

Government of India
Ministry of Science & Technology
Department of Biotechnology
(Admin Section)
Block No.2, 6th to 8th Floor,
CGO Complex, New Delhi - 110003

TENDER DOCUMENT

For

**“NOTICE INVITING TENDER
RATE CONTRACT FOR PURCHASE OF SPLIT AIR
CONDITIONERS WITH 5 STAR RATING,
STABILIZER AND OTHER RELATED EQUIPMENT’S
IN THE DEPARTMENT OF BIOTECHNOLOGY
PREMISES**

Signature and Seal of the Tenderer

File No.BT/A.18/003/2016
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY

BLOCK-2, 7th floor,
C.G.O Complex,
Lodi Road, New Delhi-110003

To,

M/S
.....
.....
.....

NOTICE INVITING TENDER
RATE CONTRACT FOR PURCHASE OF SPLIT AIR
CONDITIONERS WITH 5 STAR RATING

TWO BID SYSTEMS

Sealed tenders are invited from the branded and reputed firms/manufacturers/retailers /authorised dealers of Split Air Conditioners with 5 star rating and wall mounted stabilizers of 4 KVA. Therefore, sealed quotations from the respective OEM/Authorized dealers/firms etc. are invited with a request to quote their most competitive and reasonable rates etc. other related equipment's in the Department of Biotechnology premises on the terms and conditions enumerated in the following paragraphs. The quotations are invited in two bid system i.e. Technical Bid and financial Bid sealed in separate covers subscribing "Tender for Supply and installation of 06 Nos. 1.5 Ton Split AC with Five star rating of Branded and stabilizers other related equipment's in the Department of Biotechnology premises. Also both the envelope should be put together in another big envelope duly sealed and complete in all respect should be delivered to the Under Secretary to Govt of India, 704, Admn. Section of the Deptt. by 3.00 P.M. on or before 06.06.2016. In case you are interested to undertake the work, you may submit your rates in attached Performa duly completed and signed in sealed cover. The sealed covers will be opened by a Committee of Officers constituted for the purpose before the tenderers or their authorised representatives who may wish to remain present. The tenders received after due date and/or time and without Earnest Money will not be entertained. In the first instance, envelopes containing Earnest Money and thereafter, Envelopes containing tenders will be opened i.e. First Technical bid followed by Financial bid of the successful Technical bidders.

EVALUATION OF TECHNICAL BID

The eligibility of vendors and their technical bid will be evaluated on the basis of documents submitted by the vendors in technical Bid. Vendors whose bids satisfy the technical requirements mentioned in the tender document will be short listed. **The Financial Bid will be opened only those Vendors who qualify the Technical Bid.**

Signature and Seal of the Tenderer

Eligibility Criteria for Financial Bid

The rates must be quoted as per the given format in the Financial Bid. The rates quoted must be filled in completely, without any errors, erasures or alterations. The Financial Bid must not contradict the Technical Offer in any way. The rates quoted by the tenders in the Financial Bid should be indicating the materials of ISI mark and applicable taxes.

Compliance with the technical specifications.

The equipment offered shall be in accordance with the minimum Technical Specification as provided above. However, higher version/additional specification/deviation from the specification, if any, shall be clearly indicated along with the explanation. The office reserves the right to select the specification and other features as per its actual requirement. The bids/quotation must be accompanied by the relevant document/literature confirming the product to be supplied duly signed by the Tenderer with seal of the firm. The bid submitted in a casual manner and without proper documentation shall be submitted shall Be summarily rejected.

Submission of offer:

- (i).All prices and other information like discounts etc. having a bearing on the price shall be written both in figures and words in the prescribed format Annexure-II. Where there is a difference between amounts quoted in words and figures, the amount quoted shall prevail.
- (ii) The interested Tenderers will submit bid as asked for in the Tender Document Non- compliance of these may lead to rejection of bid. The bid should be for Item price with warranty/Guarantee/post warranty.
- (iii) The excise Duty, Sales Tax/VAT etc., as applicable should be quoted separately in absence of which it will be presumed that they are included in the rates and DBT shall have no liability to pay these charges.

EVALUATION

- a) The tenders will lie evaluated in the basic of specification/brand/make of the product as per DBT's requirement. If considered necessary, the Committee may reject any bid and the decision taken by the Committee would be final and binding to the bidders,
- b) The Department of Biotechnology reserves the right to select the tenderer on the basis of best possible features quoted. The decision of DBT arrived at in this regard shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind shall disqualify the tenderer for the present tender and the tenderers may be liable to be debarred from bidding for FIU-India tenders in future for a period of three years.
- c) The DBT reserves the right to award the contract to any of the bidders in the interest of the office irrespective of not being lowest and in this respect, the decision of the Office shall be final.

Signature and Seal of the Tenderer

EFFECT AND VALIDITY OF OFFER

- a) The offer shall be kept valid for acceptance for a minimum period of 90 (Ninety) Calendar days from the date of opening the financial bids.
- b) Order shall be placed as per DBT's requirements by the authorized Officer. The successful tenders will supply and install complete goods at the earliest but not later than 05 days from the date of placing the Purchase Order unless the period of delivery of goods extended due to justified reason duly accepted by the Office.

DELIVERY

The contractor shall deliver the store at the earliest but not later than 5 days from the date Issue of Supply order unless the period of delivery of goods extended due to justified reason duly accepted by Office in accordance with the conditions of the Contract at the time/place and in the manner specified in the Contract/supply Order. Any delay in the supply, installation and commissioning within the time fixed or in the event of repudiation of the contract, the (DBT) purchaser reserves the right to recover damage for Breach of Contract as indicated below.

To recover from the contractor liquidated damages including administration expenses a sum equivalent to 0.05% of the price of stores which the contractor has failed to deliver within the period fixed for delivery/commissioning for each week or part thereof during which delivery is in arrears subject to an overall ceiling of 10% of the total contract price, Payment Terms

For bids offered in Indian Rupees

Payment shall be once the tenderer has delivered, installed and commissioned the items to the satisfaction of DBT and as governed by following:-

No part of the contract price shall become due or payable until the tenderer has delivered, installed and commissioned the items to the complete satisfaction of DBT. Payment shall be made subject to recoveries, if any.

Warranty:

The equipment /goods shall have a comprehensive on-site warranty for minimum one year or in accordance with the terms of the OEM, as the case may be.

Terms and Conditions of the Tender

Eligibility Criteria for Technical Bid

The Tenderer should submit the following documents to qualify in Technical Bid:-

1. The tenderers are required to send their tender along with a Demand Draft of Rs.15,000/- (Rupees fifteen Thousand Only) drawn in favour of "DDO, Department of Biotechnology" payable at New Delhi as Earnest Money, which will be refunded to

the unsuccessful tenderers after finalization and awarding of the contract. Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft. without which the Tender will not be considered.

2. The tenderers are required to quote their lowest rates & DGS&D rates, if available, for Air Conditioners and stabilizers with discount on bulk purchase, if any, and percentage of VAT. Brochures showing technical specifications of Air Conditioners will also be attached for technical evaluation.
3. Hypothetical or conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by any tenderer at any time after it is submitted, appropriate action as deemed fit may be taken against that Tenderer.
4. Over-writing/over-typing or erasing of the figures which render the Tender doubtful or ambiguous are not allowed and shall render the tender invalid.
5. The tenderer shall quote rates both in figures and words.
6. The successful tenderer shall have to give performance security deposit equivalent to 5% of the total value of goods after adjusting the amount of Rs. 15,000/- (Fifteen thousand only) already deposited with the tender as earnest money, within one week from the receipt of Purchase Order. The security deposit will be refunded after 60 days from the payment of final bill on their written request and after satisfactory supply/installation of Air Conditioners.
7. The Security Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply of the item is found unsatisfactory/not as per specifications.
8. The tender should accompany a certificate of being authorized supplier of the manufacturing firm.
9. The Security Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply of the item is found unsatisfactory/not as per specifications.
10. The Bidder must be registered with Deptt. of Value Added Tax, Govt. of Delhi for local Sales Tax/VAT, Copies of Documentary proof of same must be enclosed.
11. The bidder should have Trader Identification Number (TIN), Copies of Documentary proof of same must be enclosed.
12. Bidder must have Sales Tax Clearance Certificate (STCC) for the last financial year (2014-15); Copies of Documentary proof of same must be enclosed.
13. The Bidder must have PAN No., Copies of Documentary proof of same must be enclosed.

Signature and Seal of the Tenderer

14. The Bidder must have Service Tax Registration Certificate; Copies of Documentary proof of same must be enclosed.
15. The Bidder must have filed Income Tax Return of Last three financial years, Copies of documentary proof of same must be enclosed. (2012-13, 2013-14, 2014-15)
16. The Bidder must submit an undertaking on its letter head that they have not been blacklisted by any State / Government/ Central Government/ PSU Department in India.
17. The Bidder should have experience of working with Government organization during last three years. Copies of work order received along with completion certificates received from them should be enclosed as proof.
18. The Bidder must be empanelled with at least three other Govt. Departments in the similar kind of work, Copies of registration letters must be enclosed as proof.
19. The Bidder should have a Solvency Certificate from Bank Not less than Rs. 10 Lacs. Copy of Proof must be enclosed.
20. The bidder should enclosed a detailed profile of firm including detail of their product and services.
21. All pages of the tender document and all enclosures should be serially numbered and signed by the bidder. The firm should have office at Delhi.
22. Proof of firm being registered as shop/establishment/firm/company Proof of authorized distributor.
23. The **Deptt. reserves the right to reject any quotation** in whole or in part without assigning reason thereof.
24. It may be noted that if a single bidder, who has not quoted L1 prices for all items, is not found then the bidder who has quoted L1 rates for most number of items, will be given an opportunity to accept the contract if he consents to perform other items of works at L1 rates quoted by other bidders.
25. In case the call is not attended by the Contractor in a reasonable time, a penalty of 100/- per day to be decided by the Deptt. Of Biotechnology will be levied upon the Contractor after due verification from the user/department.

Dispute Settlement

If the dispute cannot be settled by mutual discussion within 30 days as provided herein, the courts at Delhi / New Delhi, India only will have the jurisdiction to adjudicate upon the matter.

You are, therefore, requested, to quote your most competitive rate and submit the quotation in a sealed envelope superscribing 'Tender **for supply and installation of six 1.5 Ton branded Split AC and stabilizer**'

Signature and Seal of the Tenderer

alongwith the requisite documents to The Under Secretary, Department of
Biotechnology latest by 3.00 pm on 06.06.2016 .

Yours faithfully,

(J.K.Dora)

Under Secretary to the Govt. of India

Signature end Seal of the Tenderer

DEPARTMENT OF BIOTECHNOLOGY

(Administration Division)

Last date for submission of Tender

Is

To be filled in by the Tenders with reference to Notice Inviting Tender Rate Contract for purchase of Split Air Conditioners with Five Star Rating

1. Name of the Tender with address:
2. Name of the Contact person with Telephone number/Mobile No./
3. Traders Identification No.
4. E-mail ID and Fax No.
5. Details of Air Conditioners

S.No.	Name of Air conditioner (5 star)	Name of make and model	Unit Rate	DGS&D approved rate, if available	% of VAT	Warranty
1	Split 1.5 ton					
2	4 KVA Stabilizer of (Wall mounted)					
3	Installation Charges per Split Air Conditioner, if any					
4	Rates of additional items required during installation					
5	a) Copper pipe line with insulation per mtr. b) Three core wire per mtr. c) Flexible PVC pipe d) Drain pipe e) Condensing Unit Stand f) Carpenter work, if required					

Signature and Seal of the Tenderer

6. Whether all the terms & Conditions of NIT are agreeable :
7. Company broucher with technical specifications for the model: Submitted / Not Submitted
8. Discount on bulk purchase : 9 FOR- Department of Biotechnology, CGO Complex, Blopck
No.2, New Delhi-110003

Signature with date and rubber stamp of the tenderer.

Signature end Seal of the Tenderer

Sub: Supply of Window and Split Air Conditioners with 5 star rating

1. Ref Your purchase Order No._____dated_____
2. Our Invoice No./Quotation No._____dated_____With reference to the _____being supplied/quoted to you vide our invoice no./ quotation no./order no. Cited above,_____We hereby undertake that the Supply of Split Air Conditioners of 5 star shall be original and manufactured at the same period from manufacturing company and that no refurbished/duplicate/second hand shall be supplied.

We also undertake that in respect of licensed operating systém if asked for by you in the purchase order, the same shall be supplied along with authorised license certificate and also that it shall be sourced from the authorised source.

Should you require, we hereby undertake to produc the certificate from our OEM supplier in support of above undertaking at the time of delivery/installation. It will be our rresponsibility to produce such letters from our OEM supplier's at the time of delivery or within a reasonable time.

In case of default and we are unable to comply with above at the time of delivery or during installation, for the_____already billed, we agree to také back the_____demur, if already supplied and return the money if any paid to us by you in this regard, and/ or the performance security, if any produced, forfeited. We.....also take full responsibility for Supply of Window and Split Air Conditioners of 5 star as per content even if there is any defect by our authorised Service Centre/Reseller/SI etc.

Authorised Signatory Name: Designation:

Signature and Seal of the Tenderer

PROFORMA FOR Technical Bid

The details in respect of the company are as given under:

Name of Firm & Address			
Proforma	Yes/No	Page No.	
1. The Tender should be accompanied by earnest money of Rs. 15,000 (Rupees Thirty Five Thousand Only) in the form of Demand Draft drawn in favour of D.D.O., D.B.T., New Delhi, without which the Tender will not be considered.			
2. The Bidder must be registered with Deptt. of Value Added Tax, Govt. of Delhi for local Sales Tax/VAT, Copies of Documentary proof of same must be enclosed.			
3. The bidder should have Trader Identification Number (TIN), Copies of Documentary proof of same must be enclosed.			
4. Bidder must have Sales Tax Clearance Certificate (STCC) for the last financial year (2013-14); Copies of Documentary proof of same must be enclosed.			
5. The Bidder must have PAN No., Copies of Documentary proof of same must be enclosed.			
6. The Bidder must have Service Tax Registration Certificate; Copies of Documentary proof of same must be enclosed.			
7. The Bidder must have filed Income Tax Return of Last three financial years, Copies of Documentary proof of same must be enclosed.			
8. The Bidder must submit an undertaking on its letter head they have not been blacklisted by any State/Government/ Central Government/ PSU Department in India.			
9. The Bidder should have experience of working with Government organization during last three years. Copies of work order received from them should be enclosed as proof.			
10. The bidder should enclose a detailed profile of firm including detail of their product and services.			
11. All pages of the tender document and all enclosures should be serially numbered and signed by the bidder.			

Signature and Seal of the Tenderer

DECLARATION

Declaration letter on official letter head stating the following:

- (1) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- (2) We are not black-listed by any Central/State Government/ Public Sector Undertaking in India.

Yours faithfully,

(Signature of the Authorized person)

Date: Name:

Place:

Designation

Business Address:

Seal:

Signature and Seal of the Tenderer