



INDIAN INSTITUTE OF TECHNOLOGY ROPAR
RUPNAGAR-140111

TENDER DOCUMENT

TENDER (Single Bid) FOR SAFE FAN (Suicide Prevention device to be installed on ceiling fan) in the
hostel rooms

1463-19/AD-SF/IITRPR/PS/

dated 24/12/2019

Tender Fee: Rs.590/-(including GST)

Registrar IIT Ropar intends to purchase the device/item specified below and invite quotations in **single bid System containing Technical Bid & Financial Bid** in accordance with the terms and conditions as attached. Manufacturers, Distributors, Suppliers are requested to send their Printed/Typed offers in sealed envelopes in precise and complete terms within the time mentioned in the tender document. Submit your offer with Tender Enquiry Number and date on the top of cover to: Registrar IIT Ropar, main campus, Roopnagar-140001. Hand written quotations are not acceptable.

Tender Fee: Rs. 590/- (Incl GST)(Non-Refundable): Tender Fee is to be paid in favour of 'IIT Ropar Revenue Account' by Demand Draft of any nationalized Bank of India, payable at Ropar Branch.

EMD: Rs. 5,000.00 (Rupees Five Thousand only) is to be paid in favour of 'IIT Ropar Revenue Account' by Demand Draft of any nationalized Bank of India, payable at Ropar Branch. Earnest Money will be returned to all unsuccessful bidders after processing the purchase procedure, while it will be returned to the successful bidder after the successful completion of Defect liability period of one year.

The offer/bids are to be submitted in Single bids system

1. The Technical bid must contain valid self certified photocopy documents regarding PAN, GST, Trade Licence, Technical specifications (buzzer, spring length, rubber, nut bolt and other material etc.) , Address of Service Centre and Person responsible and Experience certificate of successful delivery of materials worth Rs. 1 lakhs or more in a single purchase order OR Rs. 1.50 Lakhs or more in two Nos. Purchase Order or Rs. 2 lakhs or more in three Nos. Purchase Order in Govt. Organisation/Govt. Institute/Govt. University/ PSU's/Autonomous Body/Recognized private universities/institutions to be submitted on or before 11.00 am on 16.01.2020.

The Technical bid, financial bid, Tender Fee & Earnest Money Deposit must be in single envelope duly sealed.

Price Bid

Sr. No	Description of Materials	Unit Quantity	Rate In Rs. (Inclusive of GST)	Amount
1.	<p>Safe Fan(Device used on ceiling fan to prevent suicide through hanging on fan Some of the prime features of the Safe Fan are:</p> <ul style="list-style-type: none"> · Can be mounted easily on any fan · Snaps under few seconds to prevent spine damage or tightening of the noose · An Ear-splitting alarm of 110+ decibels to notify the neighbors · Doesn't affect the operation of the fan · Zero maintenance required 	1500(can be increased further)		

Note: Rates should be inclusive of all taxes(GST) including delivery / service at site including loading, unloading, installation, testing if any, dismantling, transportation, etc

(Authorised Signatory)

TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF Device

1. **Quality & Specification of Stores:** The stores offered should be of best quality available, unless otherwise specified, conforming strictly to the BEE ratings/specifications, ISO-9001/14001 and national and/or international standards wherever applicable. The Institute reserves the right to reject such stores if found unacceptable on these grounds. The guarantee and warranty offered be specifically mentioned.
2. **Liquidated Damages:** If a firm accepts an order and fails to execute the same, in full or in part(s), as per the terms and conditions stipulated therein, it will be open to the Institute to recover liquidated damages from the firm as per institute rules. It will also be open to the Institute alternatively, to arrange procurement of the required devices from any other source at the risk and cost of the firm, confiscating EMD/Security deposit.
3. **Submission of Quotation:** All quotations must be forwarded in sealed cover addressed to the Sender of this Enquiry so as to reach within the specified period. The reference to the Enquiry Number and the last date of submission must clearly be super scribed on the sealed envelope. If no counter offer is made in the quotation, it will be taken for granted, the offer is strictly in accordance with the specifications and terms and conditions laid down in the tender notice.
4. **Period of Validity:** A quotation shall remain valid for acceptance at least for a period of 90 days from the date of opening.
5. **Payment:** Normally payment will be made within 30 days from the date of receipt of bill and installation of device, whichever is later. Payments since April 1, 2009 is being done electronically by e-transfer through our banker (SBI Ropar), for which the supplier must provide their bank account number, name of the bank, branch address, branch code and IFSC code etc.
6. **Rejection of Offers:** The Institute reserves the right to accept or reject any or all the offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.
7. **Dispute:** In case of dispute, the matter shall be settled mutually, failing which the decision of the Director, IIT Ropar shall be final and binding on the bidders.

