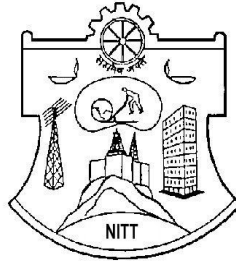


# NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

OFFICE OF THE DEAN PLANNING AND DEVELOPMENT

Web : [www.nitt.edu](http://www.nitt.edu)

Phone : 0431 - 2503509



## TENDER DOCUMENT

Tender Notification No.: **NITT/ P&D/AD1/AC/2013/1**

Dated: 04.07.2013

- Name of items to be procured : **1.5 TON SPLIT AIRCONDITIONER**
- Quantity required : 21 Nos.
- EMD Amount : **Rs. 15000/-**
- Cost of the Tender Document : **Rs. 150/-**
- Delivery : Within three weeks from the date of purchase order
- Last Date of submission of Tender : **26.07.2013 up to 3.00 p.m.**
- Address for submission of Tender : The Director,  
National Institute of Technology,  
Tiruchirappalli – 620015, Tamilnadu, India  
Kind ATTN to: **Dr.M. Duraiselvam**,  
Associate Dean (P & D),  
Department of Production Engineering
- Date of opening of bid : **26.07.2013 at 3.30 p.m**



**NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI – 15**

---

**OFFICE OF THE DEAN PLANNING AND DEVELOPMENT**

**Tender Notification No.: NITT/ P&D/AD1/AC/2013/1**

Dated: 04.07.2013

**NOTICE INVITING TENDER**

The National Institute of Technology, Tiruchirappalli (NITT) is an autonomous body under MHRD, GOI, imparting Technical Education and engaged in Research Activities. It is proposed to procure the following component for the departmental academic/research activities.

Sealed Quotations under **two cover system** are invited for the following component subject to the following terms and conditions, from the reputed manufacturers or their authorized dealers so as to reach this office on or before scheduled date and time. The technical cover will be opened on the same day in the presence of bidders or their authorized agents who may choose to be present.

Name of items to be procured : **1.5 TON SPLIT AIR CONDITIONER**

Quantity required : 21 Nos.

EMD : **Rs. 15000/-**

Cost of the Tender Document : **Rs. 150/-**

Time for completion of supply after placing purchase order : 3 Weeks

Last Date of submission of Tender : **26.07.2013 up to 3.00 p.m.**

Tender to be submitted at the following address

The Director,  
National Institute of Technology,  
Tiruchirappalli – 620015, Tamilnadu, India  
Kind ATTN to: **Dr.M. Duraiselvam**,  
Associate Dean (P & D),  
Department of Production Engineering

**Place, Date and time of opening of bid** :

Date: **26.07.2013**

Time: **3.30 PM**

Venue: Central Stores, NITT

**Note :** The Institute shall not be responsible for any postal delay about non-receipt / non delivery of the bids or due to wrong addressee.

## INSTRUCTIONS TO BIDDERS

**BIDDER'S COPY**

1. This document set contains the following:
  - a) Terms and conditions of the Tender
  - b) Details of the Firm offering this Quote
  - c) Technical Compliance Form
  - d) Quotation form (Price Bid)
  - f) NIT-T's check list copy
2. The bidder's copy is for your future records. Please fill in and return only NIT-T's copy.
3. The bidder should give details of their technical soundness and provide list of customers of previous supply of similar items to Universities, Institutes or Government Departments/Undertakings/public sectors with contact details. The details of the agency/profile should be furnished along with the copy of all related documents.
4. Read through the terms and conditions given and affix your signature and seal if you find them acceptable. Any deviations may be recorded. Read the list of specifications carefully that we have enclosed.
5. Fill in the questionnaire regarding the Firm.
6. The downloaded documents '**Technical Compliance Form**' and '**Quotation Form (Price Bid)**' should be **TYPE WRITTEN USING CAPITAL LETTERS ONLY**. At the time of filling the "**Quotation Form (Price Bid)**" make sure that you have not missed anything. Specify the model number & specification for each item. The form should be filled item-wise. Do not leave blank fields. If you are not quoting for a specific item, you should specify "**NOT QUOTING**".
7. **Do not use** ambiguous terms like "**yes**", "**complied**" or "**available**". Specifically mention the matching specification of the product offered by you. Make sure that you have affixed your signature with date and seal on all the documents.
8. Please send the tenders in a sealed envelope superscribed as "**QUOTATIONS AGAINST TENDER NOTIFICATION NO: NITT/ P&D/AD1/AC/2013/1**" so as to reach "The Director, National Institute of Technology, Tiruchirappalli - 620 015, Tamilnadu, India, Kind ATTN to: **Dr.M. Duraiselvam**, Associate Dean ( P & D ), Department of Production Engineering, " on or before 26.07.2013 at 3.00 PM **along with a Softcopy of the Technical Compliance form and Quotation Forms in MS-Excel file format in a CD/DVD or USB drive.**
9. For any further clarifications, contact by E-Mail: [durai@nitt.edu](mailto:durai@nitt.edu) or by written request to "The Director, National Institute of Technology, Tiruchirappalli - 620 015, Tamilnadu, India, Kind ATTN to: **Dr.M. Duraiselvam**, Associate Dean ( P & D ), Department of Production Engineering"
10. Prebid conference will be held on 16.07.2013 at 3.00 PM.

