



RABINDRA BHARATI UNIVERSITY

Emerald Bower Campus: 56A B. T. Road, Kolkata-700050

Jorasanko Campus: 6/4 Dwarakanath Tagore Lane, Kolkata-700007

PHONE: (033) E. B. Campus: 2557-1028/3028/4028/7161, J. S. Campus: 2269-5241/5242/6601/6610

Website: www.rbu.ac.in e-mail: registrar@rbu.ac.in fax: (033) 2556-8079

Ref. No Pur/TN/023/2023

Date: 09.06.2023

Notice Inviting e-Tender
(E-Tender ID 2023_RBU_541290_1)

Quotations are invited from authorized dealers/ reputed companies for supplying and installation of Split AC machine as per the requirements of **RabindraBharati University**, with credentials, trade license and income tax celerance, for supply of Split A.C.Machine.

Date and Time Schedule:

Sl No	Particulars	Date and Time
1.	Date of Publishing N.I.T & Other Documents	09/06/2023 from 01: 00 PM
2.	Bid Submission Start date	09/06/2023 from 01: 00 PM
3.	Documents Submission end date	23/06/2023, 02:00 PM
4.	Other Documents Submission offline	23/06/2023, 02:00 P.M
5.	Bid opening date	26/06/2023, 12: 00 PM

Registrar



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1) Eligible Bidders:

- a) GST registration certificate, PAN No. and income tax return for the last three years.
- b) Bidders declaration for acceptance of Terms & Conditions of the tender.
- c) Photocopy of proof for supplying and installing and commissioning of Split A.C Machineto Govt. agencies/Boards/Universities etc. i.e. order copy/invoice copy.
- d) Last three year Income Tax return duly attested by the Chartered Accountant (CA).
- e) The bidding firm/company must be a single company and no consortium should be allowed (Copy of registration of firm be attached)..

2) Bid Validity Period

180 (One Eighty Days) days from the last date of submission of bids .

3) Financial Bid:-

It shall contain financial bid/BOQ uploaded in .xls format which will be available for bidders on website www.wbtenders.gov.in. **The financial bid/ BOQ will not be accepted in physical form.** The tendering authority will evaluate the Technical Bid documents first and the financial bid of technically qualified firms shall only be opened after duly scrutiny of documents. The bidder shall fill up the column of rate per unit offered by him. Physical copy of all relevant documents may be sent to the office of Purchase Officer, Rabindra University ,Kolkata-50,

4) Amount of EMD

Rs. 25,000/- (Rupees Twenty Five thousand only) as.EMD.

5) Cost of Bidding:

A) The Bidder shall bear all costs associated with the preparation and submission of its bid **and Rabindra Bharati University** will in no case be responsible or liable for these costs, whether or not the Bid is finally accepted.

6) Clarification regarding Tender Document:

Any clarifications / revision in tender documents on this tender shall only be uploaded on the R.B.U University website: www.rbu.ac.in .

7) Amendment of Bids:

Bids once uploaded/submitted and bid submission time has been finished cannot be amended. However, in some circumstances (such as major anomaly in the technical specifications having a major impact on pricing), the Purchaser may decide to take fresh bids from all the Bidders before actually opening of the Commercial Bids.

8) Language of Bid & Correspondence:

The Bid will be prepared by the Bidder in English language only. All the documents relating to the Bid supplied/uploaded by the Bidder should also be in English and the correspondence between the Bidder & Purchaser will be in English Language only.

i) **EMD** in one envelope should be super-scribed with words EMD

ii) **Commercial Bid** shall be uploaded in form of BOQ.xls document on the Website: <http://wbtenders.gov.in>

iii) Bids sent through Telex /Telegrams/ Fax/ E-mail shall not be acceptable.

09) Bid Currencies:

i) Prices shall be quoted in Indian Rupees.

ii) The contract price shall be paid in Indian Rupees.

10) Bid Security/EMD:

i) Bidder shall furnish EMD, as part of its bid as mentioned hereunder. Bidder must ensure that EMD must be deposited in Rabindra Bharati University. Any bid, submitted without EMD or with the lesser bid amount, as indicated below may be rejected being non-responsive.



