

TENDER

FOR

SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF SPLIT AIR CONDITIONERS

Tender Inquiry No. - NTSC/OK/CM/37/2012-13

NSIC-Technical Services Centre

(A Government of India Enterprise)
Okhla Industrial Estate, Phase III
Near Kalkaji Mandir
New Delhi-110020

Tel No. 011- 26826848 Fax: - 011-26826783

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NSIC-Technical Services Centre, Okhla Industrial Estate, New Delhi

NOTICE INVITING TENDER

NSIC-Technical Services Centre (NTSC), Okhla, New Delhi invites sealed tender from reputed Prime Equipment Manufacturers/ Authorized Distributors/ Dealers for the Supply, Installation, Testing & Commissioning of Split Air Conditioners in their office at Okhla Industrial Estate, New Delhi.

The details are summarized below:-

a)	Name of the Project:	Supply, Installation, Testing & Commissioning at site of Split Air Conditioners with required specifications as mentioned in Annexure-A
b)	Pre-Qualification Requirement (PQR) of Tenderer	• The Tenderer in case of Prime Equipment Manufacturer shall be engaged in manufacturing, supplying, Installation, Testing & Commissioning of Split Air Conditioners with same or higher specification for at least last 2 years and shall submit a self declaration on their letter-head, in this regard along with the tender.
		 The tenderer in case of Authorized Distributor/ Authorized Dealer shall be engaged in Supply, Installation, Testing & Commissioning of Split Air Conditioners with same or higher specification for at least last 2 years and shall submit a self declaration on their letter-head, in this regard along with the tender. The tenderer in case of Authorized Distributer / Authorized Dealer shall submit a letter of authorization from prime manufacturer, indicating that their unit is authorized to sell the product, along with the tender
		documents. The other requirements of Tenderer is placed at
		Annexure-B.
c)	Earnest Money Deposit along with Tender	Rs. 1,000/- (Rupees One Thousand only) as EMD in the form of Cheque/D.D. in favour of 'NSIC LtdA/C NTSC' payable at New Delhi shall be submitted in the Bid envelope while submitting the tender.
		The units registered as per details in point no. 10 (a) of the General Terms & Conditions of the tender documents, are exempted from EMD.

d)	Last date of submission of tender	The complete and duly filled in tender in a sealed envelope super-scribed as "Tender for the purchase of Split Air Conditioners" with inquiry no. — NTSC/OK/CM/37/2012-13 & its due date, shall be received by 05 th
		Dec 2012 up to 3:00 PM (sharp) at the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Opposite Kalkaji Mandir, New Delhi
e)	Date of opening of Bid	The envelope containing bid will be opened on 05 th Dec 2012 at 4:00 PM , at the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Opposite Kalkaji Mandir, New Delhi.

Note: In case of any further details required, the same can be collected from the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Opposite Kalkaji Mandir, New Delhi from 26th Nov 2012 to 04th Dec. 2012 (except Saturday & Sunday) between 10.30 am to 04.30 pm.

General Manager NSIC- Technical Services Centre New Delhi



NSIC-Technical Services Centre, Okhla Industrial Estate, New Delhi

INSTRUCTIONS TO THE TENDERERS

The Tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected.

These instructions shall form the part of the tender and contract.

- 1. The intending Tenderer, in case of Prime Equipment manufacturers shall submit a self declaration on their letter-head, along with the tender documents, confirming that they are regular in manufacturing, supplying, installing, testing & commissioning the similar equipment, from last 2 years.
- 2. The intending Tenderer, in case of Authorized Distributor / Authorised Dealer shall possess valid authorized Distributorship / Dealership license from Prime Equipment manufacturers. The tenderer shall enclose the copy of the same in the bid while submitting the tender.
- 3. The person **signing** the tender form or any other documents forming part of the contract on behalf of the Tenderer shall be deemed to warranty that he has **authority to bind the Tenderer**. If subsequently comes to light that the person so signed had no authority to do so, the General Manager, NSIC -Technical Services Center (NTSC) may without prejudice to any other civil & criminal remedies cancel the tender and hold the Tenderer liable for all costs, charges and damages.
- 4. The tender must be placed in a properly sealed envelope addressed to General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Phase III, Opposite Kalkaji Mandir, New Delhi.
- 5. The envelope must be super-scribed "Tender for the purchase of Split Air Conditioners" with tender inquiry number and its due date.
- 6. The tender should reach the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Opposite Kalkaji Mandir, New Delhi by 05th Dec. 2012 up to 3:00 PM.
- 7. The tenders will be opened at NTSC-Okhla on 05th Dec. 2012 at 4:00 PM. The Tenderer or their authorized representative (One person only) may be present at the time of opening of the tender.

