



SAMBALPUR UNIVERSITY
JYOTI VIHAR, BURLA
Sambalpur (ODISHA)
PIN-768019

No. 1356 /Store

Date 03/03/18

QUOTATION CALL NOTICE

Sealed quotations are invited on behalf of Sambalpur University, Jyoti Vihar, Burla-768019 from the Manufacturers/ Authorized Dealers/ Distributors of Blue Star/ Voltas/ Eureka Forbes/ Kent/or its Equivalent make having GST, PAN certificate for “**Supply of Commercial Water Cooler cum Purifier Machine**” for Sambalpur University as per the specification given. The tender document and details of terms and conditions can be downloaded from university web site i.e. www.suniv.ac.in.

Earnest Money Deposit(EMD) @2% of Estimated Cost	Rs.27,000/-
Last Date and time of submission of bid documents	12.30 PM of 17 th Mar'2018
Date and time of opening of bid documents	1.00 PM of 17 th Mar'2018
Name and address of the officer inviting quotation	Registrar, Sambalpur University, Jyoti Vihar, Burla-768001, Sambalpur Email- registrar@suniv.ac.in

The sealed quotation with all relevant documents and papers as given in the **Annexure-I, II, III, IV & V** can be submitted through registered post/ speed post/Courier only to “**the Registrar, Sambalpur University, Jyoti Vihar Burla-768019**” and should reach on/before 12.30 PM of 17.03.2018. The authority will not be held responsible for postal delay, if any in delivery of the sealed quotation or non-receipt of the same. The authority reserve the right to reject any or all the bid without assigning any reason thereof.


Registrar
Sambalpur University

Memo No. 1357 Store

Dt. 03/03/18

Copy forwarded for information and necessary action to the notice board, Sambalpur University, Comptroller of Finance, Sambalpur University, Dy. Director e-Governance, Sambalpur University


Registrar
Sambalpur University

Memo No. 1358 Store

Dt. 03/03/18

Copy forwarded to The Editor of, “The Sambad (all Odisha Edition)”, Sakhipara, Sambalpur and The Editor of, “The Indian Express (all Odisha Edition)”, Industrial Estate, Baraipali, Sambalpur in order to publish the same once on or before Dt.07.03.2018


Registrar
Sambalpur University

Chapter-1
DETAIL QUOTATION CALL NOTICE (DQCN)

1. Request For Quotation(RFQ):-

- The Registrar on behalf of Sambalpur University invites sealed quotations for “Supply of Commercial Water Cooler cum Purifier Machine” for Sambalpur University as per the specification given in Annexure-“I” from the Manufacturers/ Authorized Dealers/ Distributors of Blue Star/ Voltas/ Eureka Forbes/ Kent/or its Equivalent make.
- The RFQ document can be downloaded from the official web site of Sambalpur University i.e. www.suniv.ac.in

2. BID Schedule and Address:-

- The detailed schedule of bid submission to Sambalpur University and its address is given as below:

Last date and time for submission of bid	12.30 PM of 17 th Mar'2018
Date and time of opening of bid documents	01.00 PM of 17 th Mar'2018
Name and address of the officer inviting quotation	To The Registrar, SambalpurUniversity, JyotiVihar, Burla-768019, Odisha Email- registrar@suniv.ac.in

3. Deposit of EMD :-

- An amount of Rs.27,000/-in shape of Banker’s Cheque/ Demand Draft/Pay order issued from any nationalized bank drawn in favour of “**The Comptroller of Finance, Sambalpur University**” payable at Jyoti Vihar, Burla shall be submitted along with quotation documents.
- The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand draft of EMD will be summarily rejected.
- Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
- The Firm who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provide along with technical bid).

- The EMD, in case of unsuccessful Bidders shall be retained by Sambalpur University, Burla till the finalization of the tender. No interest will be payable by Sambalpur University, Burla on the EMD.

4. Scope of work:-

- The Scope of work includes supply & installation of commercial water cooler cum purifier machine to Sambalpur University.

S. No.	Item Description	Quantity
1.	Commercial Water Cooler cum Purifier Machine	15

- Specifications of the Commercial Water Cooler cum Purifier Machine are mentioned in the document vide **Annexure-I**.
- The cost of delivery is in the scope of the bidder. No separate payment shall be made in this regard. Also in case of any breakage during delivery, then the bidder shall ensure that the machineries are replaced at the bidder's cost. In case of any machineries are not functional during the warranty period then the cost of repair or replacement will be in the scope of the bidder at no additional cost to Sambalpur University.

5. Due Diligence:-

- The Bidders are expected to examine all instructions, terms and specifications stated in this RFQ.
- The Bid shall be deemed to have been submitted after careful study and examination of this RFQ document. Failure to furnish all information or submission of a bid not responsive to this RFQ will be at the Bidders' risk and may result in rejection of the bid. Sambalpur University is not bound to disclose the grounds for rejection of Bid. The decision of the Sambalpur University regarding the final declaration of the successful Bidder shall be final.

