

Ref. No.: MAKAUT-WB/2020-21/SERVER ROOM-1/A.C./001

Dated: 25-11-2020

Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT, WB) invites quotation for Supply, Installation and Commissioning of Air Conditioning Systems in the Main Server Room at the University Administrative Building at the Haringhata Campus of the University.

Please follow the Part-A, Part-B, Part-C, Part-D and Part-E of this tender for further details.

PART-A: KEY INFORMATION

| Sl. No. | About | Remarks / Date |
|----------------|---|---|
| 1. | About the Assignment: | Supply, Installation and Commissioning of Air Conditioning System at the Server Room-1 at the Administrative Building at the Haringhata Campus of MAKAUT, WB (details given below in <u>Part-B</u>). |
| 2. | Name of the Tender Inviting Authority: | Registrar, MAKAUT, WB |
| 3. | Last date of Submission of bids: | 28-11-2020 |
| 4. | Earnest Money Deposit (EMD): | Rs. 5,000/- (Rupees Five Thousand only) |
| 5. | Tender Fee: | Rs. 500/- (Rupees Five Hundred only) |
| 6 | University Bank Details for collecting Tender Fee & Earnest Money Deposit: - | |
| 6.a. | Bank & Branch: | Indian Bank, Salt Lake Branch |
| 6.b. | Bank Account Number: | 6360279330 |
| 6.c. | Name of the Account: | MAKAUT-WB |
| 6.d. | Type of Account: | Current Account |
| 6.e. | IFS Code: | IDIB000S147 |

PART-B: SPECIFICATIONS OF THE ITEM(S) / JOB(S)

| Sl. No. | Information | Remarks / Date |
|----------------|--------------------------------|--|
| 1. | Name of the Assignment: | Supply, Installation and Commissioning of Air Conditioning System at the Server Room-1 at the Administrative Building at the Haringhata Campus of MAKAUT, WB (details given below). |
| 2. | Total Capacity | 8 Tons |
| 3. | No. of Units: | 2 (Two) of 4 Tons each – 1 Unit as stand-by |
| 4. | Area to cover: | 400 Sq. Ft. |
| 5. | Configuration: | 4.0 Tr. Cassette Split A.C. (Make: Hitachi / Daikin / Toshiba / Carrier). |
| 6. | Cassette type: | Ceiling hanging option |
| 7. | Design Temperature: | ❖ Outside: 38 Degree C DB & 28 Degree C WB. ❖ Inside: 24 Degree C + 1 Degree C DB & 50% - 60% RH. |
| 8. | Equipment Load: | 1 Watt / Sq. Ft. |
| 9. | Other Accessories: | ❖ Refrigerant Pipe with Installation. ❖ Suction Line. ❖ Liquid Line. ❖ Electrical Cable 2.5 Sq. MM * 4 Core between the indoor units and the outdoor units. ❖ Condensate Drain Pipe. ❖ Additional Refrigerant Gas Charge. ❖ Timer. |

PART-C: BASIC INFORMATION (TO BE PROVIDED BY THE BIDDER)

- 1) Name of the Bidder:
- 2) The firm is running business from / for:
- 3) Address:
- 4) Official Contact Number(s):
- 5) Official E-mail address:
- 6) Contact Person detail [Name, Designation, Contact No. & E-mail address]:
- 7) Whether has *Valid* Trade License for Financial Year 2020-2021? **Yes / No**
- 8) PAN:
- 9) GSTIN:
- 10) P. Tax Registration Number:
- 11) Tender Fee & Earnest Money deposit details:

| Sl. No. | Item | Amount | Transaction details* | Bank Details** |
|---------|------------|-------------|----------------------|----------------|
| 1. | Tender Fee | Rs. 500/- | | |
| 2. | EMD | Rs. 5,000/- | | |

*** Mode of Payment (NEFT / Net Banking / UPI / IMPS / Any other mode), Transaction Reference No. with the Date of transaction (Tender Fee and EMD have / has to be deposited separately).**

**** Bank Name & Branch, Bank Account No. of the Bidder from which the amount will be credited to the University Account.**

- 12) Any other necessary information that the bidder would like to mention:
 - a)
 - b)
 - c)
 - d)
 - e)
 - :
 - :
 - :
 - :
 - :
 - :

PART-D: BOQ

| <u>Sl. No.</u> | <u>Item / Job</u> | <u>No. of Units</u> | <u>Item Rate (Rs.)</u> | <u>Item Value (Rs.)</u> | <u>% of GST</u> | <u>GST Amt. (Rs.)</u> | <u>Total Value (Rs.)</u> |
|---|--|----------------------------|-------------------------------|--------------------------------|------------------------|------------------------------|---------------------------------|
| 1.a. | Supply of Air Conditioning Machines – 4 Tons (Procurement Part). | 02 | XXXX | XXXX |% | XXXX | XXXX |
| 1.b. | Installation, Commissioning and all other relevant job works (Service Part). | 02 | XXXX | XXXX |% | XXXX | XXXX |
| GRAND TOTAL (INCLUSIVE OF ALL CHARGES AND TAXES) | | | | XXXX | ---- | XXXX | XXXX |

Bids must be submitted as per the “Part-C” of this tender (General Terms & Conditions). So, before submitting the bid documents, interested vendors are requested to carefully go through the same to avoid cancellation / rejection of the bid or any unnecessary complications in future in this regard.