- 8. The tender shall be completed in all respect and should be signed with date by the Authorized Signatory of Tenderer with company stamp on all the pages of this tender.
- 9. The Earnest Money Deposit of Rs. 1,000/- (Rupees One Thousand only) by way of Cheque/ D.D. drawn in favour of 'NSIC Ltd.- A/C NTSC' shall be submitted along with tender documents. No cash towards EMD shall be accepted. The offers without EMD will be rejected.

The units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Earnest Money as defined under Rule 157 of General Financial Rules (GFR), 2005.

In such case, copy of the certificate showing registration with the above mentioned institutions to be enclosed along with the bid.

- 10. The equipment shall be in compliance to the specifications mentioned in Annexure- A of the tender and shall be of the latest technology, best quality and high standards.
- 11. Any optional Accessories/ Tooling, besides the standard equipment recommended for the better performance of the equipment, if offered, be provided with their full technical details including their use and advantage in a separate sheet with the tender documents. Warranty period, if applicable, should be specified for these.
- 12. All the columns of the tender shall be duly, properly and exhaustively filled in. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. **The financial part in the bid shall always be both in figures and words.** In case of discrepancy in words or figures, the amount written in figure will be treated as final.
- 13. No extra payment shall be paid on account of any discrepancy in nomenclature of items. The Tenderer shall seek clarifications if any before submitting the tender.
- 14. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
- 15. General Manager, NSIC-Technical Service Centre reserves the right to reject any tender/ bid wholly or partly without assigning any reason.
- 16. The Technical Committee constituted by the General Manager shall have the right to verify the particulars furnished by the bidder independently.

- 17. The Tenderer shall be agreed that the rates submitted shall remain valid for acceptance for a period of **30 days** from the date of opening of the tender.
- 18. Tenderer shall take into account all costs including installation, commissioning, cartage etc. for giving delivery of material at site i.e. NSIC-Technical Services centre, Okhla Industrial Estate, Opposite Kalkaji Mandir, New Delhi before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
- 19. The material shall be inspected on receipt at site ie. NSIC Technical Services Centre, Okhla Industrial Estate, New Delhi and supplier shall be responsible for any damage during the transit of goods.
- 20. All the communication with respect to the tender shall be addressed to:

General Manager, NSIC- Technical Services Centre, Okhla Industrial Estate, Opposite Kalkaji Mandir, New Delhi-110020

21. In the event of any dispute the legal matter shall be subjected to the jurisdiction of Delhi Court only.

We confirm with our acceptance to the instructions (S.No-1 to 21above) as given above.

TENDERER'S NAME & SIGNATURE WITH SEAL

Note for Tenderer: - Duly signed page no. 5 to 7 of this tender document i.e. "Instructions to the Tenderer" shall be duly signed & placed in the bid, as a part of tender documents.

NSIC-Technical Services Centre, Okhla Industrial Estate, New Delhi

COMMERCIAL AND GENERAL TERMS & CONDITIONS

Nature of Goods/ Equipments: For Supply, Installation, Testing &

Commissioning of Split Air Conditioners with specifications mentioned in

Annexure –A

1. Scope of Supply:

- a) The tenders shall be submitted as per the technical specifications enclosed in Annexure-A.
- b) Sealed tenders should be submitted in the prescribed form and should be addressed to the General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Phase III, Opposite Kalkaji Mandir, New Delhi. The envelope should be super-scribed as "Tender for the purchase of Split Air Conditioners" with inquiry no. and its due date. The authorized person of the Tenderer should sign the tender documents.
- c) The Tenderer is free to inspect the installation location in the premises of NSIC-Technical Services Centre, Okhla Industrial Estate, Opposite Kalkaji Mandir, New Delhi before submitting the quotes.
- d) The rates quoted against this tender shall be valid for a period of 30 days from the date of opening of the tender.
- e) Submission of the tender implies that these conditions of tender have been read by the Tenderer and is aware of the scope of the supply and the quality of the material to be supplied. The final acceptance of the tender rests with the General Manager of NSIC-Technical Services Centre, who reserves the right to accept or reject any or all tenders without assigning any reason thereof.

2. Submission of tender:

a) The tender received within the stipulated date and time will be opened at the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Opposite Kalkaji Mandir, New Delhi, in the presence of available tenderers or their authorized representative (one person only), on the date and time mentioned in the Notice Inviting Tender.

