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**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**  
**MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA**

Tender No. NITD/ **16** /P&S/101/2016-17

Date: 12.09.2016

**TENDER NOTICE**

Quotation in sealed cover super scribed  
Tender No. & date must reach within due date

**COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR REPAIR & MAINTENANCE OF WATER PURIFIER WITH R.O., WATER PURIFIER WITHOUT R.O. & WATER PURIFIER WITH COOLER OF NIT DURGAPUR**

**Pre-bid Conf** : 03/10/2016 at 11:00AM  
Last date of submission of bids: 05/10/2016 at 12.00 p.m.  
Date of opening bids: 05/10/2016 at 03.00 p.m.

Quotations are invited from all prospective bidders including enlisted vendors for **COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT** of water purifier with R.O., water purifier without R.O. and water purifier with cooler of NIT Durgapur, as per the terms and condition mentioned below. All bidders are required to address their bid documents to the Dy. Registrar (P&S) National Institute of Technology, Durgapur, (W.B) and drop the same in sealed condition in the Tender box in Purchase and Stores Section. Only those firms with valid certificate of enlistment (Trade License), TIN, Service Tax Registration, VAT No. PAN No., Sales Tax Registration etc. will be considered.

**General Terms & Conditions:**

**1. A. The bid is to be submitted in two parts:**

i) **Technical Bid:** This includes signed and stamped copy of the Tender Notice and completely filled and signed Form-A (Annexure-1 to this Tender Notice). **EMD of ₹5000/- (Rupees Five Thousand)** is to be deposited (by the vendors who are not enlisted with NITD) in the form of Demand Draft of any bank recognized by RBI, having branch at Durgapur, in favour of Director, NIT Durgapur, payable at par. Same will be released to the unsuccessful non-enlisted vendors on request, after completion of tendering process and to the successful vendors after completion of delivery. The successful bidder will have to furnish **performance guarantee deposit/PGD** of 10 % of total contract value in the form of Bank Guarantee before their EMD is returned. **PGD/performance guarantee deposit is necessary for both enlisted as well as non-enlisted successful bidder.**

Self attested copy of Valid VAT certificate, Sales Tax Registration certificate, Certificate of Enlistment (Trade License) for relevant items & any other special license that may be required for the supply of such items, must be provided by the bidders, failing which the bid may be rejected without further reference.

ii) **Price Bid:** Introductory Letter and completely filled and signed Form-B (Annexure-2 to this Tender Notice).

**B. Procedure for sealing and marking of bids:** The Tender / Bid Cover shall contain the following:

a) **FIRST** envelope should contain the Technical Bid along with enclosures desired in the Tender document. This envelope should be sealed and super scribed as **"TECHNICAL BID"** Cover.

b) **SECOND** envelope should contain the Price Bid. This envelope should be sealed and super scribed as **"PRICE BID"** Cover. It should also state Tender no. , date and name & address of the bidder.

c) All the above mentioned **TWO SEPARATE ENVELOPES** are to be sealed and kept in one single larger size outer envelope (**THIRD** envelope) which should also be sealed and super scribed with Tender no., date, name, address & contact information of bidder.

ii) **Price Bid:** Introductory Letter and completely filled and signed Form-B (Annexure-2 to this Tender Notice).

The sealed envelopes of each of the bids should be super scribed with the Tender no. and type of bid (Technical/Price). Both the sealed envelopes are to be submitted in one single sealed envelope super scribed with Tender No. & date.

**2. Please fill up the attached sheets Form-A & B (Annexure-1 & 2 to this Tender Notice) only otherwise tender will be rejected. Do not change or modify the format.** You may download it from the Institute website.



