



भारतीय प्रौद्योगिकी संस्थान मद्रास चेन्नै 600 036
INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036
भंडार एवं क्रय अनुभाग
STORES & PURCHASE SECTION
Email: adstores@iitm.ac.in

दूरभाष: (044) 2257 8285 / 8286 / 8287 / 8288 फ़ैक्स: (044) 2257 8292
Telephone : (044) 2257 8285/8286/8287/8288 FAX: (044) 2257 8292



SPS/ACU/LIMITED TENDER/2013-2014

11 / 06 / 2013

DUE DATE: 25 / 06 / 2013 at 05.00 P.M.

To

Dear Sirs,

Sub: Purchase of Window and Split Air conditioners – reg.

We would like to enter into Rate Contract for the supply of “**WINDOW TYPE AIRCONDITIONERS OF 0.75/0.8 TR, 1.0TR, 1.5 TR AND 2.0 TR CAPACITY AND SPLIT TYPE AIRCONDITIONERS OF 1.0TR, 1.5TR AND 2.0TR CAPACITY ON RATE CONTRACT BASIS – 4 STARS & 5 STARS SEPARATELY**” for a period of six months from the Date of entry for our Institute. Kindly quote as per our specification format only and based on our terms and conditions which are available in our Institute Website latest by **25 / 06 / 2013 at 05.00 P.M.** The quotation should be in typed format. Submission of quote in format other than our specified format will not be acceptable. Stars rating (4 stars & 5 stars) should be quoted separately. No manual entries are accepted and this will not be considered and rejected at opening stage itself. **Material for tubes including heat exchangers must be copper only. Standard one year warranty only required for the entire Air conditioner including the compressor. Hence quote to be given only for one year warranty.**

Thanking you,

Yours faithfully,

**DEPUTY EGISTRAR
(STORES & PURCHASE)**

Encl: As above.

INSTRUCTIONS & TERMS AND CONDITIONS

(To be returned by Tenderer along with the Tender duly signed)

1. You are required to submit your offer on or before **25 / 06 / 2013 at 05.00 P.M.**
2. While quoting you are requested to provide complete technical specifications like Part No., Model No, make, Type of material to be used for tubing, the length of the tube to be used to connect the indoor & outdoor unit etc. in the prescribed format without which, the quotation will be summarily rejected at the opening stage itself. You should include the catalogues of each model quoted particularly specifying EER/BEE Test conditions. Withdrawal of a Model quoted in the Rate Contract is acceptable ONLY IF accompanied by a certificate from the manufacturer to that effect. Correspondence in this connection must be addressed to DR (Stores & Purchase).
3. **The warranty for Air conditioner & Compressor required is for one year only no additional warranty required we have already taken AMC for the Institute as a whole. Hence quote be given for one year warranty only.**

During the warranty period, the complaint is to be attended to within 2 days otherwise your name will be removed from our mailing list after forfeiting EMD remitted by you. In addition penalty as decided by the committee will be deducted from your company's other bills.

If any air conditioner gives continuous trouble, say three times in one month during the warranty period, you have to replace the air conditioner with a new one without any additional cost to the purchaser.

4. **Signing of Tender:** The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and important conditions referred to in Annexure enclosed herewith.
5. **Delivery of Tender:** The Original copy of the Tender is to be enclosed in a double Cover. The outer cover should be wax sealed and addressed to the **DEPUTY REGISTRAR, STORES & PURCHASE SECTION, INDIAN INSTITUTE OF TECHNOLOGY MADRAS CHENNAI-600 036 superscribed on the left hand side " LIMITED TENDER FOR SUPPLY OF AIRCONDITIONERS DUE ON 25 / 06 / 2013 at 5.00 P.M.** Right is reserved to ignore any tender which fails to comply with the above instructions. **Tender should be sent either by REGISTERED POST. ACKNOWLEDGEMENT DUE OR THROUGH MESSENGER. If the Tender is sent through Messenger, the same has to be dropped in the TENDER BOX marked Stores & Purchase kept for this purpose in the office of DEPUTY REGISTRAR, STORES & PURCHASE SECTION, THIRD FLOOR ADMN BLOCK BEFORE 5.00 PM on due date.** The Institute shall not be responsible for the late receipt of request on account of Postal or any other delay and also reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
6. **Period for which the offer will remain open:** (i) Firms tendering should note the period for which it is desired that their offers should remain open for acceptance. If the firms are unable to keep their offers open for the specified period they should specifically state the period for which their offers are remain valid provided, however, the day upto which the offer is to remain open being declared closed holiday for the Indian Institute of Technology Madras, the offer shall remain open for acceptance till the next working day. (ii) Quotations qualified by such vague and indefinite expressions such as 'subject to immediate acceptance', 'subject to prior sale' will not

be considered.

