



Hall Management Centre
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR - 721 302

No. IIT/HMC/EQ/WCooler/2016/1

Date: 17-06-2016

Tender Notice No. IIT/HMC/EQ/WCooler/2016/1, Date: 17-06-2016

Sub : Procurement of Water Cooler

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed quotations from reputed Original Water cooler Manufacturers (OEMs) or their Authorized Distributors for the supply and installation of Water coolers (approximately 50 Nos.) in the different Halls of Residence, IIT Kharagpur.

All interested vendors are requested to send their sealed quotation as per technical specifications mentioned in **Annexure-I** and general terms & conditions as mentioned in **Annexure-III** under a **Two-Cover System** (separate **Technical Bid** and **Price Bid**).

It is essential to duly fill in the technical compliance table (**Anexure-II**) and it is to be included in the technical bid.

All pages of the tender document must be signed by authorized signatory, stamped with company seal and submitted with the technical bid.

A copy of quotation is also posted on the Institute website **www.iitkgp.ac.in** [link : Tenders and Quotations].

The proposals are to be sent in two separate sealed envelopes (Technical Bid and Price Bid) duly superscribed with Reference Number, to the Office of the Chairman, Hall Management Centre, Indian Institute of Technology Kharagpur, P.O.- Kharagpur Technology, PIN : 721 302 **on or before 08-07-2016 by 3.00 p.m.**

The technical proposals will be evaluated in the presence of the vendors and their authorized representatives and price bids will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids.

The Technical bids will be **opened on 08-07-2016 by 4.00 p.m.** in the HMC Office and will be evaluated in the presence of the vendors and their authorized representatives, and price bids will be opened on the same day just after evaluation of their technical bids.

Yours sincerely,

Chairman, HMC
IIT Kharagpur

Annexure - I

Essential Specification of Water Cooler (Tender No. IIT/HMC/EQ/WCooler/2016/1, Date: 17-06-2016)

Sl. No.	Description	IIT's desired Specification	
1.	Cooling capacity	40 litres/hour (rated capacity)	
2.	Storage capacity	80 litres	
3.	Power input	Not more than 500 W	
4.	Material for chiller tank	Stainless steel 304	
5.	Material for all panel bodies	Stainless steel 304	
6.	Material for top lid	Stainless steel 304	
7.	Material for drip tray	Stainless steel 304	
8.	Coating over the body and lid	Polymer (ABS)	
9.	Material for cold water faucets	Brass with chrome plating	
10.	Material for legs	Strong nylon or polypropylene B120MA	
11.	No. of cold water outlet faucets	Two	
12.	Compressor	Hermetically sealed	
13.	Refrigerant	R134a or similar eco-friendly refrigerant	
14.	Condenser tubing	Grooved copper	
15.	Water inlet hose pipe	Included	
16.	Overflow pipe	Included	
17.	Float valve	To be made of food grade material	
18.	Dimension (W x D x H)	(570-610) x (470-510) x (1170-1230) mm, tall type	
19.	Lock and key provision of storage tank	Yes	
20.	Quality certification	IS 1475	

Technical Compliance Table**(Tender No. IIT/HMC/EQ/WCooler/2016/1, Date: 17-06-2016)**

Sl. No.	Description	IIT Kharagpur's Specification	Company's offer	Whether complying to tender specification? (yes/no)
1.	Cooling capacity	40 litres/hour (rated capacity)		
2.	Storage capacity	80 litres		
3.	Power input	Not more than 500 W		
4.	Material for chiller tank	Stainless steel 304		
5.	Material for all panel bodies	Stainless steel 304		
6.	Material for top lid	Stainless steel 304		
7.	Material for drip tray	Stainless steel 304		
8.	Coating over the body and lid	Polymer (ABS)		
9.	Material for cold water taps	Brass with chrome plating		
10.	Material for legs	Strong nylon or polypropylene B120MA		
11.	No. of cold water outlet taps	Two		
12.	Compressor	Hermetically sealed		
13.	Refrigerant	R134a or similar eco-friendly refrigerant		
14.	Condenser tubing	Grooved copper		
15.	Water inlet hose pipe	Included		
16.	Overflow pipe	Included		
17.	Float valve	To be made of food grade material		
18.	Dimension (W x D x H)	(570-610) x (470-510) x (1170-1230) mm, tall type		
19.	Lock and key provision of storage tank	Yes		
20.	Quality certification	IS 1475		

Signature & Seal of the bidder:

GENERAL TERMS AND CONDITIONS

((1)