3. Self attested copy of Valid VAT certificate, Service Tax Registration Certificate, Sales Tax Registration Certificate, Certificate of Enlistment (Trade License) for relevant items must be provided by the bidders, failing which the bid may be rejected without further reference.
4. For the price calculations show the taxes (in percentage (%) as well as amount) separately. The rates should be quoted clearly without any overwriting/cutting. **Extra charges (if any) are to be specifically mentioned including the amounts to be charged in additional sheets which is to be duly signed and stamped by the supplier, failing which no claim will be entertained at a later stage.**
5. All pages of the bid should be duly signed and stamped with date.
6. All price quoted must remain open for acceptance for 90 days from the date of opening of the price bid.
7. The successful bidder will be required to enter into a contractual agreement on Rs. 20/- stamp paper with the NIT Durgapur. The period of annual contract shall be for 01 (one) year which may be extended for another year by the Institute authorities on the basis of satisfactory report by the users.
8. The AMC is for preventive as well as for break down maintenance. The contract shall be inclusive of cost of (water purifier with R.O., water purifier without R.O., water purifier with cooler & water cooler) spare parts, carbon, pre-filter candles, RO membrane, pump, replacement of compressor, fan motors, rewinding of motors, gas filling /charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter replacement, relay, thermostat, drain/water & copper pipe replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors or any other parts which may be required for keeping the system operational, labour charges etc.
9. The contractor shall use the material of BIS specification for repairs/replacement. Contractor must show the new parts to concerned Department/Section Head. The old parts, which are replaced, must be deposited in the Purchase & Stores Section. If the firm uses a non-ISI marked Part, it will have to intimate the reason for doing so to this Institute.
10. The Institute reserves the right to terminate the contract at any point of time during the tenure of contract, if the services are not found satisfactory. The decision of the Institute in all respect shall be final and binding upon the contractor.
11. Any financial loss caused due to the damage of any part of the water purifier with R.O., water purifier without R.O., water purifier with cooler & water cooler of the Institute due to handling or otherwise would be deducted from the earnest money/ performance security/bills.
12. The contractor will be required to attend to the 'break down' calls of Water Purifier with R.O., Water Purifier without R.O. & Water Purifier with Cooler within 24 hours of the complaint. For this purpose, he will invariably depute one mechanic, thoroughly conversant with the maintenance and upkeep of the machine. No Water Purifier with R.O., Water Purifier without R.O. & Water Purifier with Cooler or any part thereof shall be taken out by the mechanic to the workshop. The work is to be carried out in the premises of the Institute. However, the work which cannot be done in the office premises would be allowed to be done outside and no extra charges will be paid for this work.
13. Payment for the AMC charges will be made in two installments as per the details below:
  - (i) 40% of the total amount after all the machines have been serviced at least once and brought to good working condition, duly certified by the user and on production of bill with detailed breakup and servicing reports.
  - (ii) Of the remaining 30% will be paid after 6 months and 30 % on the expiry of the contract, on the submission of the bill by the vendor duly supported by the service report cum installation and commissioning certificates to the effect that the machines remained in good working condition during the last one year.
14. All supplies of parts are to be guaranteed against manufacturing defects and must be replaced at suppliers' cost. Removal and replacement of rejected goods will be supplier's responsibility and at supplier's cost. Our normal terms of payment are 100% within 30 working days on submission of bills, if the bills and documents are in order.
15. All invoices raised should bear printed serial number, date and should mention the Purchase Order no. and date. Prices, extra charges (if any) and taxes (rate, % & type of tax) are to be shown separately. The Institute reserves the right to reject any or all tenders without assigning any reason thereof. The Institute may also engage in rate negotiation with the lowest bidder.
16. **Genuine Pricing:** The bidder has to ensure that the quoted price for NITD is not more than the Price Offered to any other customer in India to whom this particular item has been sold/services offered, particularly to Indian Institute of Technology, National Institute of Technology, State/ Central or Deemed Universities, Defense Organizations,

Research Establishments or any other Government Institutions. For this purpose the vendor has furnish a price reasonability certificate in the page 02 of Form –A of the Technical Bid. Name and contact details of the premier educational institutes/ government organizations where the quoted item/ equipment has been supplied/ installed during the last three years should be attached with the Proforma for Technical Bid.

17. **Black listing:** The bidder should not have been blacklisted or debarred from participating in tenders in any State/ Central Government agencies or autonomous bodies or Universities / Educational Institutions or PSUs.
18. NIT Durgapur is entitled to excise and customs duty exemptions, if applicable please mention.
19. The bidders may represent themselves personally or through their authorized representative, if any, at the time of opening of bids.
20. Changes, if any, to this Tender Notice will be intimated as addendum/corrigendum to the same on the Institute website (<http://www.nitdgp.ac.in>) so bidders are requested to check the Institute website regularly.
21. If the date of tender opening/last date of tender submission happens to be a holiday or the Institute remains closed due to any reason, the date for the same will be shifted to the next working day at the same time and venue.

Yours sincerely,

  
Dy. Registrar (P & S) 12/09/16

Copy to: 1. Registrar Secretariat, 2. Notice Board: a) Purchase & Stores Section, b) Admin Building, c) Academic Building, 3. Institute Website, 4. Central Public Procurement Portal.