- b) Tenders received in open covers / letters / fax / telegram / email will not be considered.
- c) The tenders received after the stipulated date and time or tender received with conditions will not be accepted. Tenders not submitted in the prescribed form will be rejected. Tenders which propose any alternations in the conditions specified will be rejected.

3. Validity of tender:

- a) The tender shall be valid for a period of 30 days from the date of opening of the tender. If any Tenderer withdraws his tender before the said period or makes any modifications in the terms and the conditions of the tender which are not acceptable to the NTSC, then the NTSC shall, without prejudice to any other rights or remedy, be at liberty to forfeit the EMD. The rates quoted in the tenders shall be treated as firm during this period of contract.
- b) Should the Tenderer for any reason whatever, withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period, NTSC shall be at liberty to cancel the order forthwith and the EMD of the tender in such a case will be forfeited by the NTSC
- c) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained till supplies are completed.

4. Offers ready stock/ Subject to prior sale:

- a) Offers from ready stock are preferred. In case the offers are subject to prior orders, the Tenderer shall indicate the period within which the ordered quantity will be supplied. The Tenderer shall note that in case tenderer fails to supply within the period of delivery indicated in the said tender, penalty at the rate of 1% of value of the order, per week of delay subject to maximum of 20% of the order value will be levied.
- b) The successful Tenderer shall, within 5 days from the date of receipt of communication of acceptance of quotes from NTSC shall intimate his acceptance of the order. The successful Tenderer shall complete supplies strictly as per the accepted delivery period.

5. Guarantee of Quality and Warranty of goods supplied:

- a) The equipments offered shall conform to the specifications as given in tender/order and shall be guaranteed against defective design, defective quality material supplied, manufacturing defects etc. for a minimum period of 12 months from the date of supply of Split Air Conditioners.
- b) The Tenderer have right to offer warranty more than 12 months from the date of supply of Split Air Conditioners and this aspect would certainly be taken into consideration.

6. Packing:

- a) The supplier shall provide packing of the goods, as is required to prevent their damages or deterioration during the transit to their final destination as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit.
- b) The equipment shall be securely boxed, crated and protected from mechanical damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport.

7. Price:

- a) The price shall be firm and shall include all applicable taxes. Any variation in the taxes duties, levies etc. during the period of supplies shall be to the Tenderer account. The rates quoted shall be all inclusive, with the delivery, up to destination i.e. NSIC-Technical Services Centre, Okhla Industrial Estate, Phase III, Opposite Kalkaji Mandir, New Delhi. The Corporation will not issue Forms C and/ or D. The tenderer should note this while quoting the rates. The price shall be quoted both in figures and words.
- b) The Tenderer shall submit the copy of PAN Number, TIN Number registration details along with the tender.

8. Delivery:

a) The successful tenderer shall complete supplies strictly within the accepted delivery period. Material ordered by the NTSC shall be delivered FOR destination securely packed as may be necessary.

- b) The Equipments shall have to be delivered at and installed at NSIC-Technical Services Centre, Okhla Industrial Estate, Phase III, Opposite Kalkaji Mandir, New Delhi and to be operationalized to the satisfaction of the Manager (Civil Maintenance) of NTSC.
- c) Installation & Commissioning of Split Air Conditioners shall have to be carried out free of charge at NSIC-Technical Services Centre, Okhla Industrial Estate, Opposite Kalkaji Mandir, New Delhi. The comprehensive catalogue which includes instructions for Operation, Maintenance, Trouble shooting & all other areas which are necessary for smooth functioning of equipment, shall be provided along with the equipment by Tenderer.

9. Payment:

- a) The 90% payment will be made by the Corporation by account payee cheque for which the tenderer shall send bills in duplicate (original + copy) giving the reference number of the Supply Order along with copies of delivery note. The tenderer shall submit the documents which shall clearly indicate that the Proper Installation, Commissioning & successful testing of Equipment is done and the said document shall be duly acknowledged by the Manager (Civil Maintenance) of NTSC.
- b) The balance 10% payment of total bill value will be released to supplier after completion of 30 days period & submission of warranty document & operating instructions etc.

10. Earnest Money Deposit:

- a) The units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Earnest Money as defined under Rule 157 of General Financial Rules (GFR), 2005.
 - In such case, copy of the certificate showing registration with the above mentioned institutions to be enclosed along with the bid.
- b) In case the unit is not covered under a. above, it shall submit the offer along with Earnest Money Deposit (EMD) for Rs. 1,000/- along with the tender documents either by way of Cheque/DD drawn in favour of 'NSIC Ltd. A/C NTSC' payable at Delhi. NSIC Technical Services Centre shall not be liable for payment of any interest on EMD.
- c) Tender is liable to be rejected in case EMD at prescribed rate is not furnished along with the tender.

