same will be dealt by e-wizard helpdesk.
- e. Bidder to select the payment option mode as specified in the Schedule (EMD/FORM FEE Section) to pay the form fee/EMD wherever applicable and enter details of the instrument.
- f. The details of the Earnest Money Deposit (EMD)/Cost of tender document submitted physically to the Dept. and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
- g. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- h. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- i. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- j. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- k. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- l. Kindly have all relevant documents in a single PDF file.
- m. The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.
- n. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the document. For the file size of less than 1 MB, the transaction uploading time will be very fast.

## **2.5 AMENDMENT OF BID DOCUMENT**

At any time prior to the deadline for submission of proposals, the NIT Rourkela reserve the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to the all the bidder who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

## **2.6 INSTRUCTION TO BIDDERS**

- a. Process for Bid submission through ITI E-wizard portal is explained in Bidder Manual. Bidders are requested to download Bidder Manual from the home page of website <https://mhrd.wuniwizarde.com>. Steps are as follows:

- b. The tenders will be received online through portal <https://mhrd.euniwizarde.com> in the technical bids, the bidders are required to upload all the documents in pdf format.
- c. Possession of Valid Class III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://mhrd.euniwizarde.com> Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available on the web site <https://mhrd.euniwizarde.com> under the link 'DSC help'
- d. Tenderers are advised to follow the instruction provided in the 'User Guide and FAQ' for the e-submission of the bids online through the ITI e-Wizard Portal for e-Procurement at <https://mhrd.euniwizarde.com>.
- e. The bidders has to **"Request the tender"** to portal before the **"Date for Request tender document"**, to participate in bid submission.
- f. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- g. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
- h. Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein.
- i. No deviation to the technical and commercial terms & conditions allowed.
- j. The tender inviting has the right to cancel this e-tender or extend the due date of receipt of the bids.
- k. e-Procurement support any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the **24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 011-49606060, 23710092, 23710091, Shri Chandan Kumar (+91-9355030604)**

**Email Support:**

For any eProcurement Application Service Requests and Technical issues related to Document Uploads, Tender Publishing, Issue of Corrigendum, Encryption/Decryption Key issues, Bid Evaluation, Bidder Login issues, New Registration issues, Key Uploads, DSC Key installation, Bid Submission, system users may please mail to [support@euniwizarde.com](mailto:support@euniwizarde.com) / [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com)

**3. Conditions of the bid:**

- 3.1 The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance and all other incidental charges. 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.
- 3.2 The goods are required to be delivered at the indenting Department of NIT, Rourkela, and must be reached within **90 days** from the date of placement of the supply of order under the risk and arrangement of the bidder and offers with delivery beyond the above period shall be treated as unresponsive. In case the delivery time is higher, the same must be mentioned clearly in the quotation.
- 3.3 The bid should remain valid for a period of **90 days** from the date of opening of techno-commercial bid. In case your offer has a different validity period that should be clearly mentioned in the quotation.
- 3.4 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.



- 3.5 The goods offered should strictly conform to the specification and technical details mentioned in Annexure-I.
- 3.6 The Institute may like to conduct pre-dispatch inspection of goods, where applicable.
- 3.7 Period of guarantee/warranty, where applicable, should be specified in the bid.
- 3.8 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.
- 3.9 The successful bidder may be required to execute a contract, where applicable.
- 3.10 The bidder has to furnish up to date GST and Income Tax Clearance Certificate along with the bid.
- 3.11 Purchase order /Work order shall be placed on the bidding firms(s). In case of deviation to this, if any, the bidding firm should produce any such sufficient documents/credentials i.e, Agreements. MOUs, Arrangements tec. With the third party/OEM to satisfy the buyer. A consent letter form the third party/OEM to that effect must be enclosed along with the bidding documents.
- 3.12 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.
- 3.13 State Bank of India is the sole Banking partner for NIT Rourkela for operation of LC (Letter of Credit).
- 3.14 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT, Rourkela shall be final.
- 3.15 The bid document/resultant contract will be interpreted under Indian Laws.
- 3.16 Comprehensive maintenance and repair of PAC system includes carrying our 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.
- 3.17 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.

**Renewal of Comprehensive Annual Maintenance Contract for 3 Stulz Precision Air-Conditioners – SEC 301 A – 7.5 Tr for 3 years**

Sl. No.	Product description	Qty	AMC Details
1.	<p>Renewal of Comprehensive Annual Maintenance Contract for <b>Stulz Precision Air-Conditioners</b> with following conditions:</p> <ul style="list-style-type: none"><li>a) To visit and check the machines quarterly to carry out servicing of the units.</li><li>b) To attend to any routine service, including preventive and remedial servicing.</li><li>c) To attend to all breakdown calls within 6 hours</li><li>d) Response time for replacement of parts within 72 hours.</li><li>e) To carry our cleaning up of units and air filters</li><li>f) To check the proper cleaning of controllers</li><li>g) To check all electrical components for loose connections and tightening if necessary</li><li>h) To check temperature reading.</li><li>i) Checking and logging of AMPS (Motors)</li><li>j) Ensure drain is not clogged</li><li>k) Check unit for undue vibrations</li><li>l) To repair parts found defective during the period of service contract and in case parts are found to be not repairable, will be replaced on FREE OF COST BASIS. Parts shall be repaired only on account of defects due to normal wear and tear AND not due to erratic power supply, mal-operation, physical damage, sabotage, accidents or any other calamities such as flood, fire or earthquake etc.</li></ul>	3	For 3 years

**Note: The bidder has to submit the quotation for three years, advance payment will be made on annual basis, proforma invoice is to be submitted before commencement of each AMC year.**

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