7. **Prices:** The prices quoted must be nett per unit shown in the schedule and must include all packing and delivery charges and other statutory levies. The prices quoted by the Tenderer should be inclusive of **Sales Tax/VAT** and other statutory levies (and should be clearly stated to be so & % of tax should be indicated clearly) which will be paid by the Purchaser/if legally leviable at the rate ruling on the date of supply as specified in the Acceptance of Tender. If the inclusive price is not given, we will treat your offered rate as inclusive rate and comparison be made with others. If at the time of comparison of your offer without taxes etc. is happened to be lowest, you must bound to supply as per the offered rate, i.e. without taxes etc. Hence you are requested to be careful while quoting for tender. **The price should be without customs duty and excise duty since IIT Madras is exempted from the payment of excise duties and concessional customs duty.** Necessary document will be provided at appropriate time & on demand.

We are eligible for concessional VAT/CST on submission of concessional certificate (The Institute is not authorized to issue 'C' or 'D' forms of Sales Tax Certificate).

Hence, VAT and Central Sales Tax should be charged at concessional rates as applicable to Educational and Research Institutions run without profit motives, for which necessary certificate will be issued on demand at the time of releasing payment.

For bulk orders, the percentage of discount offered may also be indicated in the following slabs. (The discount is to be offered in % only and not by way of reduction of cost in rupees).

- a. 2 to 5
- b. 6 to 10
- c. 11 to 25
- d. 26 & above

In the case of bulk requirements, we have at liberty to negotiate with you for further reduction in the prices offered. If you do not quote, it will be presumed that you are not open for bulk order. Within these categories you may quote for sub- slabs also.

8. **Terms of Delivery:** Supply and Installation are required by date(s) specified in the Schedule of Tender. If, however, it is not possible for you to effect supply and installation by the date(s), you should specify the date(s) by which you can guarantee supply and installation in the prescribed schedule to the Tender.

The supplier has to supply the items as per the Rate Contract offered specification only. If they supply the lower configuration, it will not be accepted at all.

Any deviation found in the specification of the product and non delivery of items within the due date will also lead to cancellation of P.O. without any notice. In addition your companies EMD will be forfeited in full and your company's name will be removed from our mailing list for future enquiries.

9. Quotations will be accepted only from manufacturers for branded items of Air conditioners. If they are not in a position to quote, they may authorize dealers/distributors/resellers who may quote along with proof for authorization but the responsibility for supply, installation and after supply services rests with manufacturers only.

- 10 **Delivery Period:** Items should be delivered within a week's time. No further extension of time will be allowed. Non delivery of items will lead to cancellation of Purchase Order without any notice. In addition, action may be taken for removing them from our mailing list in respect of future enquiry
- 11 No price revision changes in the specification already given or changes in the terms & conditions etc. will be allowed during the rate contract period. In view of the frequent downward price movement in the recent past, you must give an undertaking to the effect that, in case of downward price movement during the Rate Contract period, the firm shall pass on the advantage to IIT, Madras. Your quotation will be summarily rejected, if the undertaking does not accompany the quotation.
- 12 Suppliers are informed not to contact the end users directly with an intention of bagging heavy orders. It is also informed that there is no commitment on our part to place any order on the basis of rate contract and the institute also reserves the right to conduct negotiations in the case of bulk order or cancel the rate contract when considered necessary.
- 13 **Please indicate model, make, actual cooling capacity in KW or BTU/hour, Star rating, Noise level and EER in W/W or (BTU/hour)/W. Also indicate delivery/installation/warranty clause etc.**
- 14 Voltage at IIT is quite stable. Hence most of the cases stabilizer is not required. However price to be quoted but the decision regarding purchase left with IIT only.
- 15 The cost of condenser angle, installation charges for installing Split Air conditioner, the cost of Stabilizer, normal free supply of copper tube along with Air conditioner in meters, cost for supplying additional meter, normal free supply of drain piping in meters, cost of additional supply of drain piping in meter, cost of MS stand for our door unit etc should be indicated clearly in the tender documents.
- 16 **PAYMENT:**
- i) Payment will be made normally after completion of supply and installation of the Air conditioners to the entire satisfaction of the Purchaser. **All ACs installations should be done in the presence of our officials so as to ensure that proper tubing has been done with right type of material without any modification to connect the indoor unit with the outdoor unit. The position of the outdoor unit must be chosen such a way that the unit is serviceable at a later date.**
- ii) If the supplier needs payment against delivery, they have to submit Proforma invoice initially. We will draw a cheque based on that invoice and keep the same ready. The cheque will be handed over to the company on satisfactory installation of the Air conditioners only.
- 17 **TENDERER SHALL SUBMIT ALONG WITH HIS TENDER:**
- i) An Income Tax clearance Certificate (duly countersigned) by the Income Tax Officer of the Circle concerned under Seal of his office.
- ii) Proof of having ISO or other equivalent certification given by appropriate authorities.
- iii) CST/VAT registration proof showing registration number, area of registration etc.
- 18 **SECURITY DEPOSIT:**
- Earnest Money Deposit (EMD) of Rs.20,000/- for Airconditioners has to be paid along with the tender as a Demand Draft drawn in favour of Registrar, IIT., Madras 600 036 payable at the State Bank of India, IIT Branch, Chennai 600 036. This Earnest Money

will be returned to the unsuccessful tenderer after the final disposal of the tenders. EMD will not carry any interest. Those who have submitted EMD earlier and not got refunded need not submit EMD again for this tender and they have to submit copy of the receipt given by us for proof of payment.