**Last Date for receipt of tender at NIT-T : 26.07.2013 at 3.00 p.m.**

**Opening Date for Tender : 26.07.2013 at 3.30 p.m.**

### **CHECKLIST TO BE FILLED IN BY BIDDER**

List of documents to be enclosed	Completed & Signed
1. Terms and Conditions form	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's Quotation form (Technical & Price Bid)	YES / NO
4. Other technical specifications & pamphlets	YES / NO

- Note:** 1. "Cover" should contain the following:
- a. Form of "**Acceptance of Terms and Conditions**".
  - b. Form of "**Firms details**"
  - c. Pamphlets, if any (in a separate sealed cover)
2. Quotation Form (Technical and Price Bid)

**Please retain this page with you for your future reference.**

## SECTION : 1 TWO BID TENDERS

---

1. *Bids are to be submitted under three cover system.*

2. *Cover 1:*

*Cover 1 should contain the following:*

a. *EMD - Earnest Money Deposit (EMD) is to be remitted by way of Demand Draft/FDR drawn on any Nationalised bank in India in favour of "The Director, NIT, Trichy". EMD shall bear no interest. Any bid not accompanying with EMD and tender cost is liable to be treated as non-responsive and rejected. Cover 1 shall contain the EMD and tender cost.*

3. *Cover 2:*

*Cover 2 should contain the following:*

- a. *Technical pamphlets*
- b. *Detailed technical specification*
- c. *The agency should furnish copy of license certificate for manufacture/supply of the item*
- d. *The agency should furnish Income Tax PAN number & TIN number.*
- e. *The agency should furnish the last three years balance sheet approved by the CA and the IT clearance certificate.*
- f. *Warranty period offered for the tendered item to be specified. If the warranty period is not conforming with the schedule of requirements given in section 3 of the document, the bid is liable to be treated as non-responsive and rejected.*
- g. *Duly filled up technical questionnaire, if any*
- h. *Duly filled up deviation schedules to technical specification*
- i. *Copy of supply orders completed during the last three years*
- j. *If the prices are revealed in the cover 1, the offer will be summarily rejected*

*The cover 1 shall be superscribed as 'Technical cover' duly indicating the Tender reference No. and the due date of opening.*

4. *Cover 3:*

*Cover 3 should contain the following*

*Cover 3 shall contain Price only and shall be superscribed as 'Price Cover' duly indicating the Tender Reference No. and the due date of opening.*

*Each Cover shall be sent in a double sealed cover. The inner covers (Cover 1, Cover 2 and Cover 3) should be sealed individually with the Sellers's distinctive seal and superscribed with the tender reference no. and due date of opening. Both the inner covers shall be placed in a common outer cover which shall also be sealed with seller's distinctive seal and superscribed with the tender reference no. and due date of opening.*

*Mention "Kind Attention:Dr. M. Duraiselvam, Associate Dean ( P & D ), Department of Production Engineering, and submit at the address given in the Notice Inviting Tender.*

*Cover 1 & Cover2 will be opened on the scheduled date and time mentioned in the tender enquiry. Cover 3 of the technically and commercially suitable offers alone will be opened on a date which will be intimated to the qualified bidders.*

