



**राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर**  
**NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR**  
**MAHATMA GANDHI AVENUE, DURGAPUR-713209**  
**(West Bengal), INDIA, [www.nitdgp.ac.in](http://www.nitdgp.ac.in)**

An Autonomous Institution of the Govt. of India under Ministry of Education

Ref: NITD/EST/AC/05/20

Date: 11.09.2020

**Tender Notice**

**SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF SPLIT A.C. MACHINES AT NIT DURGAPUR**

**Schedule:**

Name of Organization	<b>National Institute of Technology</b>
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Goods
Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/ Sell)	Supply
Service Category	Supply, Installation, Testing & Commissioning
Source of Fund (Institute/Project)	Institute
Is Multi Currency Allowed	NO
Date of Issue/Publishing	12/09/2020 (dd/mm/yyyy)
Document Download/Sale Start Date	12/09/2020 (dd/mm/yyyy)
Document Download/Sale End Date	03/10/2020 (dd/mm/yyyy) (17.30 Hrs)
Date for Pre-Bid Conference / clarifications	Bidder may sought clarifications through email as mentioned below on or before 24.09.2020. Suitable replies will revert back to the bidder as early as possible or corrigendum may be published if required. No queries will be entertained after 25.09.2020.
Last Date and Time for Uploading of Bids	03/10/2020 (dd/mm/yyyy) (18.00 Hrs.)
Date and Time of Opening of Technical Bids	05/10/2020 (dd/mm/yyyy) (11.00 Hrs.)
Form Fee	Rs. NIL /-
EMD	INR 1,35,000.00 ( DD/ E-Payment )
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	90 days (From last date of opening of tender)
Address for Communication	Shri A. K. Bhagat, Security Officer & I/C Estate Section, National Institute of Technology, Durgapur M. G. Avenue. Durgapur -713209, West Bengal. INDIA
Contact No.	+919434788170
Email Address	estatehelpdesk@admin.nitdgp.ac.in
ITI Helpdesk Contact No. and mail address	Helpdesk Number - 011-4960 6060/06122520545 ewizardhelpdesk@gmail.com Mr SK Tariq- 9355030608 ewizardtariq@gmail.com Mr Siddharth Ghosh – 9355030604 ewizardsiddharth@gmail.com Mr Sanjeet Kumar Jha – 8882495599 ewizardsanjeet.kumar@gmail.com

Quotation are invited from all respective bidders for supply, installation, testing & Commissioning of Split A.C. Machines as per the specification, terms and conditions mentioned in this tender notice through e-tender portal <https://mhrd.euniwizarde.com>. Only those firms with valid certificate of enlistment (trade license), TIN, GST Registration No. PAN No. etc will be considered.

National Institute of Technology Durgapur invites e-tenders on ITI e-procurement portal <https://mhrd.euniwizarde.com> in two bid system (Part-I: Technical Bid and Part II: Financial Bid) for award of contract for supply, installation, testing and commissioning of split AC machines at different locations of NIT Durgapur. The contract will be subject to eligibility criteria and terms & conditions of the contract. The Technical and Financial bids, in prescribed format and other required document as per tender notice should be submitted on ITI e-procurement portal <https://mhrd.euniwizarde.com>. Bidders are requested to furnish/upload scanned copies of all documents in pdf format. The estimated tender cost would be around Rs. 45.00 Lacs. The financial bids are to be uploaded only in the prescribed BOQ and bid of any firm which discloses any pricing information in technical bid stage will be summarily rejected. NO MANUAL BID WILL BE ACCEPTED.

The tender document can be downloaded from the website <https://mhrd.euniwizarde.com> and [www.nitdgp.ac.in](http://www.nitdgp.ac.in).

### **Registration**

**To use the e-Procurement Portal (<https://mhrd.euniwizarde.com>). Vendor/Contractor need to register on the portal.** The vendor should visit the home-page of the portal (<https://mhrd.euniwizarde.com>) and go to the download link then select **Bidders Manual Kit**.