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR  
MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA

ANNEXURE-1 TO TENDER NOTICE NO. NITD/16 /P&S/101 /2016-17, dated 12.09.2016

**FORM-A**

Sl. No.	PARTICULARS	
1	Name of the Supplier/Vendor/Firm/Distributor	
2	Name of the Contact person/Proprietor:	
3	Registered /Contact Address of the Supplier/Vendor/Firm/Distributor	
4	Contact no.:( Mobile no./Telephone no.)	
5	Email address:	
6	PAN / GIR No. (Attach self attested copy)	
7	VAT& ST Reg. No. for the specified item/works (Attach self attested copy)	
8	Valid Trade License No. (Attach self attested copy)	
9	Whether rates are quoted as per format mentioned in the Bidding Document or not.	
10	Whether rates quoted are inclusive of all taxes or not.	
11	Whether warranty is provided on spare parts (if spare parts needed)	
12	Whether EMD is enclosed? State Demand Draft no., date and bank drawn on	

*[Handwritten signature]*  
12/09/16

(Signatures of the authorized signatory with seal of tendering firm)

Name:

Contact no.:

Date:



**FORM-A (Contd...)**

**PRICE REASONABILITY CERTIFICATE**

It is certified that the RATE quoted against the NITD's tender number \_\_\_\_\_ dated \_\_\_\_\_ for the supply/installation/commissioning of \_\_\_\_\_, is not more than the rates charged to other NIT's / IIT's / Central or State Government Organizations / Research Laboratories / Defense establishments/Autonomous Bodies/PSUs, for similar supplies made by our firm, in the recent past. If at any stage, it has been found that the quoted rate to NITD is higher than the rates charged to above mentioned Institutions, then in such a situation / condition, NITD shall have the right to take legal action against us, for recovery of excess rates. NITD reserves the right to cancel the tender or reject the bid.

Yours faithfully,

 Authorized signatory of Bidder with Seal

Name.....

Designation.....

Date: .....



**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**  
MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA

**ANNEXURE-2 TO TENDER NOTICE NO. NITD/16/P&S/101/2016-17, dated 12.09.2016**

**FORM-B**

Sl. No.	Name of Items	WORKING UNITS			NOT WORKING UNITS (units which are not working at the beginning of AMC)		
		Rate per unit (₹) (State the amount in figures as well as words)	State type & % of tax	Total rate per unit including taxes (₹)(State the amount in figures as well as words)	Rate per unit (₹) (State the amount in figures as well as words)	State type & % of tax	Total rate per unit including taxes (₹)(State the amount in figures as well as words)
1.	<b>Water purifier with R.O. System</b> <u>Note:</u> The AMC is for preventive as well as for break down maintenance. The contract shall be inclusive of cost of (water purifier with R.O., water purifier without R.O., water purifier with cooler & water cooler) spare parts, carbon, pre- filter candles, RO membrane, pump, replacement of compressor, fan motors, rewinding of motors, gas filling /charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter replacement, relay, thermostat, drain/water & copper pipe replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors or any other parts which may be required for keeping the system operational, labour charges etc Make: Eureka Forbes, Kent etc.						
2.	<b>Water purifier without R.O. system</b> <u>Note:</u> The AMC is for preventive as well as for break down maintenance. The contract shall be inclusive of cost of (water purifier with R.O., water purifier without R.O., water purifier with cooler & water cooler) spare parts, carbon, pre- filter candles, RO membrane, pump, replacement of compressor, fan motors, rewinding of motors, gas filling /charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter replacement, relay, thermostat, drain/water & copper pipe replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors or any other parts which may be required for keeping the system operational, labour charges etc Make: Eureka Forbes, Kent etc.						

Sl. No.	Name of Items	WORKING UNITS			NOT WORKING UNITS (units which are not working at the beginning of AMC)		
		Rate per unit (₹) (State the amount in figures as well as words)	State type & % of tax	Total rate per unit including taxes (₹)(State the amount in figures as well as words)	Rate per unit (₹) (State the amount in figures as well as words)	State type & % of tax	Total rate per unit including taxes (₹)(State the amount in figures as well as words)
3	<b>Water purifier cum cooler with R.O. System</b> Note: The AMC is for preventive as well as for break down maintenance. The contract shall be inclusive of cost of (water purifier with R.O., water purifier without R.O., water purifier with cooler & water cooler) spare parts, carbon, pre- filter candles, RO membrane, pump, replacement of compressor, fan motors, rewinding of motors, gas filling /charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter replacement, relay, thermostat, drain/water & copper pipe replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors or any other parts which may be required for keeping the system operational, labour charges etc Make: Eureka Forbes, Kent etc.						
4	<b>Water purifier cum cooler without R.O. System</b> Note: The AMC is for preventive as well as for break down maintenance. The contract shall be inclusive of cost of (water purifier with R.O., water purifier without R.O., water purifier with cooler & water cooler) spare parts, carbon, pre- filter candles, RO membrane, pump, replacement of compressor, fan motors, rewinding of motors, gas filling /charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter replacement, relay, thermostat, drain/water & copper pipe replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors or any other parts which may be required for keeping the system operational, labour charges etc Make: Eureka Forbes, Kent etc.						

Once the not working units are brought into working condition AMC rates for working units will apply to them thereafter. Kindly mention any extra charges, costs, conditions (If any) etc. in separate sheets. No claims will be entertained later.

Date:

(Signatures of the authorized signatory with seal of tendering firm)