## SECTION : 2 “TERMS AND CONDITIONS FORM”

### IMPORTANT: READ ALL THE FOLLOWING TERMS AND CONDITIONS AND SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT

1. The offers should be sent in a sealed cover with the tender documents.
2. The offers should be addressed to “The Director, National Institute of Technology, Tiruchirappalli 620015, Tamilnadu, India. Kind ATTN to: **Dr.M. Duraiselvam**, Associate Dean (P & D), Department of Production Engineering” and should be sent in a sealed envelope superscribed “**QUOTATIONS AGAINST TENDER NOTIFICATION No.: NITT/ P&D/AD1/AC/2013/1**” so as to reach us **on or before 26.07.2013**.
3. The tenders will be opened on 26.07.2013 at 3.30 PM in the presence of the vendors with authorization letter from the respective companies / firms. Suppliers intending to attend the tender opening should intimate us in advance.
4. Full technical specifications and pamphlets should be sent along with the tenders. **Offers without proper technical specifications and pamphlets will be rejected.**
5. The rate quoted should be on unit basis excluding Taxes. Taxes and other charges should be quoted separately, considering exemptions if any.
6. All offers should indicate the taxes and duties applicable, if any. Additional charges for packing, forwarding, freight, insurance etc., if any, should be clearly mentioned.
7. **No advance payment will be made.**
8. No revision of the price bid will be allowed once the price bids are opened.
9. No increase in price will be allowed after our firm orders are placed.
10. The warranty period should be clearly mentioned.
11. Quote should come from authorized dealer or distributor or reseller for each of the product quoted. An authorization letter should accompany your quote for each product quoted; otherwise it may lead to rejection.
12. The delivery period and other terms should be clearly mentioned.
13. The bidders are informed that they should not call us over phone or contact us in person. All clarifications can be obtained through E-Mail/FAX/Post. Vendors shall not make attempts to establish unsolicited and un-authorized contact with us after the opening of the offers and prior to the notification of the award. **Any attempt by any vendor to bring to bear extraneous pressures on us shall be sufficient reason to disqualify the vendor.**
14. Delay / loss in postal transit or due to other reasons will not be NIT-T’s responsibility.
15. We are not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time scheduled for opening.
16. **The tender should be made only on the “Technical compliance form” & “Price bid form” which is available in our website, otherwise it shall lead to rejection.** The technical compliance form & PRICE BID FORM should be duly filled up (preferably **TYPE WRITTEN IN CAPITAL LETTERS**) if it is simply written as “Yes Compiled” without mentioning the specification of the items then the bid will be rejected and should clearly mention the features offered by the bidder against each specification.
17. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.
18. **Liquidated damages:** If the bidder/supplier, after accepting the Purchase Order, fails to deliver any or all of the Goods within the period specified in the Order, NIT-T shall, without prejudice to its other remedies under the Rules of Purchase, proceed to cancel the order or agree to accept a delayed delivery on the condition of payment of liquidated damages by the bidder / supplier a sum equivalent to 0.50% of the total cost as indicated in the Purchase Order (which will be deemed as agreed price) for each week or part thereof of delay until actual delivery or performance is completed and such penal charges shall be limited to a maximum of 5% of the total cost. Once the maximum is reached NIT-T may proceed on its own to consider the termination / cancellation of the order.
19. **The bidders are informed that they should sign a stamp paper agreement with us, for Warranty, etc. before placing the final purchase order as per our terms & conditions and 5% of purchase order value in the form of bank guarantee towards performance security. The bank guarantee will be returned to the supplier after the successful completion of supply and the warranty period.**

20. Failure to comply with all terms and conditions mentioned herein would result in the tender being summarily rejected.
21. Bidders are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet NIT-T's Technical specification / requirements would be compared.
22. NIT-T reserves the right to modify or alter the specifications after short listing of tenderers.
23. **NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.**
24. **NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.**
25. **NIT-T reserves the right to purchase decreased number of quantity of the item to be purchased**
26. The agencies should submit their rate as per the format given in Section 4 of the Notice Inviting Tender. All the pages of the bid should be signed affixing the seal. All corrections and overwriting should be initialed.
27. The tender will be acceptable only from the manufacturers or its authorized supplier.
28. The bid shall be in the format of price schedule given in Section 4. The contract form as per format given in section 5 shall be submitted. Incomplete or conditional tender will be rejected.
29. Details of quantity and the specifications are mentioned in Section 3 appended to this Notice Inviting Tender.
30. The item to be used is strictly according to the specification and subject to test by the Institute/concerned authorities. It must be delivered and installed in good working condition.
31. **Release of EMD:** The EMD shall be released after receipt of performance security from successful bidder.
32. **Validity of bids:** The rate quote should be valid for a minimum of 120 days. No claim for escalation of rate will be considered after opening the Tender.
33. **Clarification of Tender Document:** A prospective bidder requiring any clarification of the Tender document may communicate to the contact person given in this notice inviting tender.
34. **Amendment of tender document:** At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment in the NITT website only.
35. **The Institute may at its own discretion extend the last date for the receipt of bids.**
36. The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.
37. The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefor. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.
38. In the event of the disputes, differences, claims and questions arising between the parties hereto arising out of this agreement or anyway relating here to or any term, condition or provisions herein mentioned or the construction, validity, interpretation, thereof or otherwise in relation hereto, all such dispute claims or question shall be referred to Sole Arbitrator appointed by the NITT. Such arbitration shall be held in accordance with the provisions of arbitration and conciliation act 1996 or re-enactment thereof for the time being in force and arbitration proceedings shall be held at Tiruchirappalli. All legal disputes shall be subject to the jurisdiction of court at Tiruchirappalli.