The EMD will be retained in the case of successful tenderer and will be refunded only after the expiry of contract period. EMD will not be waived under any circumstances. EMD will be forfeited in the case of non-execution of the order within the due date.

19 **DISTRIBUTORSHIP CERTIFICATE:**

Distributors/dealers/resellers of a particular make should submit a Certificate from their Principals to the effect that they are authorized Agents of the Manufacturers and that they are authorized to supply the Air Conditioners to IIT Madras.

Note: One agent can not represent for two manufacturers or suppliers or quote on their behalf at one time for the same item in the same tender.

20 **GUARANTEE:**

The tenderer has to declare that the goods sold to the buyer under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications. Tenderer should indicate the period for which the said goods/articles would continue to confirm to the specifications.

21 **JURISDICTION:**

All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued.

22 **Right of Acceptance:**

The Indian Institute of Technology Madras Chennai-600 036 does not pledge itself to accepting the whole or any part of the Tender or portion of the quantity offered.

23 **Communication of Acceptance:**

Acceptance by the Purchaser will be communicated by Post, if required, and the Company's acceptance communicated to us formally in writing. In case where acceptance is communicated by Telegram or letter by Speed Post, the formal Acceptance or Tender will be forwarded to you as soon as possible but the instructions contained in the Telegram or Speed Post letter should be accepted upon immediately.

24 **ACKNOWLEDGEMENT:**

It is hereby acknowledged that we have gone through all the points listed under "Instructions & Terms and Conditions" outlined above, and those in the accompanying note on "Important Conditions", and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.

**SIGNATURE OF TENDERER
ALONG WITH SEAL OF THE
COMPANY WITH DATE**

WINDOW AIRCONDITONER

	1	2	3	4
Type of Air-conditioner	Window Type	Window Type	Window Type	Window Type
Nominal Capacity	0.75/0.8TR	1.0TR	1.5TR	2.0TR
Compressor Type	Rotary	Rotary	Rotary	Rotary
BEE Energy Label	4 Stars (****) and 5 Stars (*****)	4 Stars (****) and 5 Stars (*****)	4 Stars (****) and 5 Stars (*****)	4 Stars (****) and 5 Stars (*****)
Noise Level	Less than 55 db	Less than 55 db	Less than 55 db	Less than 55 db
Remote Control	Cordless Digital remote	Cordless Digital remote	Cordless Digital remote	Cordless Digital remote
Material for tubes including heat exchangers	Copper only	Copper only	Copper only	Copper only

SPLIT AIRCONDITIONER

	1	2	3
Type of Air-conditioner	Split AC Type	Split AC Type	Split AC Type
Nominal Capacity	1.0TR	1.5TR	2.0TR
Compressor Type	Rotary	Rotary	Rotary
BEE Energy Label	4 Stars (****) and 5 Stars (*****)	4 Stars (****) and 5 Stars (*****)	4 Stars (****) and 5 Stars (*****)
Noise Level	Less than 45 db	Less than 45 db	Less than 45 db
Remote Control	Cordless Digital remote	Cordless Digital remote	Cordless Digital remote
Material for tubes including heat exchangers	Copper only	Copper only	Copper only

Special condition:

The relevant catalogues specifying the BEE Energy Label should be enclosed with the quote. Whenever the calculations were made for star rating taking EER as a base, the basis of calculations should be recorded. Otherwise the tender will be rejected at the opening stage itself.

SPECIFICATION FORMAT:

WINDOW AIRCONDITIONER

	1	2	3	4
Type of Air-conditioner	Window Type	Window Type	Window Type	Window Type
Model				
Make				
Nominal Capacity				
Actual Cooling capacity				
Compressor Type				
EER/COP				
Star Rating (BEE energy level)				
Power consumption in watt				
Noise Level (db)				
Remote Operation				
Material used for tubes including heat exchangers	Copper only	Copper only	Copper only	Copper only

SPLIT AIRCONDITIONER

	1	2	3
Type of Air-conditioner	Split AC Type	Split AC Type	Split AC Type
Model			
Make			
Nominal Capacity			
Actual Cooling capacity			
Compressor Type			
EER/COP			
Star Rating (BEE energy level)			
Power consumption in Watts			
Noise Level (db)			
Remote Operation			
Material used for tubes including heat exchangers	Copper only	Copper only	Copper only

