



TENDER DOCUMENT

TENDER FOR THE PURCHASE OF

**Commercial Washing Machine and 7.5 KVA (3 Phase Servo
Controlled Voltage Stabilizer)**

UNDER

TWO BID SYSTEM

NO. 1148-18/AD-ARSA/Inst/PS

CHECK LIST

DULY FILLED CHECK LIST TO BE ATTACHED WITH THE TECHNICAL BID

Sl. No.	Particulars	Check Mark
1	Whether EMD attached?	Yes/ No
2	Whether technical specifications of the quoted items attached?	Yes/ No
3	Whether catalog of the machines attached?	Yes/ No
4	In case of authorized agent/distributor whether certificate/ authorization letter for the same issued by the manufacturer attached?	Yes/ No
5	Whether tender document along with all Annexures (B to G) duly signed & stamped by the authorized signatory attached?	Yes/ No
6	Whether affidavit duly attested by the Oath Commissioner/Executive Magistrate regarding non-black listing of supplier attached?	Yes/ No
7	Whether compliance sheet duly filled in, signed & stamped attached?	Yes/ No
8	Whether warranty certificate duly filled in, signed & stamped attached?	Yes/ No
9	Whether AMC certificate duly filled in, signed & stamped attached?	Yes/ No

List of Annexures

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भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

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No. 1148-18/AD-ARSA/Inst/PS

05/07/2017

Notice Inviting Quotation

IIT Ropar intends to purchase the following items. You are, therefore, requested to send your sealed offer in Two Bid System as per the instructions given below:

Sl. No.	Description	Quantity
1	Commercial Washing Machine (Detailed specifications are provided in Annexure - A)	5 No.
2	7.5 KVA (3 Phase Servo Controlled Voltage Stabilizer) (Detailed specifications are provided in Annexure - A)	5 No.

1. Schedule of Tender and EMD :

1	Last Date and Time of receipt of tender :	26.07.2018 up to 03:00 PM
2	Opening of Technical Bids on :	26.07.2018 at 03:30 PM
3	Earnest Money Deposit (EMD)	₹35,000.00

2. EMD:

EMD to be submitted in shape of DD/BG/TDR favouring 'IIT Ropar Revenue Account' payable at Ropar alongwith the Technical Bid. Offers without EMD shall not be considered.

3. Two Bid System :

- (a) Technical bid consisting of all technical details alongwith commercial terms and conditions and EMD; and
(b) Financial bid indicating item-wise price for the items mentioned in the technical bid.

Technical bid and financial bid should be sealed in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed as "Technical Bid for the supply of "Commercial Washing Machine and 7.5 KVA (3 Phase Servo Controlled Voltage Stabilizer)" and "Financial Bid for the supply of "Commercial Washing Machine and 7.5 KVA (3 Phase Servo Controlled Voltage Stabilizer)" Due on < Last date and time >. Technical bids shall be opened at the first instance and evaluated by technical committee. At the second stage financial bids of the only technically qualified bidders shall be opened for financial evaluation and ranking before awarding the contract. Mixing price bid with technical bid in the same envelop will disqualify your bid for further evaluation.

4. Submission of tender:

Offers addressed to the 'Registrar, IIT Ropar' and valid for 90 days should reach the Registrar Office, Utility Block, Indian Institute of Technology Ropar, Birla Farms, Rupnagar-140001 on or before the last date and time. Tenders received late shall not be considered.

5. Bidding:

- a). Either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid.
b). If an agent submits bid on behalf of a Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

It is specifically required that the bidders will supply all the operating & service manuals and circuit diagrams alongwith the machines

6. Opening of Bids:

Technical bids will be opened as per the above schedule in the presence of bidders or their authorized representatives whosoever may wish to attend. In case the due date of receipt/opening of the quotation/s (technical/price) is declared a holiday in the Institute, then, the due date of receipt/opening of the quotations shall be the next working day at the same time.

7. Price Bid:

Price bid should be prepared as per 'Annexure – E'.

8. Rates Comparison:

Bidders are requested to send their rates on FOR, IIT Ropar basis. Rates comparison will be made on Net Price (Including Freight/Installation/Taxes/Duties).

9. Manufacturer or Authorised Agent:

All offers other than those from the Principal/OEM should be supported by an authority letter from the manufacturer authorizing the supplier to tender on their behalf. In case of manufacturer a certificate or a copy thereof to the effect that the bidder is a manufacturer of the machine must be accompanied with the technical bid prepared as per Annexure-C.

10. Parts of Machine:

Where the machine is composed of several subunits/components, the rate should be quoted for each subunit/component. The Institute reserves the right to increase or decrease the number of subunits/components and number of machine according to its requirements. The rates in ambiguous terms will render the quotation liable to rejection. The words "Not quoting" should be clearly written against any item of machines for which the tenderer is not quoting.

11. Payment Terms:

Payment will be made to the supplier through 90% payment will be made to the supplier within 30 days from the date of receipt of material at IIT Ropar through NEFT/Cheque/Demand Draft and balance 10% after successful installation of the machines and on the submission of performance bank guarantee valid for warranty period + 3 months .

12. Acceptance of Terms & Conditions:

Bidders must confirm the acceptance of all the terms and conditions of this NIQ. Any non-acceptance or deviations from the terms and conditions must be clearly mentioned. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this NIQ may render the quotation liable for rejection.

13. Service Manual/Circuit Diagram

It is specifically required that the bidders will supply all the operating & service manuals and circuit diagrams alongwith the machines.

14. Power Supply:

The machines should be quoted only for 220 volts and 50Hz electricity supply. The extra requirement of line voltage, current rating etc. and the optimum climate and environment required for the machines must be stated precisely. Voltage stabilizers/isolation transformers/CVT/UPS etc., as may be required shall be listed separately. The full technical specifications and literature in respect of the voltage stabilizer etc., must be furnished.

15. Guarantee/Warranty and AMC:

Duly signed and stamped certificate of at least 3 years next working day comprehensive onsite warranty as per Annexure-G should be attached with the technical bid. Successful firm will be required to agree for payment of penalty for exceeding permissible downtime during Guarantee/Warranty period. Annual Maintenance Contract charges for 5 years after the expiry of warranty period should be quoted as per Annexure-H. The rates of AMC will be taken into consideration while making rates comparison.

16. Customs Duty or Excise Duty:

IIT Ropar is exempted from the payment of Customs Duty/Excise Duty. CDEC/EDEC with DSIR certificate will be provided along with the order (If applicable).

17. Service Facility:

Bidder should mention about the service set up in India and how capable they are to provide after sales services.

18. Training:

If required, should be included as an optional item in your offer without any extra cost.

19. Banker's details:

Name and address of the banker of your company should be mentioned as per RTGS form attached.

20. Reference of supply:

It is specifically required that the bidders will supply all the operating & service manuals and circuit diagrams alongwith the machines

21. Jurisdiction:

The Courts of Ropar alone will have the jurisdiction to try any matter, dispute or difference between the parties arising out of this tender/contract. It is specifically agreed that no Court outside and other than Ropar court shall have jurisdiction in the matter.

22. Force Majeure:

Any failure of omission or commission to carry out the provision of this contract by the supplier shall not give rise to any claim by one party, one against the other, if such failure of omission or commission arises from an act of God; which shall include all acts of natural calamities such as fire, flood, earthquake, hurricane, or nay pestilence or from civil strikes, compliance with any statute and/or regulations of the Government, lockouts and strikes, riots, embargoes or from any political or other reason beyond the supplier's control including war (whether declared or not) civil war or stage of insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force Majeure conditions.

23. Liquidated Damages:

In case the firm fails to execute the supply as per the purchase order in whole or in part as per the terms and conditions of PO, IIT Ropar can impose the penalty @1% per week of the undelivered stores, subject to a maximum of 10%. It will also be open to the institute to procure the required item(s) from any other source at the risk and expense of the firm.

24. Relocation:

It is specifically required that the bidders will supply all the operating & service manuals and circuit diagrams alongwith the machines.

Note: The Director, IIT Ropar reserves the right to accept/reject any or all tenders without assigning any reasons thereof and also to reject the material if the same is not found conforming to the specifications, with further right to affect risk and cost of the purchases.

Registrar

Sl. No.	Detailed Specifications	Quantity
01	<p>Commercial Washing Machine</p> <ol style="list-style-type: none"> 1) Capacity of machine- 10kg – 12kg 2) Spin cycle :- minimum 1000-1400 rpm 3) Loading :- Front loading 4) Fully automatic with timer and electronic contrail 5) Cylindrical finish- stainless steel 6) Electricity - 3 phase 7) G factor- 350-450 	05
02	<p>7.5 KVA (3 Phase servo controlled voltage stablizer)</p> <ol style="list-style-type: none"> 1) Input voltage: 300 V to 480 V 2) Output voltage: 415 V (+- 1% V) 3) Frequency= 50 Hz with cut off high 4) Air cooled Type 5) Copper wound stabilizer 	05

FORMAT FOR MANUFACTURER'S AUTHORISATION CERTIFICATE

To,
The Registrar
Indian Institute of Technology Ropar
Nangal Road, Rupnagar-140001

Sub. : Tender for “ _____ ”.

Dear Sir,

We, _____, who are established and reputed manufacturers of _____, having factory/office at _____, hereby authorize M/s _____ [name & address of agents/distributors] to bid, negotiate and conclude the order with you for the above goods manufactured by us.

We shall remain responsible for the tender/Agreement negotiated by M/s _____, jointly and severally. No company or firm or individual other than M/s _____ are authorized to bid, negotiate and conclude the order in regard to this business against this specific tender as for all business in the entire territory of India.

An agency commission of ____% included in the FOB price is payable to M/s _____. We hereby extend our full guarantee and warranty as per the terms and conditions of tender for the goods offered for supply against this invitation for bid by the above supplier.

1. _____

2. _____

*specify in detail manufacturer's responsibilities+the services to be rendered by M/s _____ are as under:

i) _____

ii) _____

[Specify the services to be rendered by the agent/distributor] In case duties of the agent/distributor are changed or agent/ distributor is changed it shall be obligatory on us to automatically transfer all the duties and obligations to the new Indian Agent failing which we will ipso-facto become liable for all acts of commission or omission on the part of new Indian Agent/ distributor.

Yours faithfully,

[Name & Signature]

For and on behalf of M/s. _____ [Name of manufacturer]

Note: This letter of authorization should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.

FORMAT FOR NON BLACKLISTING OF SUPPLIER

I/ We _____Manufacturer/partner/Authorized Distributor/Agent (strike out which is not applicable) of (Supplier) _____ do hereby declare and solemnly affirm that the individual/firm/company is not black-listed by the Union/State Government/Autonomous body.

Deponent
Address _____

I/ We hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed.

Deponent
Dated: _____

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner.)

FORMAT FOR THE SUBMISSION OF RATES – PRICE BID

(To be submitted on the letterhead of the company/firm)

Name of the Manufacturer _____

Make of the Machine _____

Model Number _____

County of Origin _____

Sl. No.	Particulars	Rate/Unit
1	Cost of the Machines with 3 years warranty	
2	Taxes if any.	
3	FOR IIT Ropar value	
4	AMC charges for 1st year after expiry of warranty	
5	AMC charges for 2nd year after expiry of warranty	
6	AMC charges for 3rd year after expiry of warranty	
7	AMC charges for 4th year after expiry of warranty	
8	AMC charges for 5th year after expiry of warranty	

This is certified that the rates quoted above are not more than the rates charged from any other Institute/ Department/Organization.

Note:

1. Taxes and other levies, if any are to be clearly specified in the bid.

CERTIFICATE OF WARRANTY

i). I/We certify that the warranty shall be for a period of 3 year starting from the date of satisfactory installation, commissioning and handing over of the machines and of the works conducted therewith covered under the supply order in working order. During the warranty period, I/we shall provide free “after sale service” and the replacement of any part(s) of the machines or rectification of defects of work of the machines will be free of cost. The replacement of the parts shall be arranged by us, at our own cost and responsibility. We undertake that the above warranty shall begin only from the date of satisfactory and faultless functioning of the machines for 60 days at IIT Ropar premises. The benefit of change in dates of the warranty period shall be in the interest of the use/your organization.

ii). During the warranty period, we shall provide at least 3 preventive maintenance visits.

iii). Uptime Guarantee: During the warranty period, we will be responsible to maintain the machines in good working conditions for a period 328 days (i.e. 90% uptime) in a block of 365 days.

a). All complaints will be attended by us during next working day day of receipt of the complaint in our office.

b). In case there is delay of more than 2 weeks in attending to a complaint from our side then you can count the number of days in excess of the permissible response time in the downtime. The above said response time of 2 weeks for attending to a complaint by us will not be counted in the downtime.

c). Penalty: We shall pay a penalty equivalent to 0.1 % of the FOB value of the machines for every week or part thereof delay in rectifying the defect.

