

केन्द्रीय आयुर्वेद यकृत विकार अनुसंधान संस्थान

Central Ayurveda Research Institute for Hepatobiliary Disorders



केन्द्रीय आयुर्वेद विज्ञान अनुसंधान परिषद, आयुष मंत्रालय, भारत सरकार

CCRAS, Ministry of AYUSH, Government of India

भरतपुर, भुवनेश्वर - ७५१०२९, Bharatpur, Bhubaneswar-751029

EPABX: 0674-2387225, Phone: 0674-2387702 (Office), 0674-2387703 (Director)

E-mail: nriadd-bhubaneswar@gov.in & nriadd.bhubaneswar@gmail.com



Tender No. 03/2018-19

Dated : 27.02.2019



SUPPLY OF SPLIT AIR CONDITIONER

TO

CARIHD, BHUBANESWAR

DATE OF ISSUE OF TENDER FORM WITH DOCUMENT : 01/03/2019 AT 11:00 AM

LAST DATE & TIME FOR SUBMISSION OF TENDER : 22/03/2019 AT 04:00 PM

**DATE & TIME FOR OPENING OF TENDER DOCUMENT
(ONLY TECHNICAL) : 23/03/2019 AT 02:00 PM**

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Tender No. 02/2018-19

**“NOTICE INVITING TENDER ENQUIRY FOR SUPPLY OF SPLIT AIR CONDITIONER 14 NOS. TO
CARIHD, BHUBANESWAR”**

1. Central Ayurveda Research Institute for Hepatobiliary Disorders, Bhubaneswar invites bid from reputed, experienced and financially sound Companies/Firms/Agencies for supply of split air conditioner in the Institute. The quantum of requirement may vary during the period of contract. Those who are in the similar business for last three years and providing the same service to Central/State Govt. or autonomous bodies may send their bids (both Technical and Financial) in sealed envelopes.
2. The interested Companies/Firms/Agencies may send their bid complete in all respect along with Tender Fee of Rs. 500/- in the form of Demand Draft and Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five thousands) only in the form of Demand Draft issued in favour of Director, CARIHD, Bhubaneswar drawn on any scheduled bank payable at Bhubaneswar and other requisite documents to the undersigned duly superscripted “Bid for Tender No. 03/2018-19/Supply of Air Conditioners” before 04:00 PM on 22/03/2019. The bids received after this deadline shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible.

NOTE : The EMD and Tender Fee draft should be put in the envelope containing Technical Bid falling which the tender shall be rejected forthwith.

3. The sealed envelopes are to be deposited in the tender box placed at the Administrative Office CARIHD, Bhubaneswar or may be sent through registered/speed post addressed to The Director (Institute), Central Ayurveda Research Institute for Hepatobiliary Disorders, Bharatpur, Near Kalinga Studio, Bhubaneswar, PIN- 751029, Odisha. Bids sent by COURIER will not be entertained.
4. Bids will be opened on 23/03/2019 at 02:00PM in the presence of bidders or their authorized representatives who wish to participate in the bidding process. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day.
5. Any future clarification(s) and / or corrigendum(s) shall be communicated by The Director (Institute) through the website www.ccras.nic.in.

6. CARIHD, Bhubaneswar reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document including quantity/amount of items to be supplied or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director, CARIHD, Bhubaneswar in this regard shall be final.

GENERAL INSTRUCTIONS TO THE BIDDER

1. The tender is "Two Bid" document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Tender Fee & Earnest Money Deposit (EMD). The Financial Bid should contain only commercial document. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
2. The tender document can be downloaded from the website of CPP Portal and CCRAS Website (www.ccras.nic.in). The Technical bid must accompany with the tender fee of Rs.500/- in form of Demand Draft in favour of Director, CARIHD, Bhubaneswar. The tender document fee is non-refundable, non-adjustable and non-transferable and is payable through a demand draft on any scheduled bank drawn in favour of the "Director, CARIHD" payable at Bhubaneswar.
3. The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder's authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head.
4. The Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms and Conditions' and other relevant instructions as contained in this Tender Document.
5. The Prices/rates quoted should be indicated in words as well as in figures. In case of any discrepancy, lower amount/rates shall be considered as valid.
6. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
7. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
8. Bidders are requested to enclose a copy of their valid certificate of PAN No, Sale Tax/VAT No./ Service Tax No. or any other document as requested by the Institute with their tender.
9. Tenders received without Tender Fee and EMD amount by way of demand draft in favour of Director, CARIHD, Bhubaneswar will not be considered at all and shall summarily rejected. In case of exemption the reason for exemption may be mentioned by the supplier.
10. Refund of Earnest Money Deposit : The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, within 15 to 90 days after conclusion of the contract with successful bidder. The EMD submitted by successful bidders shall be returned to them after the successful bidder deposits the performance security according to conditions stipulated in the bid document.



11. Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazette holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in CARIHD, Bhubaneswar will stand automatically extended up to 02:00 PM of the next working day.
12. Late/delayed tenders received in CARIHD, Bhubaneswar due to any reason whatsoever will not be accepted under any circumstances.
13. At any time prior to date of submission of tender, tender inviting authority may , for any reason or decision ,modify the terms & conditions of the tender document by a corrigendum displayed on the website of CCRAS (www.ccras.nic.in).In order to provide reasonable time to take the amendment into account in preparing their bid, tender inviting authority may or may not, at his discretion ,extend the date and time for submission of tenders.
14. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the schedule. The name and address of the representatives authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present in the time of opening of tender. Only one representative per firm shall be permitted to attend the opening of the tender. The name and address of permanent representatives of firms, if any, also be indicated in the tender. Representatives of firms who have not submitted the tender of representatives not possessing authorized letter from the bidder or outsider shall not be allowed to attend the tender opening process.

15. DOCUMENTS COMPRISING THE BID

The bids prepared by the bidder shall comprise of

(1) Technical Bid and

(2) Financial bid

TECHNICAL BID :- To qualify in the technical bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria –

- (a) Duly filled format of Technical Bid as per Annexure “I”.
- (b) Experience of 03 years or more .
- (c) The technical bid should be accompanied by demand draft of Rs. 500/- (non- refundable) against tender fee and demand draft of Rs.5,000 /-(refundable) for EMD / bid security .
- (d) Copy of income Tax Return Filed Acknowledgements for last three years.
- (e)Copy of PAN card / Service Tax/GST Registration .
- (f)Copy of Sales tax /VAT registration certificate.
- (g) Details of clients where similar services are presently provided by the agency separately for Government and private clients.



- (h) The bidder must have a running shop for three years or in similar business of supply in govt. institutions /PUS's / Autonomous body. Necessary supporting documents like registration of shop, work orders , work completion certificate etc . for last three years to this effect must be submitted along with the offer.
- (i) Authorization letter / certificate for original manufacturer of the product if any.
- (j) Brochures, original technical catalogue with detailed specifications and pictures of the product offered .
- (k) The bidder must submit an affidavit duly certified by the notary at the location of the agencies /Head quarter that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/ vigilance enquiry /criminal case is pending .

FINANCIAL BID: - The financial bid shall contain :

- (a) Price Bid Form (as per Annexure – II) –Prices must be quoted as per format specified , failing which tender shall be summarily rejected .

16. SUBMISSION OF BIDS -

16.1 SEALING AND MARKING OF BIDS : The bidder shall lac seal the EMD , the technical Bid and the financial Bid in separate envelopes and keep them in a bigger lac sealed envelope .The envelope containing the EMD shall bear the name " EMD for Tender no 03/2018 -19". The envelope containing the Technical Bid shall bear the name "TECHNICAL BID for Tender No 03/2018-19". The envelope containing the financial bid shall bear the name "FINANCIAL BID FOR TENDER NO 03/2018 -19" on the envelope for avoiding any mismatch.

16.2 The bigger envelope containing EMD, technical bid and financial bid in separate envelopes shall be :

- (a) Addressed at the following address;

**DIRECTOR , CENTRAL AYURVEDA RESEARCH INSTITUTE FOR HEPATOBILIARY DISORDERS,
BHARATPUR, NEAR KALING STUDIO, BHUBANESWAR -751029**

- (b) All the envelopes shall bear the tender name, the tender no. and the words 'DO NOT OPEN BEFORE' (due date & time).

- (c) The envelopes shall indicate the name and address of the bidders to enable the bid to be returned unopened in case declared late or rejected.



(d) Bids shall be delivered in person and shall be dropped in the tender box place in the office of the CARIHD , Bhubaneswar or shall be send by Registered /speed post. Bids sent by COURIER will not be entertained . This Office shall not be responsible if the bids are delivered elsewhere.

(e) Venue of the tender opining : Tender will be opened in the Library Hall of CARIHD, Bhubaneswar at 02:00 PM on the due date . If due to administrative reason, the venue / time of bid opening is changed, it will be displayed prominently on the notice board of the institute as well as in the Administrative office, CARIHD ,Bhubaneswar .