Note: Please contact ITI Helpdesk (as given below), to get your registration accepted / activated:

<b>Technical Helpdesk</b>	
Telephone	011-49606060/06122520545, Mr Tariq Anwar - 9355030608 Mr Siddharth Ghosh – 9355030604 Mr Sanjeet Kumar Jha – 8882495599
E-mail ID	<a href="mailto:ewizardhelpdesk@gmail.com">ewizardhelpdesk@gmail.com</a> , <a href="mailto:ewizardtariq@gmail.com">ewizardtariq@gmail.com</a> , <a href="mailto:ewizardddharth@gmail.com">ewizardddharth@gmail.com</a> , <a href="mailto:ewizardsanjeet.kumar@gmail.com">ewizardsanjeet.kumar@gmail.com</a>
<b>NIT Durgapur</b>	
Contact Person	Sh. A. K. Bhagat, Security Officer & I/C Estate Section
Telephone	0343 275 9215
E-mail ID	<a href="mailto:estatehelpdesk@admin.nitdgp.ac.in">estatehelpdesk@admin.nitdgp.ac.in</a>

**Chapter-1****General Terms and Conditions (read the instruction carefully)****1. The bid has to be submitted in two parts:****A. Technical Bid****I. Online submission of documents for Technical Bid:**

- a) **Signed and stamped copy of tender documents.** The bid documents must be signed and sealed and enclosed with the bid as a token of acceptance of all terms and conditions in the bid documents by the bidder.
- b) **Completely filled and signed form A (Annexure-I to this tender notice), Chapter-4 & Checklist** provided in this tender documents.
- c) **EMD of Rs. 1,35,000.00 (Rupee One Lac Thirty Five Thousand Only) to be deposited offline by all the vendor(s) in the form of** demand draft from any Nationalized commercial bank, having branch at Durgapur in favour of "Director NIT Durgapur" payable at per or **E-Payment** facility available in the portal. Same will be released to the unsuccessful vendor(s) on application after completion of the entire tendering process and to the successful vendor after submission of PBG/SD on application. **The EMD Demand Draft should reach by Estate Section, NIT Durgapur, Mahatma Gandhi Avenue, Durgapur-713209, West Bengal before opening of Technical Bid, falling which bidder will be technically disqualified.** Tender no. & date should be stated during submission of EMD.

A scanned and duly attested copy of the EMD Demand Draft has to be uploaded with the technical bid. Exemption as per Govt. of India Orders mentioned in GFR 2017. The bidders shall have to enclose documentary proof to authenticate their firm's registration with NSIC/MSME organization etc. for the specific service/work (Supply of split A.C.) only to avail this exemption. The NSIC/MSME (Udyog Aadhar) should be valid or not expired. Documentary evidence may be sought in this regards. The original document projected for EMD exemption can be verified/checked at the discretion of the tendering authority. A scanned & self-attested stamped copy of the same is to be uploaded.

- d) Self-attested copy of valid PAN card, GST Registration certificate of Enlistment (Trade License)/Shop & Establishment Certificate for relevant items and any other special license that may be required for the supply/provision of such items/goods/service, must be provided by the bidders, falling which the bid may be rejected without further reference. Self-attested copy of TAX registration of any tax charged by the bidder is mandatory. Manufactures to be provide certificate of incorporation.
- e) The bidders should clearly state whether they are under the composite scheme of GST or regular GST Registration.
- f) Authorized Reseller/Retailer/Distributor documents of at least one reputed brand.
- g) Brochure with complete technical specifications.
- h) Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 80% of the estimated cost. Authenticated balance sheet and profit & loss account to be supported for the same.
- i) Experience of having successfully completed similar jobs during last 2 years ending last day of month previous to the one in which applications are invited should be either of the following: -
  - a. Three similar completed jobs costing not less than the amount equal to 40% of the estimated cost. OR
  - b. Two similar completed jobs costing not less than the amount equal to 50% of the estimated cost. OR
  - c. One similar completed job costing not less than the amount equal to 80% of the estimated cost.
- j) Similar means experience in supply, installation, testing and commissioning of Split AC machines.

- k)** OEM's authorization certificate (MAF) for this particular bid should be submitted with technical bid. Services & warranty will be provided by the OEM should be clearly mentioned in the OEM authorization certificate. Authorised Service Centre of the brand quoted having own local service set up should be in Durgapur and address of the same to be supported with the bid.

**II.** Hard Copies of Technical Bid Documents: The following hard copies should reach to the Estate Section, NIT Durgapur, Mahatma Gandhi Avenue. Durgapur-713209, West Bengal before opening of technical bid, failing which bidder will be technically disqualified. The envelope(s) should clearly mention the tender no., date & title. The Institute is not responsible for any postal delay, holiday or any other reason, therefore bidders may ensure their documents reach on time.