[The bidder should give the following declaration while submitting the Tender.]

### ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly.

**NAME OF THE VENDOR:**

**ADDRESS :**

**“DETAILS OF THE FIRM OFFERING THIS QUOTE”**

**(Write or print or type in block letters and please answer all the questions)**

1. Name of the firm:  Date of incorporation:
3. Nature of the company - Government / Public / Private Company / Partnership / Proprietorship:
4. Specify the number of years in this line of activity by the Company:

5. Quantity of sales in the last three years for the “.....” (same model that you have quoted):

2010-2011	2011-2012	2012-2013
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Turn over in the last three years (Figures should be in Indian Rupees in Lakhs):

2009-2010	2010-2011	2011-2012
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Provide the postal address, telephone & fax numbers, and email address of the nearest service center.

8. Enclose the list of customers to whom you have supplied during the last 3 years ending 31/03/2013 with full postal address and name of the contact person with phone, FAX numbers, and E-Mail id. Certificate regarding satisfactory performance of the furniture from minimum three end users should be furnished.

9. Are you the authorized dealer or distributor or reseller for the products quoted:

10. Have you supplied furniture to National Institute of Technology, Tiruchirappalli in the last 3 years? If yes, specify the quantity supplied in the last 3 years and last PO reference

11. Was there any elapse or delay in supplying the goods ordered or any service related issue during the warranty period for the products ordered by NIT-T with your firm? If yes, provide details.

12. On Manufacturer’s side, to whom NITT have to contact in case of delayed supply and other issues committed by the authorized dealer / distributor / reseller :

Contact Person Name :	
Address :	
E-mail ID :	Telephone / Cell Phone :

**DECLARATION**

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our tender will be summarily rejected and full Earnest Money Deposit (EMD) will be forfeited and I/we am/are liable to be banned from doing business with NIT, Trichy and /or prosecuted.

**Signature of the Bidder** : .....

**Name and Designation** : .....

**Business Address** : .....  
.....  
.....

**Place :**

**Date :**

**Seal of the Bidder's Firm**



## SECTION : 3 SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

Name of items to be procured : **AIR CONDITIONER**

Name of the item	:	1.5 TON SPLIT AIR CONDITIONER (WALL MOUNTED)
<b>Specifications</b>		
General:		
<ul style="list-style-type: none"><li>➤ Split type air conditioners conforming to IS: 1391(Part-2)-1992 with amdts No.1 to 4 fitted with Rotary type compressor using HCFC refrigerant (R-22) suitable for wall mounting.</li><li>➤ Air conditioners suitable for 230V, 50 Hz single phase AC supply shall be capable of performing the functions as cooling, dehumidifying, air circulating and filtering. The air conditioners shall be complete with automatic temperature control and cut-in and cut-out etc. for temperature range 18 to 30 +/- 1 degree C. The differential of the thermostat for cut-in and cut-out shall not be greater than +/- 1.75 degree C. The Air conditioners may either be provided with adjustable step less type mechanical thermostat or electronic thermostat as per IS: 11338:1985.</li><li>➤ Outdoor unit of the air conditioners shall be fitted discharge cooled type rotary compressor operating on Refrigerant R-22 with suitably rated capacitor start electric motor. It shall be equipped with overload protection and shall be mounted on resilient mountings for quiet operation.</li></ul>		
Cooling Capacity Nominal (Kcal/hr)		Better than 4000 kCal/Hr
EER ( w/w)		2.9 to 3.09 W/Wm or better
Star Rating (The star rating and EER of 1.5 Ton split AC is as per the Notification of the Government of India, (the Ministry of power) number S.O 181 (E) dated the 12th January 2009 and amendments number S.O 24 (E) dated the 5th January 2010.		3 Star
Power Supply ( Indoor/Outdoor) V/Hz/Ph		220-240V / 50Hz 1Ph
Ton		1.5
Refrigerant		R22
Air circulation (m3/h)		Better than 750
Power Consumption		Not more than 2000 W