17. BID PRICES :

17.1 The bidder shall give the total composite price inclusive of all levies and taxes (inclusive of taxes) as per price schedule given in Annexure -2. The offer shall be firm and in Indian Rupees only.No foreign exchange will be allowed by the institute .

17.2 The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with adjustable price quotation will be treated as non –responsive and rejected.

18. TECHNICAL EVALUATION :

18.1 Detailed technical evaluation shall be carried out by purchase committee pursuant to condition in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conform to all the eligibility and terms and condition of the tender without any material deviation. The institute’s determination of bids responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence . The institute shall evaluate the technical bids also to determine whether required sureties have been furnished ,whether the documents have been properly signed and whether the bids are in order.

18.2 The Purchase committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion /presentation.

18.3 Financial bids of only those bidders who qualify the technical criteria will be opened , provided all other requirements are fulfilled .

18.4 A bid determined as substantially non–responsive will be rejected by the institute and shall not subsequent to the bid opening be made responsive by the bidder by correction of the nonconformity.

18.5 CARIHD, Bhubaneswar shall have right to accept or reject any or all tender without assigning any reasons thereof.



19. FINANCIAL EVALUATION

19.1 The financial bid shall be opened of only those bidders who have been found to be technically eligible as under clause 18. The financial bids shall be opened in presence of representatives of technical eligible bidder, who may like to be present .The institute shall inform the date, place and time for opening of financial bid.

19.2 **The rate must be quoted separately i.e. cost of item, GST and Total Rate including Fitting, free installation and door delivery.** Details are in "Annexure -II".

19.3 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is , the unit price shall prevail and the total price shall be corrected by the institute .If there is a discrepancy between words and figures, the lesser amount shall be considered as valid . If the supplier does not accept the correction of the errors, his bid shall be rejected .

19.4 The CARIHD, Bhubaneswar dose not bind himself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of job offered ; and the bidder shall provide the same at the rates quoted . Director, CARIHD Bhubaneswar reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

20. AWARD OF CONTRACT : PLACEMENT OF ORDER

The institute shall consider placement of orders for jobs on those bidders whose offers have been found technically, commercially and financially acceptable .

TERMS & CONDITIONS OF CONTRACT

1.The bidders are expected to read carefully all the terms and condition of the tender documents and their submission will be taken as consent to abide.

2. If the bidder gives deliberately wrong information to create conditions for acceptance of the tender, Director ,CARIHD, Bhubaneswar, reserves the right to reject such tender without assigning any reason. Not more than one tender will be submitted by one bidder for the same work .Legal action will be taken for furnishing wrong information.

3. Manner of Submission of Tender : The bidding should be done on two bid method viz 1)Technical Bid & 2)Financial Bid .The bidders should ensure that the Technical bid complete in all respect and containing the required enclosures (attested photocopy) are sealed in a separate envelop and the Financial bid sealed in a separate envelopes are kept and sealed in a suitable size of envelope .All envelope will be address to Director , CARIHD, Bhubaneswar . The sealed Technical bid Envelope of all bidders will be opened first. Only the commercial bids of those who have furnished all the valid document will be opened .



4 Language :The language of The Tender shall be in English .

5. Documents of Accompany Tender : The bidder shall submit the Documents mentioned in the clause 15 of General Instructions to the Tender.

6. The bidder must have at least 03 (three) years experience in this job, in this regards must be furnished by the bidder along with their Tender.

7. Earnest Money Deposit :Each tender must be a accompanied with "Earnest Money Deposit" in the form of Demand Draft ,as mentioned in the notice inviting Tender .

8. Forfeiture of Earnest Money:-

i. If the bidder withdraw their bids after opening of the same or the successful bidders withdraw their bids after approval of their rates .

ii. If the successful bidders fail to supply or refuse either partial or total offer (Acceptance) made by the institute.

10. Return of Earnest Money :-

i. After finalization of the tender, the deposited Earnest Money will be returned back to the unsuccessful bidders.

ii. After supply of items and submission of bills the EMD amount return back to the successful bidders.