- d) Any request by the bidders to consider their EMD furnished by them to NTSC for any other contract/ tender cannot be considered as EMD for this tender.
- e) The EMD will be returned to the unsuccessful bidders soon after the orders are placed on the successful bidder. In case of successful bidder, the EMD will be returned along with the balance 10% payment after 30 days from the date of supplies.
- f) The EMD will be forfeited in following cases:
 - I. If the bidder fails to accept the order based on his offer (bid) and within the prescribed time.
 - II. If the bidder fails to supply the material with specifications in compliance to as mentioned in Annex. A
 - III. If the bidder delays supplies beyond a reasonable time resulting in disruption of NTSC works

11. Service Facility:

In order to ensure proper and timely after sales service, contact details with addresses of service centre nearest to Okhla, Delhi shall be provided along with the bid.

12. Claims:

- a) If the material supplied are found to be off size and shape different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, NTSC shall have right to totally reject the goods and/or to prefer a claim for compensation for the part of goods, which are rejected. The supplier shall reimburse to NTSC, the actual expenditure incurred, on such goods, within 15 (fifteen) days of its demand.
- b) The supplier shall be responsible for arranging the rejected goods to be removed at his cost from NTSC premises.
- c) The supplier shall also compensate for losses, if any, sustained by NTSC due to defective packing and/or wrong marking of the goods.

We confirm with our acceptance to the Commercial & General Terms & Conditions (S.No-1 to 12) as given above.

Signature of the Tenderer with seal

Note for Tenderer: - Duly signed page no. 8 to 12 of this tender document i.e. "Commercial & General Terms & Conditions" shall be duly signed & placed in the bid, as a part of tender documents.

NSIC-Technical Services Centre, Okhla Industrial Estate, New Delhi

(Undertaking from Tenderer)

To, The General Manager NSIC- Technical Services Centre, Okhla Industrial Estate, New Delhi-110020

Sir,

Nature of Goods/ Equipments:	For Supply, Installation, Commissioning & Testing
	of Split Air Conditioners

Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS

- 1. Notice Inviting Tender
- 2. Instruction To The Tenderer
- 3. Commercial & General Terms & Conditions
- 4. Technical Specifications of items (Annexure-A) for which tender issued
- 5. Annexure B(Details of Technical & Pricing Requirements)

I/Wedo hereby submit tender in prescribed formats for Supply, Installation, Testing & Commissioning of Split Air Conditioners to NSIC- Technical Services Centre (NTSC), New Delhi, completed in all respects in accordance with the conditions applicable.

If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions in the tender documents

I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply in the NTSC, including the scope and nature of duties expected from the Tenderer.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the NTSC based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.

Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address furnished herein.

I/We fully understand the terms and conditions in the tender documents.

Dated this......day of......2012

Name of the Tenderer/s:

Seal:

Authorized Signatory: With complete address, phone/fax numbers

Note for Tenderer: - Duly signed page no. 13 to 14 of this tender document i.e. "Undertaking for tenderer" shall be duly signed & placed in the bid, as part of tender documents.



ANNEXURE-A

Technical Specifications for the Supply, Installation Commissioning & Testing of Split Air Conditioners

S. no	Description of Items	Quantity	Required	Specifications
		(in nos.)		
1	Split Air Conditioner	05		Capacity: 02 Ton (Two
				Ton)
				Star rating : 3 Star (Three
				star BEE Star rating)
2	Stand for Out door unit	05		-
3	3 minute Relay Voltage	05		5 kva (Five kva)
	Stabilizer			



ANNEXURE-B

NSIC-Technical Services Centre, Okhla Industrial Estate, New Delhi

FORMAT & REQUIREMENTS FOR SUBMITTING TECHNICAL & PRICE DETAILS IN THE $$\operatorname{\sc BID}$$

1.	Tender Ref. No:
2.	Name of Tenderer:
3.	Complete office address of Tenderer
4.	Contact details of authorized person of tenderer who have signed the tender.
	a. Name b. Designation c. Phone(office) d. Phone(Mobile) e. E mail
5.	PAN Number of supplier (copy to be enclosed)
6.	TIN registration number of supplier (copy to be enclosed)
7.	Opening date & time:
8.	Due date & Time of submission:
9.	EMD i) Payment details Or ii) Registration Certificate No
10.	Delivery period after receipt of order from NTSC: (number of days)
11.	Warranty Period (number of months from the date of supplies)

- 12. Documents Details to be enclosed with the bid are as under:
 - a. In case the indenting is Prime Equipment Manufacturer, tenderer shall give a self declaration on their letter-head, confirming that they are regular in manufacturing & supplying the similar equipments from last 2 years, as mentioned in the tender no. NTSC/OK/CM/37/2012-13 and has capacity & capability to execute the tender independently, in compliance to the terms & conditions contained in Tender documents.