PART-E: GENERAL TERMS & CONDITIONS

- 1) The bidder should be a registered firm under prevailing rules. Bidder having an office in Nadia, North 24 Parganas or Kolkata may be given preference. The bidder will have to provide essential registration numbers like PAN, GSTIN, Profession Tax, etc.
- 2) The tendering process will be two-stage bidding: (a) Technical and (b) Financial.
- 3) In order to maintain the confidentiality, the financial bid (BoQ) must be a password-protected file. The bidders have to send the Technical and Financial bids to purchase@makautwb.ac.in. The password of the password-protected financial bids file has to be sent to registrar@makautwb.ac.in.
- 4) Last date of submission of bids: **2nd December, 2020** (through e-mail only).
- 5) Any firm already having any legal dispute with the University need not to submit the bid.
- 6) The Technical Bid should contain the following items in the respective sequence:
 - a) Duly filled information as mentioned in **Part-C** of this tender notice.
 - b) Valid Trade License (for the financial year 2020-2021) of the firm. *In case the latest Trade License (2020-2021) not yet available to the firm, trade license for 2019-2020 may be enclosed along with a copy of application for renewal / fees payment receipt for the financial year 2020-2021.*
 - c) PAN Card copy
 - d) GSTIN Copy
 - e) P. Tax Registration Copy
 - f) Legal Occupancy of Principal place of Business/Factory/Warehouse/Additional Place of Business and Branch –
 - (i) Ownership: Current Tax Payment Receipt issued by Corporation / Municipality / Panchayat (for Ownership)
 - (ii) Rental: Copy of Latest Rent Receipt and Valid Tenancy Agreement
 - (iii) Rent-Free Accommodation: “No Objection” Certificate given by the Landlord and Copy of Property Tax Receipt of the Landlord.
 - g) Item specifications supported with catalogues / brochures.
 - h) Any other document, the bidder feels necessary to furnish.
- 7) Apart from the above list mentioned above, the University may ask the bidder for any other document(s) / information, if feels necessary. The bidder has to furnish the document(s) / information immediately failing which his bids will be rejected.
- 8) All the documents should be authenticated with official stamp and signature / signatures thereon by the bidder.
- 9) Submission of false document(s) / information by the bidder will result into cancellation of bid and the University may take strict action against that bidder.
- 10) Any document sent in .jpeg / .jpg / .doc / .docx / .xls / .xlsx format will not be accepted.
- 11) Incomplete / Partial bidding will not be allowed. The commercial bid should be exactly as per the given BoQ format. Rate-based quotation is not preferred.
- 12) The University reserves the right to accept or reject any bid without showing any reason.
- 13) Any dispute which may arise between the bidder and the University regarding this bidding shall be referred to the Vice Chancellor of the University whose decision shall be final and irrevocable in this regard.

- 14) Being the lowest bidder (L1) in term of quoted amount (incl. all) may not be the only condition to receive the order, other criteria like having PAN, GSTIN, location of office, etc. may also be considered during selection of the eligible bidder. Decision of the University in such case will be the final.
- 15) In case the selected bidder is unable to supply the items after being selected to supply the items or after receiving the respective order from the University, the bidder should immediately inform the University Authority about the same by e-mail. Decision of the University in such case will be the final.
- 16) Items should be as per the specifications mentioned in **Part-B** of this tender notice.
- 17) Warranty on the items should be available as per the OEM policy. Post sales service should be ensured by the bidder / manufacturer as and when required by the University.
- 18) Delivery of the items to the destination is solely the bidder's responsibility and no extra charge will be paid by the University for the same. Any damage of any item during transit will be the responsibility of the bidder.
- 19) **The entire job should be done under the supervision of the Engineering Section of the University. The bidder will report to the concerned person / persons during the entire job.**
- 20) If any damage occurs during the installation process, the bidder has to make good the loss. University will not pay for the same.
- 21) Govt. levies will be as per existing Government Rules. The University will provide DSIR Certificate against which all permissible tax relief has to be ensured.
- 22) If any vendor is registered under GST Composite Scheme, the same is to be mentioned in Part-A (Item No.9). The same may also be mentioned in the BOQ.
- 23) Payment will be subject to successful delivery and installation (if required) of the required items and necessary approval by the Approval Authority of the University. No additional charge will be paid by the University towards installation charges.
- 24) Apart from submitting the hard copies, a copy of the order, challan and bill / invoice should be mailed to: bill.finance@makautwb.ac.in.
- 25) The bidder should submit GST-compliant bill / invoice for GST bill / invoice. Copy of the order received by the vendor always should be attached to the challan and bill / invoice.
- 26) PAN, GSTIN and Bank details of the bidder are to be mentioned in the bill / invoice.
- 27) Statutory deductions (if any) during payment process will be made as per existing Government Rules.
- 28) The payment will be made only in favour of the bidder's name. Any exception in this regard will subject to the consideration of the University Authority only.
- 29) For any query related to the bid submission, the bidder may contact the University by e-mailing to: purchase.makaut@gmail.com.

**Sd/-
Registrar
MAKAUT, WB**