- i. EMD DD in original. The envelope should clearly mention the tender no., date & title & "EMD" is to be super-scribed. The EMD should be in a separate envelope.
- ii. Attested & stamped copy of valid NSIC/MSME certificate for the said work and said scale of operations.
- iii. Attested & stamped copy of valid GST, trade license certificate/shops & establishment certificate, PAN card, Certificate of incorporation (if applicable) etc.
- iv. Authorized Service Provider documents of at least one reputed brand.
- v. Brochure with complete technical specifications
- vi. All other documents as uploaded duly signed and stamped.

**2.** Price Bid: Completely filled BOQ (Annexure II: Form-B to this tender notice) available in e-tender portal <https://mhrd.euniwizarde.com> to be submitted online only. The price bid must be quoted in Indian Rupees. Any indication of prices in the Technical Bid will result in automatic disqualification. Price Bids will be opened after due scrutiny of technical bids.

**3.** Please fill in the attached sheets FORM A & B (Annexure I and II to this tender notice) otherwise the tender will be rejected. Do not change or modify the content. You may download it from e-tender portal <https://mhrd.euniwizarde.com> as well as Institute website [www.nitdgp.ac.in](http://www.nitdgp.ac.in). Form-B refers to the BOQ. No changes are to be made to the BOQ. Any tampering with the BOQ may result in disqualification.

**4.** Bidders are requested to provide valid email IDs, contact numbers and other information. The same should be clearly written/ typed without any error. Failure of any communication due to invalid email ID /phone no. etc. is not the responsibility of the Institute.

**5.** The Institute reserves the right to seek further documentations/clarification from all/any of the bidders, if so desired.

**6.** It is the bidder's responsibility to ensure that the scanned documents should be clear. Set the resolution (DPI) while scanning to maximum. The institute is not responsible for any disqualification if the documents can't be verified/ascertained on account of poorly scanned images. Any misrepresentation/concealment/ fraud/collusion on part of the bidders, is an offence and the Institute reserves the right to take action against the bidder(s). The order/tender/bid may be cancelled and/or the bidder(s) debarred from further tendering process of the Institute.

**7.** The documents as requested must be uploaded in the e-tender portal <https://mhrd.euniwizarde.com> correctly and in order. The hard copies of documents as stated in this tender document must reach on time.

## Chapter-2

1. **Validity of Quotation:** Quotation shall remain valid for a period of not less than 90 days after opening of price bid.
2. **Purchasers' Right:** Notwithstanding anything specified in this tender document, the Institute unconditionally and without assigning any reasons, reserves the right to : (a) accept or reject the lowest tender or any other tender or all the tenders, at any time prior to the award of the purchase/work order, without incurring any liability to the affected bidder(s); (b) accept any tender in full or in part; [c] reject the tender offer not confirming to the tender terms; (d) give purchase preference to Public Sector Undertaking wherever applicable as per Govt. Policy/ Guidelines; (e) cancel the bidding process and reject all quotations at any time prior to the award of contract.
3. The final type, variant & quantity of goods in question to be serviced/purchased are to be as per the discretion of the Institute keeping in mind our requirements. Therefore price may not be the sole consideration. Bidders are requested to take care as to not to quote sub-standard products in order to gain an order. The Institute reserves the right to cancel an order, if on inspection, it is deemed by the Institute to be of sub-standard quality or not meeting our specification/requirements, as the case may be, irrespective of the price. Bidders may be required to produce samples &/or price justification before/after placing of an order.
4. **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 (except for revision in tax rates) to whom this particular item has been sold/services rendered, particularly to Indian Institute of Technology, National Institute of Technology, State/ Central or Deemed Universities, Defense Organizations, Research Establishments or any other Government Institutions in recent past [at least relevant FY). For this purpose the vendor has to furnish a price reasonability certificate in the page 02 of Form —A of the Technical Bid.
5. **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.
6. It will be the sole responsibility of the Supplier to abide by the provisions of any law/acts as to the provision of this good/service.
7. All invoices raised should bear printed serial number, date, GST no. of supplier and should mention the Purchase Order no. and date. Original Purchase Order to be attached with bill/invoice. Prices and taxes are to be shown separately and the Challan should bear security entry stamp of NIT Main Gate. The Challan should clearly state the make/manufacturer, model, specifications; quantity etc. of the items supplied. Installation & satisfactory commissioning report along with warranty certificate(s) should accompany the bill/invoice.
8. If the date of tender opening 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.
9. Changes, if any, to this Tender Notice will be intimated as corrigendum/addendum to the same on the Institute website ([www.nitdgp.ac.in](http://www.nitdgp.ac.in))/ e-tender portal <https://mhrd.euniwizarde.com>, so bidders are requested to check the same regularly. No personal intimation will be given.

