



Hall Management Centre
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR - 721 302

No. IIT/HMC/PUR/EQ/WC&PURIF/2018/1

Date: 04-06-2018

Tender Notice No. IIT/HMC/PUR/EQ/WC&PURIF/2018/1, Date: 04-06-2018

Sub: Procurement of Compact Drinking Water Cooler cum Purifier (approx. 50 Nos.)

Hall Management Centre, Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed quotations from reputed Original Water cooler and Water Purifier Manufacturers (OEMs) or their Authorized Distributors for the supply and installation of **Compact Drinking Water Cooler cum Purifier (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.

The tender notice is also posted on the Institute website www.iitkgp.ac.in [link : Tenders and Quotations] as well as CPP Portal.

The proposals are to be sent in two separate sealed envelopes (Technical Bid and Price Bid) duly superscribed with Reference Number, **on or before 26-06-2018 by 3.00 p.m.** to the following address.

“Chairman
Hall Management Centre
IIT Kharagpur
Kharagpur-721302, WB”

The **technical bids will be evaluated on 26.6.2018 at 4:00 p.m.** 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 date of opening of price bid will be announced on a later date which will be notified by the Hall Management Centre and technically qualified bidders will be informed in advance.

Yours sincerely,

Chairman, HMC
IIT Kharagpur

Annexure - I

Essential Specifications of Compact Drinking Water Cooler Cum Purifier (Tender No. IIT/HMC/PUR/EQ/WC&PURIF/2018/1, Date: 04-06-2018)

SI No.	Essential Specifications
1	The bid should be for a standard model of the manufacturer already getting sold in the market for at least six months.
2	Compact table-top design, single unit having maximum dimension <u>within</u> 500 x 450 x 750 in mm (W x D x H)
3	Corrosion resistant body
4	At least 3 stage purification process comprising of: Stage 1: The micro porous, heavy duty sediment filter candle of polypropylene and silver impregnated activated carbon to remove physical impurities like dust, dirt, clay particles etc. Stage 2: Specially-treated activated-carbon to remove chlorine along with its by-products and other organic impurities; thus reducing unpleasant odour, taste and colour. Stage 3: Ultraviolet treatment to effectively inactivate all known pathogens in water.
5	In the machine the sequence of cooling the water first, followed purification to ensure near 100% safe drinking water
6	Natural salts and minerals should be retained in the output water.
7	Working voltage range: 180-260 Volts, single phase AC, 50Hz
8	Power rating of the machine: Not more than 700 W
9	Power line should be provided with 3 Pin Plug top and proper earth connection
10	Compressor: Energy efficient Hermetically Sealed Reciprocating/Rotary Compressor with suction gas cooled, equipped with Overload Protector and other accessories. Compressor should turn on only when the cold water is drawn to save energy.
11	Refrigerant : R134a or any other environment friendly, pure refrigerant.
12	UV lamp wattage: 7.5 W minimum
13	Water Cooling Capacity (Minimum) : 40 Litres / Hour
14	Maximum Temperature Drop Under Standard Test Conditions: around 17 ⁰ C
15	Inlet water pressure range: System should work in the pressure range 0.5 kg/cm ² to 2.0 kg/cm ²
16	Initial lead time for cold water should not be more than 5 minutes
17	Option Switch for selection between chilled and room temperature water
18	Some built- in safety mechanism to stop the flow of water instantly if purification is inadequate.

Technical Compliance Table

(Tender No. IIT/HMC/PUR/EQ/WC&PURIF/2018/1, Date: 04-06-2018)

Sl no.	Specifications sought by IIT Kharagpur	Whether the bidder is complying with IIT's specifications? (Yes/ No)	Whether claim supported by documentary evidence/ literature ? (Yes/ No)
1	The bid should be for a standard model of the manufacturer already getting sold in the market for at least six months.		
2	Compact table-top design, single unit having maximum dimension <u>within</u> 500 x 450 x 750 in mm (W x D x H)		
3	Corrosion resistant body		
4	At least 3 stages purification process		
5	In the machine the sequence of cooling the water first, followed purification		
6	Natural salts and minerals should be retained in the output water.		
7	Working voltage range: 180-260 Volts, single phase AC, 50Hz		
8	Power rating of the machine: Not more than 700 W		
9	Power line should be provided with 3 Pin Plug top and proper earth connection		
10	Compressor: Energy efficient Hermetically Sealed Reciprocating/Rotary Compressor with suction gas cooled, equipped with Overload Protector and other accessories. Compressor should turn on only when the cold water is drawn to save energy.		
11	Refrigerant : R134a or any other environment friendly, pure refrigerant.		
12	UV lamp wattage: 7.5 W minimum		
13	Water Cooling Capacity (Minimum) : 40 Litres / Hour		
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15	Inlet water pressure range: System should work in the pressure range 0.5 kg/cm ² to 2.0 kg/cm ²		
16	Initial lead time for cold water should not be more than 5 minutes		
17	Option Switch: Option for selection between chilled and room temperature water		
18	Some built- in safety mechanism to stop the flow of water instantly if purification is inadequate.		