OR

In case the indenting tenderer is Authorized Distributor / Authorised Dealer, they shall have to possess valid authorized Distributorship / Dealership license from prime manufacturer for supplying, installing, commissioning the similar equipment for last two year. The copy of the same shall be enclosed along with the bid of tender.

- b. Details of buyers to whom the similar supplies completed during the last one years i.e. Supply, Installation, Testing & Commissioning of Split Air Conditioners. The detail shall be submitted as per the format placed under:
 - a. Name of work/ Project location/ procurement office details:
 - b. Scope of work:
 - c. Name/ Address / Telephone number of officer to whom reference, if required, may be made.
- c. Complete Address with Telephone numbers and e-mail address of after-sales service centers and Support Centers as far as possible near to Okhla area in New Delhi shall be provided.
- d. The Tenderer shall clearly confirm that the tender shall remain valid for acceptance for 30 days from the date of opening of the tender i.e. Valid for 30 days from the day i.e. 29th Nov 2012.
 - a) The Tenderer shall attach the duly signed on each page of these tender documents as detailed under and place along with the tender.
 - b) Instructions to Tenderers,
 - c) Commercial & General terms and conditions,
 - d) Undertaking from tenderer and,
 - e) Declaration by Tenderer

e. The Tenderer shall furnish complete Technical details of machine /equipment /material in detail which they are intending to supply through this tender, in the format as placed under:

S.N.	Description	Details of desired Specification	Acceptance of Specifications by Tenderer Mention 'Yes' if match otherwise 'No'
1	Split Air Conditioner	Capacity: 02 Ton (Two Ton)	
		Star rating : 3 Star (Three	
		star BEE Star rating)	
2	Stand for Out door unit	-	
3	3 minute Relay Voltage Stabilizer	5 kva (Five kva)	

- f. The Tenderer shall submit all supporting information with respect to the technical data, drawings or booklets of product. Any product brief, test certificates available may be enclosed.
- g. Any optional spares/ Accessories/ Tooling, if the tenderer feels are necessary for the better performance of the equipment, their technical details with respect to their use and advantage, along with the price shall be given in the Bid. The warranty period should also be mentioned.

13. The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a Pre-requisite for considering your quotations:

considering your quotations.					
Item	Description	Qty	Unit (in number/	Unit Price	Total Amount (Qty
No.			any other to	(Rs.)	X Unit Price) (Rs)
			specify)		Inclusive of all
					taxes, duties for
4					delivery at
					NTSC,Okhla
1.	Supply, Installation, Testing & Commissioning of Split Air Conditioners (with details of specifications offered)	05			
2.	Supply & Installation of Stand for out door unit	05			
	Supply & Installation of 3 minute				
3	Relay Voltage Stabilizers (with details of specifications offered)	05			
Total:					

14. The Tenderer shall confirm, if any, optional Equipment / Accessories / Tooling / Additional spares are required for better performance, the item wise price shall be given in the format as under:

Item No.	Description of each item of optional Equipment/ Accessories/ Tooling/ Additional Spares	Qty	Unit (in number/ any other to specify)	Unit Price (Rs.)	Total Amount (Qty X Unit Price) (Rs)
1.					
2.					
3.					
	Total:				

15. The rate quoted above should be inclusive of basic price, statutory levies and taxes, duties, packing, forwarding & transportations etc. up to the site i.e. NSIC-Technical Services Centre, Okhla, New Delhi.

However, statutory levies and taxes, duties, packing, forwarding & transportations charges shall be indicated on a separate sheet. **The NTSC** will not issue 'C' and 'D' forms.

- 16. Rates should only be quoted in the accounting units (A/U) mentioned in above format. Rates must be quoted clearly on free delivery basis at NSIC-Technical Services Centre, Okhla, New Delhi
- 17. Any exemption of duties/taxes required should be indicated.

We hereby confirm that we have clearly understood the terms & Conditions as specified in the tender documents and agreed for the payment terms as specified in Para 9 of "Commercial and General Terms & Conditions" of this tender.

Further confirm that we will abide all the terms & conditions as specified in the tender and agreed for the penalty to be imposed, in case of delayed supplies from our end as specified in Para 4 of "Commercial and General Terms & Conditions" of this tender.

	Signature of the Tenderer with stamp
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