**Chapter-3**

1. **Scope of work:** Supply, installation, testing and commissioning of Split AC Machines for different locations at NIT Durgapur as per directions of Competent Authority of the Institute. All supplies 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. The work should be carried out within 21 days of issue of P.O./W.O./LOI or as mentioned in the P.O./W.O./LOI. Free delivery to NIT Durgapur.
2. **Warranty:** Warranty on compressor should not less than 10 years and warranty on the items should not less than 05 years. Necessary documents / certificates to be provided after installation.
3. No interest will be paid by the Institute on EMD/Security Deposit.
4. **Failure of Order Execution:** In case the vendor fails to carry out the work as per directions of the Institute authority or terms & conditions of tender document/P.O./W.O. the order may be cancelled by the Institute without incurring any liability to the bidder. The Institute may impose fines in cases where it deems fit.
  - a) If a successful bidder after receiving the order fails to execute the order within the stipulated period or does not fulfill any of the terms and conditions in any respect, the Institute reserves the right to cancel the order unilaterally. In such case, the EMD/SD of the bidder will be forfeited and no claim whatsoever will be entertained thereof.
  - b) Firms who are exempted from giving Earnest Money and fail to execute the order have to pay an amount equivalent to Earnest Money. If this the second time of the firm, being unable to execute its orders, the concerned firm may be de-listed/debarred for 02 years or more by the Competent Authority of the Institute.
5. **Performance Guarantee Deposit (PGD)/ Security Deposit:** There is no exemption for PGD. Successful bidder will be required to submit PGD @ 5% of total contract value before release of bill in the form of bank guarantee valid for a period of five (10) years from the date of successful installation + 60 days extra or any other obligation arising out of the said contract whichever is later. In case the same is not deposited the PGD will be deducted from the bills.
6. Bidders should be authorized service provider of at least one OEM. Original OEM's authorization certificate (MAF) for this particular bid should be submitted in envelop of technical bid. Services & warranty will be provided by the OEM should be clearly mentioned in the OEM authorization certificate. Authorised Service Centre of the brand quoted should be in Durgapur and address of the same to be supported with the bid.
7. **Payment:** Our normal terms of payment are 100% within 30 working days on submission of bills, if the bills and documents are in order and after due inspection, installation & commissioning of the item(s) supplied. Installation report duly signed by end user & warranty certificate to be provided with the bill.
8. **L.D. charges@0.5%** per week of delay applicable. Institute reserves the right to cancel the order on accumulation of L.D. charge of 10% or more. If you fail to execute the order within our stipulated period or do not fulfil any of the terms & conditions, the Institute authority reserves the right to cancel the order.
9. Settlement of any dispute will be made under the jurisdiction of Durgapur Court. Settlement of any dispute will be made by Competent Authority of NIT Durgapur failing which through arbitration by Director, NITD or may be made under the jurisdiction of Durgapur Court.
10. The terms of the accepted offer shall be incorporated in the purchase order. The bidders should be ready to carry out the work on urgent basis.
11. Conditional bids will not be accepted. No advance payment will be made by the Institute.

12. All other terms and conditions of GFR 2017 of the Government of India, the Institute's rules/orders etc. will be applicable. Integrity pact as per GFR 2017 must be adhered to.
13. Bidders shall quote only those products in the bid which are not obsolete in the market and has at least 3 years residual market life i.e. the offered product shall not be declared end-of life by the OEM before this period.
14. Data Sheet of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.
15. Dedicated /toll Free Telephone No. for Service Support: BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
16. Escalation Matrix For Service Support: Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
17. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
18. Scope of supply (Bid price to include all cost components) : Supply Installation Testing Commissioning of Goods and Training of operators and providing Statutory Clearances required (if any).
19. The buyer organization is an institution eligible for concessional rates of GST as notified by the Government of India. The goods for which bids have been invited fall under classification of GST concession and the conditions for eligibility of concession are met by the institution. A certificate to this effect will be issued by Buyer to the Seller after award of the Contract. Sellers are requested to submit their bids after accounting for the Concessional rate of GST. Applicable Concessional rate of GST : 5% Notification No. and date : 47/2017 dated 14/11/2017.
20. Timely Servicing / rectification of defects during warranty period: After having been notified of the defects / service requirement during warranty period, Seller has to complete the required Service / Rectification within 48 hrs. time limit. If the Seller fails to complete service / rectification with defined time limit, a penalty of 0.5% of Unit Price of the product shall be charged as penalty for each week of delay from the seller. Seller can deposit the penalty with the Buyer directly else the Buyer shall have a right to recover all such penalty amount from the Security Deposit / Performance Guarantee Deposit. Cumulative Penalty cannot exceed more than 10% of the total contract value after which the Buyer shall have the right to get the service / rectification done from alternate sources at the risk and cost of the Seller besides forfeiture 7 / 8 of PBG. Seller shall be liable to reimburse the cost of such service / rectification to the Buyer.
21. There will be at least two mandatory free maintenance on yearly basis for the entire warranty period. Cost of which to be included with the price quoted as per BOQ.