Singnature & Seal of the bidder:

COMMERCIAL BID

To
The Chairman
Hall Management Centre
IIT Kharagpur

Subject : TENDER FOR “Procurement of Compact Drinking Water Cooler cum Purifier (Approximately 50 nos.)”,

Ref. No.: IIT/HMC/PUR/EQ/WC&PURIF/2018/1, Date: 04-06-2018

Sir,

I/We do hereby submit our Commercial Bid for the furniture items against the tender notice under reference.

[Mention all figures in Indian rupees, Include all charges]

Sl No.	Description	Unit	Basic rate	GST	Other charges, if any	Total price per unit
1	Compact Drinking Water Cooler cum Purifier (as per specifications detailed in Annexure -1)	Each unit				

Validity of offer :
Any other conditions:

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 :
with date and seal

Signature of the Bidder/Manufacturer

GENERAL TERMS AND CONDITIONS

- (1) **Timeline:**
Last Date of Submission of Sealed Bids : 04-06-2018 by 3.00 p.m.
Date of opening of the Technical Bids : 04-06-2018 at 4.00 p.m.
Date of opening of Price bids : to be notified on a later date
- (2) **Payment Terms :**
90% Payment shall be made after successful installation and commissioning duly certified by the concerned Head of the Department/Centre. 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 one year from the date of issue.
- (3) **Warranty:**
The Water Cooler cum Water Purifier shall be covered under on site comprehensive warranty for a period of 12 months from the date of successful installation.
- (4) **Comprehensive Annual Maintenance Contract (CAMC):**
The supplier participating in the tender will have to undertake the Comprehensive Annual Maintenance of the supplied equipment **for a period of five years (1+4)**. The units will be covered under warranty for a period of one year after successful installation (free of cost). **The subsequent four years shall be under CAMC and the cost shall be quoted separately year wise.** No extra amount on any account shall be payable over and above the CAMC rate.
The charges shall be payable after every one-year interval on successful completion of the work. The CAMC will comprise of following.
(i) Scheduled Preventive Maintenance:
This is to be carried out every six months interval. In this time the activated carbon block and sediment filter is to be replaced, the refrigeration circuit is to be serviced. **A maintenance schedule is to be submitted in technical bid.**
(ii) Breakdown Maintenance:
The breakdown of the equipment is to be attended throughout the year & within 48 hrs. of breakdown call register. All the materials required for repair/replacement of any of the component / system shall be arranged by the supplier. All the parts to be used shall be sourced from OEM only and shall have to be approved by IIT Kharagpur before use.
- (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. 50,000.00 (Rupees fifty 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 :** The price quoted should be in Indian Rupee and it should include basic price, GST, packaging, freight and installation at site.
- (9) The bidder participating in the tender shall be either OEM or their authorized distributor. Authorized distributor will have to submit a valid certificate in this regard from the OEM..
- (10) **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.
- (11) **Compliance List: A compliance list against the technical specifications must be provided, to be put in the Technical Bid Envelope.**
- (12) **Installation and Commissioning:** Free of cost at IIT, Kharagpur. The vendor must ensure timely installation of the equipment with necessary support to the Hall Management Centre, IIT Kharagpur, as per details and lists to be made available by the S&P Section.
- (13) **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.
- (14) **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.
- (15) Past performance of the bidders will be judged at the time of Technical Evaluation.
- (16) **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.
- (17) **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 model of compact water cooler-cum-purifier during past 3 years
 - (c) Income Tax Return for past three financial years.
 - (d) Copy PAN and GST Registration Number.
 - (e) Copy of printed product literature for the standard model, for which the price has been quoted,.
 - (f) Signed copy of the tender document with company seal agreeing to the terms and conditions.

(g) 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.

(18) **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.

(18) **Bid Evaluation criteria :**

- (i) The bidder shall clearly mention the make and model of the Water Cooler cum Purifier offered by them and shall enclose relevant Catalogue and Leaflet of the same containing detailed specifications.
- (ii) **Bidder must have its service center(s) within Midnapore (west) district and Kolkata. (provide documental evidence)**
- (iii) **The company must have sales record within 150 km of IIT Kharagpur during the past three years. Necessary documents should be attached in support of the claim.**
- (iv) The bidder shall offer equipment strictly conforming to IIT's specifications and requirements indicated above. The offers not meeting any of above requirements are liable to be rejected.
- (v) Bidder should submit separate sealed bid for technical & commercial. Tender fee EMD should be included in technical bid only, failing which bid should not be entertained.
- (vi) HMC reserves the right to accept or reject any or all tenders in full or in part without assigning any reason. If any dispute arises, decision of the Director, IIT Kharagpur will be final.

(20) **IMPORTANT**

a. 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: hmc@iitkgp.ac.in and chairma.hmc@adm.iitkgp.ernet.in

b. 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 :

Signature of the Bidder/Manufacturer with date and seal