Note: The right to accept the reason (s) for delay and consider reduction or waive off the penalty for the same shall be at the sole discretion of Director, IIT Ropar

i). I/We certify that the warranty shall be for a period of 3 year starting from the date of satisfactory installation, commissioning and handing over of the machines and of the works conducted therewith covered under the supply order in working order. During the warranty period, I/we shall provide free “after sale service” and the replacement of any part(s) of the machines or rectification of defects of work of the machines will be free of cost. The replacement of the parts shall be arranged by us, at our own cost and responsibility. We undertake that the above warranty shall begin only from the date of satisfactory and faultless functioning of the machines for 60 days at IIT Ropar premises. The benefit of change in dates of the warranty period shall be in the interest of the use/your organization.

v. We guarantee that in case we fail to carry out the maintenance within the stipulated period, IIT Ropar reserves the right to get the maintenance work carried out at our risk, cost and responsibility after informing us. All the expenses including excess payment for repairs/maintenance shall be adjusted against the Performance Bank Guarantee. In case the expenses exceed the amount of Performance Bank Guarantee, the same shall be recoverable from us with/without interest in accordance with the circumstances.

iv. We certify that the machine being/quoted is the latest model and that spares for the machine will be available for a period of at least 10 years and we also guarantee that we will keep the organization informed of any update of the machines over a period of 10 years.

vii. We undertake to perform calibration after every major repair/breakdown/taking the machines for repair out of IIT Ropar premises.

viii. In case of extended warrantee, we undertake to carry out annual calibration of the machines .

ix. We guarantee that we will supply spare parts if and when required on agreed basis for an agreed price. The agreed basis could be an agreed discount on the published catalogue price.

x. We guarantee to the effect that before going out of production of spare parts, we will give adequate advance notice to you so that you may undertake to procure the balance of the life time requirements of spare parts.

xi. We guarantee the entire unit against defects of manufacture, workmanship and poor quality of components.

TERMS AND CONDITIONS OF THE SERVICE CONTRACT

1. During the service contract period, the firm shall provide at least 3 preventive maintenance visits per year and attended to all emergent and break-down calls.
2. The service contract charges must be quoted separately for each year strictly as under and quoting of rates in ambiguous terms or in percentage terms etc. shall render the tender liable to rejection :
3. Rate for 1st year = _____ (Rupees in words).
Rate for 2nd year = _____ (Rupees in words).
Rate for 3rd year = _____ (Rupees in words).
Rate for 4th year = _____ (Rupees in words).
Rate for 5th year = _____ (Rupees in words).
4. The service contract charges should be quoted only for services and travel cost etc. and should not include the cost of any replacement parts/components which shall be arranged by the IIT ROPAR at its own cost.
5. In each block of 365 days during the entire service contract period the firm will be responsible to maintain the machines in good working condition for a period 328 days (i.e 90% uptime). The time taken by the IIT ROPAR in providing to the firm the spare parts shall not count towards the down time. All the complaints will be attended by the firm within 2 working days of the dispatch of the complaint to their office. In case there is delay of more than 2 working days in attending to a complaint then the number of days in excess of the permissible response time shall be counted in the downtime. In case total downtime exceeds the permissible downtime a fine equivalent to double the service contract charges shall be recovered from the firm on per day basis.
6. The right to accept the reason(s) for delay and consider reduction or waive off the penalty for the same shall be at the sole discretion of Registrar, IIT Ropar.
5. In each block of 365 days during the entire service contract period the firm will be responsible to maintain the machine in good working condition for a period 328 days (i.e 90% uptime). The time taken by the IIT ROPAR in providing to the firm the spare parts shall not count towards the down time. All the complaints will be attended by the firm within 2 working days of the dispatch of the complaint to their office. In case there is delay of more than 2 working days in attending to a complaint then the number of days in excess of the permissible response time shall be counted in the downtime. In case total downtime exceeds the permissible downtime a fine equivalent to double the service contract charges shall be recovered from the firm on per day basis.
5. In each block of 365 days during the entire service contract period the firm will be responsible to maintain the machines in good working condition for a period 328 days (i.e 90% uptime). The time taken by the IIT ROPAR in providing to the firm the spare parts shall not count towards the down time. All the complaints will be attended by the firm within 2 working days of the dispatch of the complaint to their office. In case there is delay of more than 2 working days in attending to a complaint then the number of days in excess of the permissible response time shall be counted in the downtime. In case total downtime exceeds the permissible downtime a fine equivalent to double the service contract charges shall be recovered from the firm on per day basis.
9. The replaced parts shall remain the property of the IIT Ropar.
8. We undertake to perform calibration after every major repair/breakdown/taking the machine for repair out of IIT Ropar premises.
11. During the service contract period the parts/components that may be needing replacement shall made available by the IIT Ropar at their own expenses and all import formalities, payment of customs duty etc., shall be complied with/borne by the IIT Ropar.
- 12. All service contract charges will be invoiced twice in each year. The payment of the invoice will be made afterwards.**
13. No price revisions will be accepted by the IIT Ropar during the entire tenure of the service contract agreement.