**Chapter-4****Technical Specifications**

Item Code	Particulars	Tentative Qty.	Make, Model & Brand for which price is quoted (to be filled by bidder)	On-site warranty offered in years (to be filled by bidder)
<b>Item 1</b>	<b><u>Split AC – 1.5 TON</u></b> ✓ Star Rating – 5 ✓ Rated Cooling Capacity (100%)- 5120 or higher ✓ Rated current-cooling – 6.5 or higher ✓ Rated power input – Cooling (100%) – 1454 or higher ✓ Rated ISEER – 3.52 ✓ Power Supply – 230/50/1 phase ✓ Air flow volume indoor – 850/780/650/550 ✓ Noise level indoor – 45/42/37/33 ✓ Operation – LCD Remote ✓ Compressor type – High EER Rotary ✓ Max. Operating Ambient Temp. Range - 50°C ✓ Refrigerant Gas – R-32/R-410 ✓ Indoor Unit Dimension (WxHxD) – 945x300x210 ✓ Outdoor Unit Dimension - (WxHxD) – 870x600x355 ✓ Connecting pipe – Cu-Cu (1/2" x 1/4") ✓ Condenser coil – copper ✓ Filter – Triple protection ✓ Evaporator Fin – Blue Fin ✓ Self-Diagnosis – YES ✓ Dual Temp. Display - TES ✓ Warranty on Compressor – 10 years. ✓ Warranty of item – minimum 05 years. ✓ Technology of AC – Inverter (Variable Speed) ✓ Flexible cooling system ✓ LVS features ✓ Minimum length of pipe and electrical cable – 5 mtrs.	<b>82</b>		

Note: (i) The above quantities, type etc. are tentative & subject to change.  
 (ii) Separate rate to be quoted for additional requirement of additional identical copper pipe, electric cable, drainage pipe and wrapping tape including its laying charges. Payment will be made as per actual.  
 (iii) Successful bidder will be selected as per the lowest rate quoted for both the items of BOQ. Quoted rate must be valid for one year from the date of issue of order.



### **Purchase Preference under 'Make in India' Policy**

Under 'Make in India' policy of Government of India, Purchase Preference will be given to eligible bidders as per Public Procurement (Preference to Make in India), Order 2017 issued vide order No. P45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) of Department of Industrial Policy and Promotion, Ministry of Commerce and Industry. Bidders are required to submit necessary certificates & documents as detailed in the above referred GOI Order in support of their claim to avail benefit against this order. Note: The bidders who claim Purchase Preference under 'Make in India' Policy shall fulfil all requirements of tender document applicable for Indigenous Manufacturer.

**'Local Content'** means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

#### **Local Supplier:**

'Class-I Local Supplier' means a supplier whose product offered for procurement has local content equal to or more than 50%.

'Class-II Local Supplier' means a supplier whose product offered for procurement has local content more than 20% but less than 50%.

'Non-Local Supplier' means a supplier whose product offered for procurement has local content less than or equal to 20%.

Margin of Purchase Preference: For being eligible for purchase preference under this clause, the Margin of purchase preference shall be 20% (i.e. L1 + 20% band).

**Preference: Purchase Preference shall be given to 'Class-I Local Supplier' only in the manner specified here under:**

#### **A. In the procurement of Goods which are divisible in nature:**

- i. If L1 is from a 'Class-I local supplier', the contract for full quantity will be awarded to L1.
- ii. If L1 is not a 'Class-I local supplier', 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I local supplier' subject to matching the L1 price. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price or accepts less than the offered quantity, the next higher 'Class-I local supplier' within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on 'Class-I local supplier', then such balance quantity may also be ordered on the L1 bidder.

B. In the procurement of Goods which are not divisible in nature:

- i. If L1 is 'Class-I local supplier', the contract for full quantity will be awarded to L1.
- ii. If L1 is not 'Class-I local supplier', the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price subject to the Class-I local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such local supplier subject to matching the L1 price.
- iii. In case such lowest eligible 'Class-I local supplier' fails to match the L1, the 'Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the local suppliers within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1 bidder.

C. 'Class-II local supplier' will not get purchase preference.

**Verification of local content:**

- i. The 'Class-I local supplier' / 'Class-II local supplier' at the time of bidding shall be required to indicate percentage of Local Content and provide self-certification that the items offered meet the local content required for Class-I local supplier' / 'Class-II local supplier' and shall give the details of the location(s) at which the local value addition is made (Refer Annexure – XIX, Sample Forms).
- ii. False declarations will attract banning of business of the bidder or its successor(s) for a minimum period of three years along with any other penal action as may be deemed fit including rejection of the offer, forfeiture of all dues including EMD/ Security Deposit / banning of the firm along with all partners of the firm as per provisions of Purchase Manual Coal India Limited 2020.
- iii. A supplier who has been debarred by any procuring entity for violation of this order shall not be eligible for preference for procurement for the duration of debarment. It will be the bidder's responsibility to provide self-certification, clearly stating that the bidder is not serving debarment from any procuring entity for the tendered item at the time of tendering.

**Exemption of small purchases:** Procurements where the estimated value to be procured is less than Rs 5 (Five) Lakhs shall be exempt from above.

**Note:** The bidders who claim Purchase Preference under 'Make in India' Policy shall fulfil all requirements of tender document applicable for Indigenous Manufacturer.

**FAILURE TO SUBMIT THE ABOVE DOCUMENTS MAY RENDER A TENDER UNACCEPTABLE.**

**Purchase Preference to Micro & Small Enterprises (MSEs)**

As per provision of Micro, Small and Medium Enterprises Development Act, 2006, the vendors should confirm their Registration Number along with the name of their Registering Authority. They should also attach a duly self-certified notarized copy (certified by the Chief Executive of the Enterprise) of the valid registration certificate with each invoice against each dispatch of all purchase orders.

25% of the tendered quantity shall be reserved for procurement from participating Micro & Small Industries subject to their quoting price within the band of L-1 +15% and bringing down their price to L1 price in a situation L-1 price is from someone other than a Micro and Small Enterprises. In case of more than one such Micro and Small Enterprise, the supply shall be shared proportionately (tendered quantity). In case of non-divisible tenders, an MSE quoting in the price band of L-1+15% may be awarded for full/complete supply of tendered value, considering the spirit of policy for enhancing the government procurement from MSEs, subject to bringing down of price to L-1 by the MSE concerned.

Out of 25% of this quantity, 4% shall be procured from Micro and Small Enterprises owned by SC/ST entrepreneurs provided they meet the tender requirement and L-1 price. In event of failure of such Micro and Small Enterprises to participate in tender process or meet tender requirement and L-1 price this 4% requirement earmarked for Micro and Small Enterprises owned by SC/ST shall be met from other Micro and Small Enterprises.

MSEs would be treated as owned by SC/ ST entrepreneurs if:

- (i) In case of proprietary MSE, proprietor(s) shall be SC/ST.
- (ii) (ii) In case of partnership MSE, the SC/ ST partner(s) shall be holding at least 51% shares in the unit.
- (iii) (iii) In case of Public Limited Companies, at least 51% share shall be held by SC/ ST entrepreneurs at any given point of time.

Special provision for Micro and Small Enterprise owned by women. Out of the total procurement from Micro and Small Enterprises, 3 per cent from within 25 per cent target shall be earmarked for procurement from Micro and Small Enterprise owned by women.

The firm has to submit a notarized copy of Entrepreneurs memorandum certificate i.e. EM-Part-2 issued by District Industries Centre or Registration certificate issued by District Industries Centers (DICs) OR Khadi and Village Industries Commission (KVIC) OR Khadi and Village Industries Board (KVIB) OR Coir Board or National Small Industries Corporation (NSIC) OR Directorate of Handicrafts and Handloom OR firms having Udyog Aadhar Memorandum (UAM) OR any other body specified by Ministry of Micro, Small and Medium Enterprises (MoMSME) to claim their status as “MICRO” & “SMALL” Enterprise.