13.Submission of documents :-

a. Each Tender must accompany attested photocopy of Pan card ,Trade License, Sales Tax Clearance Certificate / VAT Registration certificate , Services Tax Registration certificate , and Experience Certificate.

b. The bidder must submit attested photocopy of income Tax, Sales Tax/ VAT and Service Tax return of last three years.

c. in case of SSI unit ,current SSI certificate must be deposited by the bidder along with his Tender which is issued in favour of the bidder for his type of jobs.

d. In case of Co-operative Society Limited, Companies etc. this types of jobs must be included in the object of their By- laws or MoA as the case may be .

e. It is must be mentioned clearly whether bidder is manufacturer /Authorized agents for the items for which he is quoting.

f. Manufacturer must add a certificate that item (s) is manufactured by them as per range of products .



g. Sole manufacturers must add a certificate that they are the sole manufacturer of the item for which they are quoting in this tender enquiry & item is / are their proprietary item in India . The rate certificate is also required from the sole manufactures that the Rates quoted are the same as they quote to other State /Central Govt. and DGS & D for the similar item (s) and these are not higher than those quoted by them .

h. Authorized agents must submit an authority letter from their Manufacturer/Principals on the letter head of the manufacturer / principals. The authorization letter must give /mention the purpose for which it will be allowed . The validity period of the authorized letter must be mentioned to the authority letter otherwise letter will be liable to rejection .

14. Full description & specifications, make/brand and the name of the manufacturing firm must be clearly mentioned in the tender failing which the tender will not be considered . The bidder must also mention whether the goods are imported / indigenous. Descriptive literature / catalogues for Air Conditioners must be attached with the tender in original if available.

15. Submission of the Tender :-

a. Bidder at their own cost shall have to submit Tender at the office of Director , CARIHD , Bhubaneswar within the schedule date and item as mentioned in the tender notification Date 03/2018 -19

b. The said sealed documental bids will be opened by the Purchase Committee in the presence of the bidders or their representative of the bidders who may be present in the opening date & time.

16. Rates :-Rates should be clearly quoted both in figures and words in respect of each item .Rate should be quoted inclusive of all Taxes, GST, VAT & service tax if any. All correction must be initialed.

17. In the event of the tender being submitted by a firm ,it must be signed separately by each member thereof; or in the event of absence of any partner ,it must be signed on his behalf by a person holding " Power of Attorney" authorizing him to do so . Such " power of Attorney" is to be produced with the Tender in the case of the firm ,carried on by one member of joint family, it must be disclosed that the firm is duly registered under the "Indian partnership Act".

18. Before submission of the tender, bidder shall sign each pages of his tender and all of its relevant papers. The additional alternative and or subtractive clause (if any) shall also to be signed by the bidder.

19. Apportionment of Quantity :If there is apprehension that the L1 may not have the capacity to supply the entire requisite quantity within the defined time, the order may be placed on L2,L3 and so on for the balance quantity at L 1 rates, provided this is acceptable to them . The ratio of splitting of supply order will be worked as per the capability of the L 1 firm.



20. Liquidated Damage : In the event of the sellers failure to submit the bonds, Guarantees and Documents , supply the stores/ goods and conduct trials, installation of equipment training ,etc. as specified in this contract , the buyer may at his discretion , withhold any payment until the completion of the contract .

21. Payment :- Payment shall be made subject to recoveries, if any ,by way of liquidated damage to any other charges as per term and conditions of contract of the following manner .

Payment shall be made in Indian Rupees as specified in the contract in the following manner.

On delivery : Three nos. of duplicate copy may be submitted by the supplier after delivery of air conditioners. After free delivery and successful installation of the air conditioners the bill of the supplier may be passed. Otherwise it will be held till final completion of the work.

i)Three copies of supplier's invoice showing contact number ,goods description , quantity ,unit price and total amount;

ii)Consignee Receipt Certificate in original issued by the authorized representative of the consignee if .

Specifications of 1.5 ton High Wall Split Air Conditioners

1. Star Rating -3,
2. Cooling Capacity -1.5 ton/4500kcal/hr.
3. Type of air Conditioners – High Wall Split AC
4. Eco-Friendly
5. Copper Lengh-3 mtrs.
6. Technology – Non-Invertor
7. Coil Material – Copper
8. Quantity- 14 Nos.



Signatures
Name & Address
of the firm with seal

Annexure-I
TECHNICAL BID

Particular / Profile of the firm:

1. Name of the firm :-
2. Office address :-
3. Year of commencement of business :-
4. i) Telephone No.
ii) Mobile Phone no.
iii) E-Mail.
iv) Fax No.
5. Name/ residential address / phone No. of owner/ contact person :-
6. Whether the firm proprietary /partnership/ company :-
7. Total experience of the firm in the work of supply of Split Air Conditioner :-
8. GST No :-
9. PAN No :-

Signature
Name & Address
of the firm with seal

(Please attach separate sheets, if required)



Annexure-II
FINANCIAL BID

Sub: - Supply of 1.5 ton Air Conditioners at CARIHD,BBSR

Schedule of Quantities

Sl.No	Name of the Item	Quantity	Rate for each	GST amount	Total Amount

Amount in words _____

Signatures
Name & Address
Of the firm with seal