Operating Current	Less than 11.5 A
Noise Level (Indoor) – High/medium/low should be better than	44/41/39
Compressor	High EER Rotary type compressor
Connecting Tube Length and drain tube	6 meters (minimum)
Connecting Tube dimension	Suction / Liquid to be specified by the tenderer
Power Supply Cable	6 meters (minimum)
Installation:	<p>The installation charges consignee's site shall include the following work:</p> <p>i) Mounting/Fitting indoor and outdoor units at the respective locations including mounting brackets.</p> <p>ii) Laying refrigerant piping of 6mtrs length and connecting both the units after drilling hole/holes in the wall, if required. The thickness of the copper tubing shall not be less than 0.70mm.</p> <p>iii) Insulating the suction pipe with expanded polyethylene foam with 5mm thick tubing.</p> <p>iv) Laying 15mm drain pipe 6m length to drain out the condensate water being formed in the indoor unit.</p> <p>viii) Any damages occurs in the false ceiling/ walls/ any other structure/ places during the installation of Indoor/ Outdoor unit, the same should be rectified by the tenderer on their own cost.</p>
Servicing:	Free servicing shall be provided during the period of warranty. The Firm is also required to send service engineer at least 3 times during the warranty period.
Quantity	: 21 Nos.
Any other details/requirement	<p>: <b>Scope</b> : Supply and installation of AC in the identified location (including the stand, additional copper piping, and civil work if any) is the scope of the bidder.</p> <p><b>Voltage Stabilizer:</b> Suitable for 1.5 Ton split Air Conditioner having voltage range from 90 volts to 280 volts with copper transformer and time Relay delay system Capacity-5 KVA. Stabilizer and AMC for two years after warrantee should be quoted separately.</p>

Warranty period required	:	12 months from the date of installation. The compressor shall have additional warrantee of 4 years (In addition to above warranty of 12 months on whole unit.)
Delivery schedule expected after release of purchase order (in weeks)	:	3 Weeks
EMD (in Rupees)	:	<b>Rs. 15000/-</b>
Performance Security to be given by Successful bidder after release of purchase order (in Rupees)	:	<b>5 % of the total purchase value</b>

**SECTION : 4 PRICE SCHEDULE**

[ To be used by the bidder for submission of the bid ]

---

1. Component Name :
  
2. Specifications (confirming to Section 3 of Tender document-enclose additional sheets if necessary) :
  
3. Item cost including taxes and other charges : As per Annexure - A
  
4. Warranty period (confirming to the Section 3 of Tender document. This should be mentioned in Technical bid also in order to get qualified for Financial bid) :
  
5. Delivery Schedule (confirming to the Section 3 of Tender document) :
  
6. Name and address of the firm for placing purchase order :
  
7. Name and address of Indian authorized agent (in case of imports only) :

**Signature of the Bidder** : .....

**Name and Designation** : .....

**Business Address** : .....  
.....  
.....

**Place :**

**Date :**

**Seal of the Bidder's Firm**

**SECTION : 5 CONTRACT FORM**

[ To be provided by the bidder in the business letter head ]

---

1. (Name of the Supplier's Firm) hereby abide to deliver the .....by the delivery schedule mentioned in the Section 3 tender document for supply of the items if the purchase order is awarded.
  
2. The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.
  
3. Warranty will be given for the period mentioned in the tender document and service will be rendered to the satisfaction of NIT, Trichy during this period.

**Signature of the Bidder** : .....

**Name and Designation** : .....

**Business Address** : .....  
.....  
.....

**Place :**

**Date :**

**Seal of the Bidder's Firm**

# NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

Annexure-A

NITT Tender No & Date:

Sl No.	Description of Item	Unit (SET/ No)	QTY	Rate / Qty in Rs. (Excluding of all taxes)	VAT / CST in %	Total Value in Rs. (Inclusive of all taxes)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	<b>Unit price</b> ( The price indicated shall be inclusive of all accessories, spares etc. as given in the scope of supply					
	<b>1.5 Ton Split Air Conditioner</b>		21			
2	Packing & Forwarding charges ( extra, if any ) in percentage (or) Lumpsum					
3	For dispatching station value in Rs.					
4	Freight & Transit insurance charges, extra, if any (Lumpsum or %)					
5	Total (Inclusive of all price, delivery, installation and commissioning at NITT)					

Signature & Seal of Vendor

**The price bid should be submitted only as per the above format otherwise the bid will be rejected. No row shall be left blank. Please indicate NA, in case the item is “not applicable”. The price bid will be rejected if any column is left empty.**