“SC” & “ST” Entrepreneurs have to submit necessary caste certificate issued by State Authorities. NOTE: MSE firms are required to declare their UAM No., failing which such bidders will not be able to avail the benefits as per Public Procurement Policy for MSEs Order 2012.

Where any Aggregator (One who sells the products coming directly from the manufacturers. MSME appoints aggregators for the specific items.), appointed by the Ministry of MSME, themselves quote on behalf of some MSE units, such offers will be considered as offers from MSE units and all such facilities would be extended to these also.

This Policy is meant for procurement of only goods produced and services rendered by MSEs and not for any trading activities by them. An MSE Unit will not get any purchase preference over another MSE Unit.

**Self-Certificate for Local Content**

\*We [name of manufacturer] hereby confirm in respect of quoted item(s) that Local Content is equal to or more than 50% and come under 'Class-I Local Supplier' Category. As being 'Class-I Local Supplier', we are eligible for Purchase Preference under 'Make in India' Policy vide GoI Order no. P45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020)

OR

\*We [name of manufacturer] hereby confirm in respect of quoted item(s) that Local Content is more than 20% but less than 50% and come under 'Class-II Local Supplier' Category.

The details of the location(s) at which the local value addition made is/are as under:

- 1.....
- 2.....
- 3.....

- i. Name and details of the Domestic Manufacturer (Registered Office, Manufacturing Unit location, nature of legal entity):
- ii. Date on which this certificate is issued:
- iii. Percentage of local content claimed:

\* Strike out whichever is not applicable

Date:

Seal & Signature of the Bidder

Signature & Stamp of Bidder

**Contd....P/13**

**Checklist****A. SCANNED COPIES**

<b>A. TECHNICAL BID</b> (Self attested & stamped copies of all	Tick the documents attached
1. The entire tender document [all pages) as token of acceptance.	
2. This Checklist, Chapter-4 & FORM-A (incl. price reasonability certificate, blacklisting) duly filled signed, stamped with date	
3. A) Valid Trade License, B) GST certificate, C) PAN Card, D) Certificate of incorporation [for manufacturers)	
4. EMD DD of Rs. 135000.00; valid MSME/NSIC Certificate for same work & scale of operations. (Hard copy to be sent before technical bid opening & scanned attested & stamped copy to be uploaded]	
5. Authorization of at least one reputed OEM & Brochure with complete technical specifications	
<b>B. PRICE BID</b> (Form-B of this tender document duly filled (BOQ) (uploaded online)	

It is the bidder's responsibilities to ensure that the scanned documents should be clear, legible & set the resolution while scanning to maximum. The institute is not responsible for any disqualification if the documents can't be verified /ascertained on account of poorly scanned images. Any misrepresentation/ concealment/fraud/collusion on part of the bidders, is an offence, the institute reserves the right to take appropriate action in this regards. The order/tender/bid may be cancelled or the bidders debarred from further bidding.

**B. Hard Copy:**

**Note:** Along with the scanned attested & stamped documents mentioned above the following hard copies should reach **Estate Section**, NIT Durgapur. Mahatma Gandhi Avenue Durgapur-713209, West Bengal, before opening the technical bid falling which bidder will be technically disqualified. The envelope(s) should clearly mention the tender no., date & title. The Institute is not responsible for any postal delay or any other reason; therefore bidders may ensure their documents reach on time.

1. EMD DD in original. The envelope should clearly mention the tender no., date & title & "EMD" is to be super-scribed. The EMD should be in a separate envelope.
2. Attested & stamped copy of valid NSIC/MSME certificate for the said work and said scale of operations.
3. Attested & stamped copy of valid, certificate of incorporation (for manufacturers), GST, trade license certificate/shops & establishment certificate etc.
4. Authorized seller documents of at least one reputed brand.
5. Brochure with complete technical specifications.
6. Declaration Certificate.
7. All other documents as uploaded duly signed and stamped.

**FORM-A**

SL	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 Addresses	
6	PAN / GIR NO-[Attach self-attested copy]	
7	GST Registration no. (Attach self—attested copy]	
8	Valid Trade License No. -[Attach self—attested copy)	
9	Valid Certificate of Incorporation [for manufacturers) — (Attach self—attested copy)	
10	Whether minimum specification mentioned in tender notice are fulfilled by all the product/services whose price has been quoted	
11	Whether Rates Quoted Inclusive of All taxes or not	
12	Whether Supplier/ Vendor / Distributor / Firm have been ever blacklisted in any state / central government agencies or Autonomous bodies or universities/ Educational Institute or PSU'S? If such blacklisting has been revoked.	
13	Whether EMD in Form of DD has been enclosed? Write DD no & Date & Bank Name and Branch.	
14	Authorized Sellers have to provide proof of authorization	
15	Brochure Of the product attached	