6. Eligibility Criteria:-

- The invitation to bid is open to all Bidders who qualify the Eligibility Criteria as given below. Failure to provide the desired information and documents may lead to disqualification of the Bidder.
- The Bidder should either be manufacturer of water cooler cum purifier or should be an authorized dealer/authorised distributor of company / manufacturer and having a registered office in India. (The bidder should provide all necessary supporting documents to substantiate the above respective claims).
- Either the Manufacturer Company as per RFQ or dealer/distributor duly authorised by the Manufacturing Company shall be eligible to participate in RFQ.

- The Bidder should not be currently blacklisted by any Government / Government agency/ Bank/ institution in India or abroad. The bidder should provide declaration to this effect on their company's letterhead.

Chapter-2
INSTRUCTION TO QUOTATIONERS

1. The bid proposals are to be sent in *sealed envelopes* subscribed with tender notice detail and addressed to as appended hereunder.

Tender For" Supply of Commercial Water Cooler cum Purifier Machine to Sambalpur University";	
From Mr./Mrs..... Address..... Contact No..... Email id-.....	To The Registrar, Sambalpur University, JyotiVihar, Burla-768019, Odisha Email- registrar@suniv.ac.in

The price bid of those firms will only be opened who are found to be technically qualified after evaluation. The bids submitted without tender document fees and/will be summarily rejected and no further communication in this regards will be entertained. The authority reserves the right to accept/ negotiate/ reject any or all the tenders and modify the conditions/ specification at any stage without assigning any reason thereof.

2. Either the Manufacturer Company as per RFQ or dealer/distributor duly authorized by the Manufacturing Company shall be eligible to participate in RFQ.
3. The Bidders may be required to demonstrate the quoted model of the water cooler cum purifier during the technical evaluation, if required, failing which their bids/offer shall be rejected. The firms are intimated that they should get ready for demonstration and only one-week time will be provided for arrangement of demonstration and no request for extending time for demonstration will be entertained. Failure to demonstrate, their offer will be summarily rejected.
4. **Opening of Tender:** The tenderer is at liberty either himself or to authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification. The late received tenders by Sambalpur University, Burla will be ignored. Further Sambalpur University, Burla does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.
5. **Specification:** The Contractor must confirm in writing that the goods supplied & installed by them shall be as per specification of goods mentioned in Annexure – "I" and in case of any variation, the contract shall be liable to be cancelled immediately. The Security cum Performance Guarantee will also be forfeited.
6. **Quality of goods:** The firm will be entirely responsible for quality of supplied goods/ materials. The supplier should replace the rejected/ damaged stores within 15 days, failing which penalty will be imposed by the Institute.

7. **Validity:** The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it will be rejected. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
8. **Warranty / Guarantee:** The bidder must quote for 01 years comprehensive warranty (Including all Spares, Accessories and Labour) from the date of completion of the satisfactory installation.
The bidders are requested to submit their quote (Rates) for subsequent 05 years *Comprehensive Maintenance Contract charges (CMC)* (Including All Spares, Accessories and Labour) after completion of warranty period. Failure to comply this condition will entail the rejection of the bids. CMC charges will be taken into account of financial evaluation purpose.
9. **Authority of person signing document:** A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, Sambalpur University, Burla may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
10. **Delivery & Installation:** All the goods ordered shall be delivered & installed within 30 days from the date of issuing purchase order. **All the cost towards transportation & installation shall be the responsibility of the supplier; no additional cost will be paid for the same.** If the supplier fails to deliver & install the goods on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 10 % of the total order value.
11. **Right of acceptance:** Sambalpur University, Burla reserve the right to accepting the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. Sambalpur University, Burla reserve the right to reject any or all tenders /quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.
12. **Performance Security:** Performance Security@5% shall be deducted from every bill and the same shall be released after expire of guarantee period. The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or

non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract.

13. **Arbitration:** The authority reserves all the rights to cancel the process at any time without assigning any reason thereof. Any dispute arising in this case shall come under the jurisdiction of courts of Sambalpur.
14. **Payment Term:** The Bill in triplicate may be send to this office for settlement after satisfactorily delivery, installation and commissioning of the material. The bill should have full particulars of the items. No Payment shall be made in advance nor shall the loan from any financial institutions be recommended on the basis of the order of award of work. The Contractor shall submit the bill only after satisfactorily delivery, installation and commissioning of the material to the satisfaction of the Sambalpur University, Burla. The case of issuing sanction and passing of bill for payment will be initiated on receipt of inspection report. No payment will be made for goods rejected. The Sambalpur University shall deduct the statutory deduction as applicable under the income Tax Act 1961, Odisha value added Tax Act 2004 and may other statutory deductions.
15. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by Sambalpur University, Burla in that event the EMD shall also stands forfeited.
16. The Tenderers should furnish a copy of GST & PAN registration number. Tenders not complying with this condition will be rejected.
17. The items will have to be supplied at Institute site. No transportation/ cartage charges will be provided for the same.
18. Bidder shall submit a copy of the tender document and addendum/corrigendum thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender document.
19. **Applicable Law:** The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.
20. **Force Majeure:** Any delay due to Force Majeure will not be attributable to the supplier.
21. After due evaluation of the bid(s) Sambalpur University, Burla will award the contract to the lowest evaluated responsive tenderer. *During tender evaluation who has quoted lowest price in financial bid as well CMC for 5 year will be considered as*

lowest bidder. Conditional bid will be treated as unresponsive and it may be rejected. The work order will be issued to the lowest bidder, who qualifies the technical bid as well financial bid. ***An agreement copy has to be submitted by the bidder in govt. stamp paper*** towards smooth execution of the contract within 7 days from the date of issue of the work order.