- **Last Date of Submission of Sealed Bids** : **08-07-2016 by 3.00 p.m.**
 - **Date of opening of the Technical Bids** : **08-07-2016 by 4.00 p.m.**
 - **Opening of Price bids** : **08-07-2016 just after technical bids are opened and qualified bidders are found out**
- (2) **Payment Terms** : 90% Payment shall be made after successful installation and commissioning duly certified by the concerned Head of the Department/User. Balance 10% may be released against submission of Performance Bank Guarantee (PBG) to the tune of 10% of the total purchase order value. The Performance Bank Guarantee should be issued by any Nationalized Bank and validity of the PBG will be three years from the date of issue.
- (3) **Warranty and Guarantee** : **One year on site comprehensive warranty and guarantee from the date of successful installation and commissioning.** The compressor shall be covered under five year warranty. All parts (consumable as well as non-consumable) shall be covered under this comprehensive onsite warranty. For problem of minor nature any water cooler should be repaired within 48 hours from the date and time of complaint received by the user. But if any water cooler is found defective or non operative in its components and features, then the machines/ components should be replaced (with same technical specifications or higher) within 72 hours from the date and time of initial complaint from the user. This is applicable from the date of installation to the tenure of the warranty/guarantee period.
- (4) **Support Mechanism** : The Vendor should provide free servicing for one year from the date of installation of Water coolers and send his Service Engineer at least 4 times during the warranty period. All complaints of the users shall be attended immediately during the comprehensive warranty period. All the complaints/problems shall be solved onsite. If for any reason, the vendor is not able to attend the complaints/problem, the job may be got done from some other firm or from the open market and the expenditure incurred thereon shall be recovered from the vendor. This may also entail making claim from the performance bank guarantee or termination of the contract/forfeiture of the balance payment or suitable pro-rata deduction from subsequent AMC payments, if there is one. The vendor will be required to test check and hand over all the water coolers in working condition on expiry of warranty period for further AMC.
- (5) **Delivery of Stores** : Within 30 days from the date of receipt of the Purchase Order.
- (6) **Tender fee** : A tender fee of Rs.2000.00 (Rupees two thousand only) have to be submitted along with the bid in the form of Demand Draft drawn in favour of “Chairman, HMC, IIT Kharagpur” and payable at any nationalized bank at Kharagpur.
- (7) **Earnest Money Deposit (EMD)**: An EMD of Rs. 20,000.00 (Rupees twenty thousand only) be submitted along with the bid in the form of Demand Draft drawn in favour of “Chairman, HMC, IIT Kharagpur” and payable at any nationalized bank at Kharagpur.
- (a) **Any bid without Tender Fee and EMD will not be considered.**
 - (b) EMD will be refunded to the unsuccessful vendors, who are not technically short listed and not getting the supply/purchase order.

(c) The EMD will be refunded to the select vendor executing the Purchase Order, after successful completion and execution of the work/supply and installation. The Institute reserves the right to withhold or confiscate the EMD in the event of failure to supply the items in part or full or incomplete installation, once the Purchase Order is accepted.

(d) No interest is payable on refund of EMD.

(e) **The Tender Fee and EMD should be enclosed inside the envelop of the Technical Bid.**

(8) **Price :** Price should be quoted only in Indian Rupee, inclusive of installation charges on free delivery at site terms, applicable taxes etc. Inter-state transit Way Bill will be issued on submission of certified proforma and proof of consignment readiness, only to the selected bidder as may be mentioned in the Purchase Order.

(9) **Bid :** Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid document.

(10) **Acceptance of Tender:** The Authority of IIT Kharagpur does not bind itself to accept the lowest tender and reserves the right to reject any or the entire tender received without assigning any reason thereof. The authority may also decide to empanel more than one OEM/Authorised Distributors and fix a price band for the product specifications offered by different companies/brands, compliant to minimum specifications asked in the bid document, in view of spectrum of products available in the market, present requirement and future requirements of the Institute.

In the event the Original Water cooler Manufacturer (OEM) desires that their Authorised Distributor or Regional Distributor or representative dealer can quote on their behalf, as a company policy or for reasons to be specified, **a letter / authorization on their official letter head, with seal and signature shall be issued.** Such Agency/Vendor shall be authorized for all negotiations and attending the tender and represent the company/firm, for all purposes and consequential responsibility for warranty/maintenance/AMC and replacement of defective parts/machines etc.

(11) **Extra Features:** If the bidder provides any other extra features on the machine which are not mentioned in the specifications (which otherwise comes as a composite package), over and above the requirement, then that should be highlighted in clear terms, with documentary evidence/literature.

(12) **Compliance List:** **A compliance list against the technical specifications must be provided, to be put in the Technical Bid Envelope.**

(13) **Service:** As stated earlier, the OEM should ensure static upkeep of the water cooler machines either themselves or through their Authorised Distributors/Service & Maintenance Partners so as to respond any complaint on the same business day and any machine must not be down for more than 48 (forty eight) hours . An annualized uptime of 95% shall be maintained as evident from the Departmental Logbooks. An escalation support matrix to this effect shall be essentially submitted.

(14) **Installation and Commissioning:** Free of cost at IIT, Kharagpur. The vendor must ensure timely installation of the Water Coolers with necessary support to the Hall Management Centre, IIT Kharagpur, as per details and lists to be made available by the S&P Section.

- (15) **Validity:** The rates quoted shall be treated valid for at least 90 days from opening of the price-bid and subsequently for a period of six-months once the purchase order is placed. Institutional discount or any budget/ cost relief or benefit for downward revision of prices should be extended to the IIT. In the event of entering into for repeat orders, beyond the first supply/order, the price matter will be negotiated and taken on record.
- (16) It should be the endeavor of the OEMs to provide the latest/updated version of energy efficient Water Coolers without any price escalation, if the ordered stores are out of stock/ manufacturing protocol while placing the orders. The benefit of downward prices as per budget declarations etc., shall be given by the selected vendor.
- (17) The OEM/Authorised Distributor should have a valid license for electrical and civil installation of the Water Cooler machines as per CPWD/Government codes and rules in practice. The Institute will not be held responsible for any untoward incident or situation arising out of force majeure for the Service Engineer or OEMs maintenance team.
- (18) **Quality Supply :** The OEM should be an ISO 9001:2000 and ISO-14000 certified organization and provide **star rated energy efficient and environmental friendly machines, certified by the Bureau of Energy** and such other quality certification and reliability test reports as in vogue.
- (19) **Conditional Offer** will not be accepted. Tenders in which any of the particulars and prescribed information is found inadequate or incomplete in any respect or the prescribed conditions are not fulfilled are liable to be rejected.
- (20) Past Performance of the Vendors will be judged at the time of Technical Evaluation.
- (21) **The Institute does not bind** itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Evaluation Committee of the Institute.
- (22) **Bidders should enclose the following documents.**
 - (a) Legal status [(i.e., Proprietor/HUF/AOP/Firm//Company etc.); {an established manufacturer or its Authorised Distributor/Dealer or Indian Agent (on behalf of foreign principle), having capability and experience, as per mandate/scope of the firm}].
 - (b) Proof of supply of similar quantity of stores (minimum three supplies).
 - (c) ISO Certification, and applicable quality check/assurance.
 - (d) Whether registered with NSIC, NCCF, MSMED etc., to claim EMD exemption.
 - (e) Current Income Tax & Sales Tax return (LFY) or clearance certificate.
 - (f) PAN and TIN Number, CST/ VAT, Excise & Service Tax Registration Number.
 - (g) Copy of printed product literature, for which the price have been quoted, Copy of star ratings, energy and environmental grading, reliability and mandatory endurance test reports etc., conducted at the manufacturer site or certificates granted by the bureaus/quality control department.
 - (h) Signed copy of the tender document, with company seal, agreeing to the terms and conditions.
 - (i) A write up on installation, service and maintenance capability, mitigation of risk or breakdown and replacement capability, with an escalation support matrix requested for the Institute. OEM Vendors must indicate their sales and support service center in Kolkata/ Midnapore or Kharagpur and their plan to address issues about services.

(23) **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). Tenderer or his authorized representative (with proper authorization letter for opening of price bids) may choose to be present at the time of opening of Price Bids.

(24) **IMPORTANT**

- a. Director, IIT Kharagpur may accept or reject any or all the bids in part or in full without assigning any reason 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.
- c. For queries pertaining to this bid document, correspondence be addressed to
Chairman
Hall Management Centre
Indian Institute of Technology, Kharagpur-721 302
Phone: 03222 281103

Email: pasha@mech.iitkgp.ernet.in
- d. In case the due date for accepting the tender happens to be a holiday, the same will be accepted on the next working day. The timings will however remain unchanged.

Chairman, HMC
IIT Kharagpur

Declaration : I/We do hereby accept all the terms and conditions laid down in the tender notice for the above said supply. I/We also agree to the condition that the right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reasons thereto is reserved by the Competent authority of the Institute without any obligation or liability whatsoever.

Date :
and seal

Signature of the Bidder/Manufacturer with date