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S.No	Recommended Make	Detail of item	Unit	Qty.
1	VOLTAS/ BLUESTAR /CARRIER	Providing and Fixing 1.0 Ton, 3star Rating (non inverter)of BEE Air Cooled Split Type Air Conditioners complete with indoor unit (IDU),Outdoor unit (ODU), surface/concealed coper Refrigerant piping with insulation (EP Foam pipe section) up to 3 Mtr.(IDU TO ODU) Copper power cable up to 4 Mtr.(at least 3CX 2.5 Sqmm,PVC Insulation, FRLS copper wire)(IDU to ODU), R-22/R-410 Refrigerant, PVC drain pipe (dia 15mm) Remote, suitable for 400/230V+10% OF 50 hZ, 1 phase AC supply capable of performing cooling, dehumidification, air circulation of following capacity with scroll/reciprocating/rotary compressor, with ODU Stand	Nos	1
2	VOLTAS/ BLUESTAR/ CARRIER	Providing and Fixing 1.5 Ton, 3star Rating (non inverter) of BEE Air Cooled Split Type Air Conditioners complete with indoor unit (IDU),Outdoor unit (ODU), surface/concealed coper Refrigerant piping with insulation (EP Foam pipe section) up to 3 Mtr.(IDU TO ODU) Copper power cable up to 4 Mtr.(at least 3CX 2.5 Sqmm,PVC Insulation, FRLS copper wire)(IDU to ODU), R-22/R-410 Refrigerant, PVC drain pipe (dia 15mm) Remote, suitable for 400/230V+10% OF 50 hZ, 1 phase AC supply capable of performing cooling, dehumidification, air circulation of following capacity with scroll/reciprocating/rotary compressor, with ODU Stand.	Nos	15
3	VOLTAS/BLUESTA R/CARRIER	Providing and Fixing 2.0 Ton, 3star Rating (non inveter) of BEE Air Cooled Split Type Air Conditioners complet with indoor unit (IDU),Outdoor unit (ODU), surface/concealed coper Refrigerant piping with insulation (EP Foam pipe section) up to 3 Mtr.(IDU TO ODU) Copper power cable up to 4 Mtr.(at least 3CX 2.5 Sqmm,PVC Insulation, FRLS copper wire)(IDU to ODU), R-22/R-410 Refrigerant, PVC drain pipe (dia 15mm) Remote, suitable for 400/230V+10% OF 50 hZ, 1 phase AC supply capable of performing cooling, dehumidification, air circulation of following capacity with scroll/reciprocating/rotary compressor, with ODU Stand.	Nos	10
4		1/2 " copper pipe with kimifoam insulation	Mtrs.	110
5		1/4 " copper pipe with kimifoam insulation	Mtrs.	175
6		5/8 " copper pipe with kimifoam insulation	Mtrs.	75
7		3/8 " copper pipe with kimifoam insulation	Mtrs.	75
8		3 core 2.5 sqmm copper FRLS cable , Fenolex/Havell	Mtrs.	130
9		3core 1.5 sqmm copper FRLS cable , Fenolex/Havell	Mtrs.	100
10		5/8" threaded PVC water pipe	Mtrs.	250

ii) The EMD shall be in the form of DD in favour of Rabindra Bharati University Payable at Kolkata. The bidder should ensure that the original demand draft of tender cost and EMD has to be deposited in Purchase Section of Rabindra Bharati University 23-06-2023 upto 02.00PM.

iii) No interest will be payable by the Purchaser on the above mentioned EMD.

11) Period of validity of Bids:

i) For the purpose of placing the order, the Bids shall remain valid for at least **180 days** after the date of bid opening.

12) Post Qualification:

The lowest Bidder can be denied the right of continuing with the contract, if the materials being supplied by him, fails the standard performance criteria. In such an event, the next lowest bidder (L-2) shall be considered.

13) Purchaser's right to vary Quantities:

The Purchaser reserves the right to increase or decrease quantities (**quantity may increase/decrease as per the actual requirement**). The quantities can be altered without any change in the unit price or other terms and conditions. The Purchaser may even vary the breakup of overall quantities of an item in view of techno-commercial reasons. The variation in the quantity of award shall be notified at the time of placing the order.

14) Purchaser's Right to Accept any Bid and to Reject any or all Bids:

Notwithstanding anything else contained to contrary in this Tender Document. The Purchaser reserves the right to accept or reject any Bid or to annul the bidding process fully or partially or modifying the same and to reject all Bids at any time prior to the award of Contract, without incurring any liabilities in this regard.

15) General Terms & Conditions

A. Terms & Conditions:-

1. Bidders must have their registered seles and service in Kolkata
2. No Bid shall be accepted without earnest money deposit .
3. The rate should be for destination as per BOQ i.e. inclusive of all taxes, duties, packing, transportation, loading and unloading charges and delivery/ installation of material shall have to be given to the **Rabindra Bharati university E.B and J.S Campus Kolkata**
5. The University is not bound to accept lowest tenders and reserve the right to accept/cancel any or all tenders without assigning any reason.



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B. General Terms & Conditions

- i). Complete Tender forms only from authorized dealers/ reputed companies for having own capacity of supplying and installation of Split AC machine .
- ii). The EMD of **Rs. Twenty Five Thousand** of successful bidder shall be converted as security deposit and shall remain pledged in the name of Finance Officer till the successful completion of term of contract.
- iii). **Procedure for Refund of EMD Amount:-** Refund of EMD to the unsuccessful Bidders, shall be made after Award of Contract to the successful Bidder.
- iv). The conditional tenders shall not be accepted.
- v). If the supplier fails to abide by any of the terms & conditions mentioned herein EMD/Security Deposit shall be forfeited and appropriate action will be taken against supplier.

16) Delivery and Installation Period:-

- i) The “Split A.C machine” must be delivered and Installed and commissioned as per agreement, terms and conditions of purchase order and upto the satisfied of Controller of The University.
- ii) Quantity mentioned in this Tender are estimated, it may be decreased or increased. The University reserves the right to issue Purchase/work Order as per actual requirement, for which supplier must supply
- iii) The successful Bidder will be held responsible for the faulty supply(if any), replacement, any kind of loss or damage, t of “Split A.C Machine” during transportation, , packing etc. shall be borne by the bidder.

16). Payment of Bill: Payment shall be made on submission of bill in triplicate after supply and installed,commissioning of entire ordered items after satisfactory inspection, verification/confirmation etc. by the University.

17). Penalties:

A) University reserve right to take action such as cancel the contract. to cancel the future supplies, cancel the supply order to reject the supplied material, partly acceptance of the material or impose the fine, if any discrepancies are found in supplied material regarding installation of A.C machine , 2% of the supplied amount deducted.

18) Extension of Delivery Period: Delivery period mentioned in the Purchase order can be extended by the Finance Officer in peculiar circumstances.

19) . The Income Tax/TDS and other taxes as per rules and surcharge thereon shall be deducted from bill amount as per provision of the applicable Laws.

20) . Cancellation of Work Order: University reserves the right to cancel of work order in case bidder fails to supply the “AC Machine ” within the stipulated or extended time. The University reserves the right to go for next lowest tender or other appropriate action in order to ensure the timely supply of A.C Machine.

21) . Bidders will not be allowed for outsourcing/sub-tendering. Bidders should do printing work in his/her own unit as declared in declaration form.

22) GST No, PAN No., Bank Account No. and IFS Code is required to be indicated by the firm on all the bills.

23) The rates quoted shall be **valid upto 01year** .

24) In case of dispute between the two parties, the Registrar, R.B University shall act as Arbitrator under this Agreement and the decision of the said authority shall be binding on both the parties.

25) In case of any dispute it will be addressed subject to Kolkata jurisdiction only.

26) Transportation:

The entire cost of carriage/transportation from the port of discharge to the destination shall be borne by the Supplier.

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SPECIAL CONDITIONS OF CONTRACT

1. **Co-ordination with Other Agencies:** While the work under any schedule is in progress, the work under the other schedule will also progress simultaneously. Also other agencies like civil agency, sanitary contractors will work simultaneously during the progress of work covered under any schedule of other contractors. The contractor shall not only carry out work in co-ordination with other agencies but also give them all assistance e.g., water pipe etc. if and as required without any extra charges.

2. **Discrepancy between Specifications:** In case of discrepancy in the specifications or any other matter the matter shall be brought by the contractor to the notice of the Engineer in charge for further decision.

3. **Procurement of Material:** The contractor shall be responsible for the procurement of all the materials required to complete the work.

4. **Contractor to Employ Qualified Supervisor:** The contractor shall employ skilled supervisor “to supervise and execute the work.

5. **Inconvenience to the Public:** The contractor shall not deposit or store any materials at any site without permission of the Engineer. The materials will be stored at such places only with prior approval of the Engineer as there is no obstruction in traffic or other agencies.

6. **The provision against accident and safety measures: -**

i) The contractor will take all necessary precautions against a fire during the course of his work & will ensure the work against fire at his cost.

ii) He will also take all care against likely damage of floor, walls, doors, windows or any part of the building. In case of any damage or loss, the contractor has to make good at his own cost.

7. **Specifications:** In the absence of specifications for any work or material, relevant Indian Standard Specifications shall be applicable.

8. **Cleaning the Site:** The site described and shown on the plans, shall be cleared off all the rubbish of all kinds etc. complete. After completion of the work and the site shall be handed over in clean and neat condition.

10. **Security Rules:** The contractor shall follow at site security rules regarding removal of materials from site, issue of materials from site, issue of materials from stores, issue of identity card etc., as may be framed from time to time by the Engineer.

11. **Care in Case of Occupied Buildings:** Tenderer may also note that when the subject work is to be carried out in the premises of Rabindra Bharati University(Kolkata) which are already under occupation, all care shall be taken to protect personal and / or Government materials fixtures, appliances, equipment's etc. In case of any damage to any of the existing arrangements, contractor is liable to do such work to its original and / of shall

Tender for Split Air Conditioner be liable to pay the cost of such damages / losses. The work shall be carried in close co-ordination with occupants of these buildings without any hindrance and interruption.

12. **Supply of Tools Tackles and Other Materials:** For full completion of the work, contractor shall at his own expense arrange & furnish all necessary work tools, tackles, scaffolding, tagaries, mugs, scrappers, wire brushes etc. that may be required to complete the work under contract.

13. **Inspection of Work:** Engineer or any person of Rabindra Bharati University have access and right to inspect the work, or any part thereof at all times and places during the progress of the work. the inspection and supervision is for the purpose of assuring owner that the plans and specification and being properly executed and while owner and / or Engineer and their representative will extend to contractor all desired assistance in interpreting the plans and specifications, all such assistance shall not relieve contractor from any responsibility for the work. Contractor without delay shall correct any work, which proves faulty.

14. **Security:** The contractor shall follow security rules of Institute. The contractor should issue the identity cards to their workers. Contractor may please note that the security section is empowered to carry out the checks.



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15. **Damage to adjoining property:** Contractor shall take all precautionary measures to avoid any damage to adjoining property. All necessary arrangement shall be made at his own cost. In case it's happen contractor may repair the damage property at his own cost and no claim in this regard will be entrained.

16. The contractor shall take instructions from the Engineer-in-Charge regarding collection and stacking of materials at any place. No excavated earth or building rubbish shall be stacked on areas where other buildings, roads, services and compound walls are to be constructed.

17. Normally contractors shall not be allowed to work at night. Work at night shall, however, be allowed if the site conditions / circumstances so demand. However, if the work is carried out in more than one shift or at night, no claim on this account shall be entertained. In such situations the contractor shall make available to the department proper means of transport such as vehicle at his own cost.

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Sl No	Required Information	Bidders Response
1	Name of the Company	
2	Year Of Establishment	
3	Type Of Company	
4	Contact Details:	
5	Address of registered office/ Head Quarter	
6	Contact Person Name:	
7	Designation	
8	Phone No:	
9	Fax	
10	E mail:	
11	PAN & TAN No:	
12	GST no: AND related details:	
13	Credentials :	

Bidder's Signature and Seal



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PROFORMAS & SCHEDULES.

PROFORMA - A

DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENT

(To be submitted on company's letter head with Technical Bid)

**To
The Finance Officer
Rabindra Bharati University
Kolkata-50**

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document [Pur/TN/000/2023, Date: 00/00/2023] regarding procurement of "**Split A.C Machine**" on behalf ofI declare that all the provisions of this Tender Document contained are acceptable to my Company/firm. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours very truly,

Signature:

Name: _____

Designation: _____

Company: _____