TENDER NOTICE FORM

Sealed tenders are invited for providing Safe Fan device, 2019 for IIT Ropar:

1.	Mode of Tender	Single Bid
2.	Name of work	(Detailed list of essential items & Quantity as per Annexure-A). Bidders may propose additional items for inclusion.
3.	Last date and time of receipt of Tenders	Up to 11:00 am on 16.01.2020 Offers addressed to the 'Registrar, IIT Ropar' should reach the office of 'The Registrar, IIT Ropar, Main Campus, Near Birla Farms, Roopnagar-140111(Punjab on or before the last date and time. Tenders received late shall not be considered
4.	Date, Time & Venue for opening of Tenders	11:30 A.M. on 16.01.2020, ADSA Office, Room No.02, GF, M. Visvesvaraya Block IIT Ropar main campus, Ropar The quotations shall be opened by the tender opening committee as per the schedule mentioned in this document, in the presence of tenderers or their authorized representatives whosoever may wish to attend. In case the due date of receipt/opening of the quotations is or is declared a holiday in the Institute, then in that event, the due date of receipt/opening of the quotations shall be the next working day at the same time.
5.	Validity of Offer	90 days.

(Authorized signatory)

“Annexure –B”

Technical Bid

1.	Name & Address of Registered Office of the Company/Manufacturer/Supplier/Distributor Telephone No. FAX No: E-Mail:	
2.	Valid PAN No.	
3.	GST No	
4.	Non blacklisting Certificate by bidder(self declaration on letter head/affidavit)	Yes/No
5.	Experience and capability of installation of device in atleast one Govt Institute/University/Recognised private university/centrally funded institutes with documentary evidence of the same. Certificates of completion of similar works duly signed by the authorized persons must be enclosed.	Yes/No
6.	Bidder must submit his telephone or Mobile Number, email-id and his complete address for easy communication.	Yes/No
7.	All the pages of the bid have been numbered. Page nos. of the documents attached has been mentioned wherever required. Every page has been signed and stamped by authorized signatory.	Yes/No
8.	Price Bid attached as per Annexure ‘B’	Yes
9.	Any other detail as per tender specifications.	

(Authorized signatory)

Other Terms & Conditions:

1. The Service Provider has to maintain sufficient number of staff from their end for smooth installation at their own costs
2. Any damage to movable / immovable property while carrying out work shall be made good by the agency at its own cost and the site must be handed back neat and clean to the satisfaction of IIT Ropar.
3. The agency shall nominate a person with mobile telephone to receive the instructions. Another alternative telephone number of the owner or his representative of the firm shall also be conveyed with email ID to convey the instructions.
4. **The successful bidder will be required to furnish a performance security in the shape of Demand Draft for an amount equivalent to 10% of the order value. The Demand Draft will be submitted within a period of 03 days after the placement of the order.**
5. The work should be completed within the stipulated time given from the date of order as mentioned in purchase order.
6. No advance payment shall be made by the IIT Ropar. However, the IIT Ropar intends to make all the final payments within 30 days after the supply and successful installation of device.
7. In case at any stage if it is found that the supply executed by the company was not satisfactory and upto the standard. IIT Ropar shall have the right to put penalty on the supplier.
8. Statutory taxes at the prescribed rates shall be deducted at source from the bills.
9. The offer should be legibly typed or handwritten in English with no cutting/overwriting.
10. Offers sent by e-mail/fax shall not be accepted.
11. Late tenders shall not be considered. The institute shall not be responsible for any delay/loss or non-receipt of tenders by post/courier services.
12. The successful bid will keep all the information confidential and will share any information only with concerned authorities of IIT Ropar
13. The Director, IIT Ropar has the right to accept or reject any tender without assigning any reason. The decision of the Director IIT Ropar in this regard will be final and no correspondence will be entertained.

Registrar