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

Name:

Contact no.:

Signature & Stamp of Bidder

**Contd....P/15**

**Declaration Certificate (Form A Cont.)**

1. Price reasonability: It is certified that the RATE quoted against the NITD's tender number \_\_\_\_\_ dated \_\_\_\_\_

for the supply/ installation/ commissioning/ servicing 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/works 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 appropriate action against us, for recovery of excess rates. NITD reserves the right to cancel the tender or reject the bid.

2. Blacklisting: I Contractor/ partner/sole proprietor (Strike off word which is not applicable) of firm M /s. \_\_\_\_\_do also hereby solemnly affirm and declare that my/ our individual/ firm / companies is not/ has not been blacklisted by NIT's / IIT's / Central or State Government Organizations / Research Laboratories / Defense establishments/Autonomous Bodies/ PSUs etc.

3. I do hereby solemnly declare and affirm that the above declaration and all details provided by me in the tender/bid document is true and correct to the best of my knowledge and belief; No part of it is false and nothing has been concealed therein.

4. In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation / cancellation / termination Without any at the sole

Yours faithfully,

Authorized signatory of Bidder with Seal

Name .....

Designation .....

## **PROCEDURE FOR SUBMISSION OF E-TENDER**

The bidders are required to submit soft copies of their bid electronically on the ITI e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the ITI e-Wizard Portal. For more information, bidders may visit the ITI e-Wizard Portal <https://mhrd.euniwizarde.com>

### **1. REGISTRATION PROCESS ON ONLINE PORTAL**

- a. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com> by clicking on the link "Bidder Enrolment" as per portal norms.
- b. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
- c. Bidders must provide the details of PAN number, registration details etc as applicable and submit the related documents. The user id will be activated only after submission of complete details. The activation process will take minimum 24 working hours. After completion of registration payment, send your acknowledgement copy on our help desk mail id [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com) for activation of your account.
- d. Bidders to register upon enrolment their valid Digital Signature Certificate (DSC: Class III Certificates with signing key and encryption usage) issued by any Certifying Authority recognized by CCA India with their profile.
- e. A bidder should register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.
- f. Bidder then logs in to the site through the secured login by entering their user ID/password and the password of the DSC / e-Token.

### **2. Tender Document Search**

- a. Various built-in options are available in the e-Wizard Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- b. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, a form of contract, location, date, other keywords, etc. to search for a tender published on the Online Portal.
- c. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'Interested Tenders' folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- d. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

### **3. Bid Preparation**

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.



- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/PNG, etc. formats. Documents in PDF format with maximum Five (5) Mb file can be uploaded.

#### **4. Bid Submission**

- a. Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c. Bidders must pay required payments (Form fee, EMD, Tender Processing Fee etc) as mentioned before submitting the bid
- d. Bidder to select the payment option mode as specified in the Schedule (EMD/FORM FEE Section) to pay the form fee/ EMD wherever applicable and enter details of the instrument.
- e. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- f. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- g. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- h. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- j. Kindly have all relevant documents in a single PDF file.
- k. The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.

#### **5. Amendment of bid document**

At any time prior to the deadline for submission of proposals, the institutions reserve the right to add/ modify/ delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

## **6. Instruction to Bidders**

- a. Process for Bid submission through ITI Ewizard portal is explained in Bidder Manual. Bidders are requested to download Bidder Manual from the home page of website (<https://mhrd.euniwizarde.com>). Steps are as follows:  
**(Home page  $\Rightarrow$  Downloads  $\Rightarrow$  Bidder Manuals).**
- b. The tenders will be received online through portal <https://mhrd.euniwizarde.com>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- c. Possession of Valid Class III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://mhrd.euniwizarde.com>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available on the web site <https://mhrd.euniwizarde.com> under the link 'DSC help'.

Tenderers are advised to follow the instructions provided in the 'User Guide and FAQ' for the e- Submission of the bids online through the ITI e-Wizard Portal for e-Procurement at <https://mhrd.euniwizarde.com>

- d. The bidder has to "**Request the tender**" to portal before the "**Date for Request tender document**", to participate in bid submission.
7. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
  8. Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein.
  9. No deviation to the technical and commercial terms & conditions allowed.
  10. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bids

Signature & Stamp of Bidder