ANNEXURE-I

S.NO.	Item	Specification	Qty.
01	Water Cooler cum Purifier	General technical description:	15
		a) Water storage tank capacity=80Ltr	
		b) Water cooling capacity= Minimum 60LPH.	
		c) Working Voltage range & Power Rating=240VAC, 50Hz & 625watts(+/-)10%	
		d) Storage Tank Material=Stainless Steel(SS-Type)	
		e) Weight= 80-100kg	
		f) Number of stages for Filter cum Purifier= 3	
		g) Number of Purifier Circuit= Minimum 2	
		h) Minimum Water Input Pressure in Kg/Cm ² = 0.4	
		i) Input water temperature=10 to 40 degree C	
		General Features:-	
		a) Advanced 3 Stage Purification Process:- <ul style="list-style-type: none"> - Having heavy duty sediment filter candle of polypropylene and silver impregnated activated carbon. - Having specially treated activated carbon. - Having Ultraviolet Treatment. 	
		b) Built in Safety feature:- <ul style="list-style-type: none"> - To monitor the purification process and stop the flow of water through the solenoid valve if purification is inadequate. - Powerful cooling system & choice of room temperature. - Built in safety feature, internationally acclaimed product quality. 	

(Signature of the Bidder)
Along with Stamp of Firm/Company

Date:
Place:

Rare - 20/12

ANNEXURE-II

Technical Bids

Sl. No.	Description	Bidder's Remarks
1.	Name of Supplier/Firm/Company	
	Name of contact person with details and mobile number.	
2.	Full address	
3.	E-Mail address	
4.	Telephone/Fax Number	
5.	EMD@2% of Estimated Value i.e. Amount: Rs 27,000/- (Details of DD no.....and Date.....)	
6.	Self-Attested photo copy of PAN Card	
7.	Self-Attested photo copy of GST Registration certificate.	
8.	Self-Attested photo copy of Registration/ Distributorship / Dealership certificate	
9.	Letter of authorization for representing the manufacturer to sign the bid documents if any.	
10.	Name and address of service center nearby Sambalpur/Burla	
11.	Self-declaration (in Letter head) about Guarantee period of One year to be offer by Manufacturer Company.	

(Signature of the Bidder)
Along with Stamp of Firm/Company

Date:

Place:

Annexure - III

CERTIFICATE

(To be submitted on letter head of the company/ firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

I also certify that firm will be supplied the item as per the specification given by institution and also abide all the terms & conditions stipulated in tender

(Signature of the Bidder)
Along with Stamp of Firm/Company

Date:

Place:

ANNEXURE-IV

Financial Bid

Sl. No.	Name	Unit	Qty Required	Make & Model	Rate per unit (In Rs.)	Total Amount (In Rs.)
01	Commercial Water Cooler cum Purifier Machine	No's	15			
Total Amount in figure (Inclusive of all taxes and other charges)						
Total Amount in words(Inclusive of all taxes and other charges)						

1. I/We have gone through the term & conditions as stipulated in the tender and confirm to accept and abide the same.
2. No other charges would be payable by the Institute.
3. Quantity mentioned above is tentative, it may increase or decrease as per Institute requirement.

(Signature of the Bidder)
Along with Stamp of Firm/Company

Date:

Place:

ANNEXURE-V

**FINANCIAL BID FOR ANNUAL COMPREHENSIVE MAINTENANCE
CONTRACT AFTER WARRANTY PERIOD:**

Sl.No.	Description of Goods	Qty	Annual Comprehensive Maintenance Contract Cost (In Rs.)					Total Annual CMC Cost for 5 Years (In Rs.) [5x(a+b+c+d+e)]
			1 st Yr (a)	2 nd Yr (b)	3 rd Yr (c)	4 th Yr (d)	5 th Yr (e)	
01	Water Cooler Cum Purifier	15						

[The cost of Annual CMC stated above must be inclusive of all taxes as applicable]

NOTE:-.

1. In case of discrepancy between unit price and total prices, then the unit price shall prevail.
2. The cost of Comprehensive Maintenance Contract (CMC) which includes preventive maintenance including testing & calibration as per technical/ service /operational manual, labour and spares, after satisfactory completion of Warranty period may be quoted as per Tender terms & conditions on yearly basis for complete equipment and Turnkey (if any).
3. The cost of CMC must be quoted along with taxes as applicable no claim for the same will be entertained later.
4. The supplier shall keep sufficient stock of spares required during Annual Comprehensive Maintenance Contract period. In case the spares are required to be imported, it would be the responsibility of the supplier to import and get them custom cleared and pay all necessary duties.

(Signature of the Bidder)
Along with Stamp of Firm/Company

Date:

Place: