



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY JAIS

*Near Jais Railway Station, Mukhetiya More,
Harbanshganj, Amethi
UP – 229304*

Date: 04.12.2017

NOTICE INVITING TENDER

TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF

WATER COOLER FOR RAJIV GANDHI INSTITUTE OF

PETROLEUM TECHNOLOGY

JAIS, AMETHI, UP

Tender Reference No. – RGIPT/JAIS/WATER COOLER/TENDER/2017-18/01

(This tender document contains 12 pages and bidders are requested to sign & stamp on all the pages. The Technical Bid and the Financial Bid should be placed and sealed in separate covers/envelopes super scribing Technical Bid & Financial Bid.)

INTRODUCTION:

Rajiv Gandhi Institute of Petroleum Technology, Jais Amethi has been set up by the Ministry of Petroleum and Natural Gas as an “Institute of National Importance” along the lines of IIT’s under an Act of Parliament. RGIPT is co-promoted as an energy domain specific institute by six leading Oil Public Sector Units (ONGC, IOCL, OIL, GAIL, BPCL and HPCL) in association with the Oil Industry Development Board (OIDB).The Institute is associating with leading International Universities/Institutions specializing in the domain of Petroleum Technology.

RGIPT, Jais is situated on Rae Bareli – Sultanpur National Highway, Near Jais Railway Station at a distance of 27 km from Rae Bareli and spread over a land area of 47 Acres. The nearby nagar palika is Jais, which has a periphery of around 2.5 Kms.

NOTICE INVITING TENDER:

Sealed tenders are invited from Original Equipment Manufacturer/Authorized dealer for supply and installation of 23 No’s Water Cooler for Rajiv Gandhi Institute of Petroleum Technology Jais, Amethi. The technical details of required water cooler is enclosed as **Annexure 1**. The tender is two part bid and the bidder should quote in sealed envelopes for two part bid tender:

- a) **Part I:** Technical Bid (As per **Annexure – A**)
- b) **Part II:** Financial Bid (As per **Annexure – B**)

Separate sealed envelopes of both bids, super scribed as “**Technical Bid**” and “**Financial Bid**” should be placed in third envelop super scribed with “**Tender Reference No. RGIPT/JAIS/WATER COOLER/TENDER/2017-18/01, Dated – 04.12.2017, Tender for Supply and Installation of Water Cooler.**”

The bidders are requested to send their sealed bid form completed in all respect either by courier / post or dropped in the tender box provided at Dispatch Section, 1st floor of Administrative building, RGIPT Jais, Near Jais Railway Station, Mukhetya More, Bahadurpur, Harbanshganj, Amethi, UP – 229304 on or before **28.12.2017 by 15:00 Hrs.**

The technical bid of the tender will be opened by Tender Opening Committee of the institute on the same date at Conference Room, 2nd floor, Administrative Block of the Institute at 16.00 Hrs. in presence of intending bidders or the authorized representatives of intending bidders.

Date and time of the opening of the financial bids will be decided after the evaluation of technical bids by the Tender Evaluation Committee. The financial bids of only those tenderers will be opened, who qualifies the technical evaluation criteria, and accordingly the date, time and venue of opening of financial bids will be intimated.

The tenderers are requested to read the tender document carefully and ensure to comply with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise. The clarification, if required may be obtained from the administrative office on any working day between 11:00 Hrs. to 16:00 Hrs. from **05.12.2017 to 27.12.2017** on contact No. 9565993399.

PRE –QUALIFICATION CRITERIA:

I. Only Original Equipment Manufacturer (OEM) or their Authorized dealer/distributor/agent are eligible to bid. Authorization letter from manufacturer in favour of authorized dealer/distributor/ agent to bid against this tender must be enclosed with technical bid.

II. The tenderer shall be required to submit the Earnest Money Deposit ***as mentioned in subsequent paragraph.***

III. The tenderer should not have been debarred or blacklisted by any Central / State Government Departments of India. An affidavit to that effect on Non-Judicial stamp paper of Rs. 100/- dully notarized must be enclosed with the technical bid in prescribed format. The proforma of the affidavit is attached with the tender as **Annexure – 2.**

IV. Signature and seal of the tenderer required on all the pages of tender document to confirm the acceptance of entire term and conditions of the tender by the tenderer, which are to be submitted along with technical bid and financial bid. The tender document will be the part of technical bid.

EARNEST MONEY DEPOSIT:

The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs. 17,500/- (Rupees Seventeen Thousand Five Hundred only)** in the shape of “**Demand Draft**”. The Demand Draft should be in the favour of “**Rajiv Gandhi Institute of Petroleum Technology**” payable at Amethi. Other mode of EMD will not be accepted.

The original demand draft should be enclosed with Technical Bid of the tender. Any Technical Bid found without the demand draft of Earnest Money Deposit will be rejected. The Institute will not be liable to pay any interest on EMD submitted with tender document. The earnest money deposit shall be forfeited, if the tenderer withdraws its bid during the period of tender process and finalization of the tender.

The earnest money deposit of the tenderer, whose tender has been accepted, will be returned on the submission of the performance security. Earnest money deposit of the successful tenderer shall be forfeited, if refuses or neglects to execute the order or fails to furnish the required performance security within the time frame as specified by the Institute.

After the award of the contract to the successful tenderer, the earnest money deposit of the unsuccessful tenderer(s) will be returned within 30 days.

VALIDITY OF THE PRICE BID:

Quoted rates must be valid for a period of 60 (Sixty) days from the date of closing of the tender. The overall offer for the assignment and tenderer’s quoted price shall remain unchanged during the period of validity.

In case the tenderer withdraws, modifies or changes his offer during the validity period, the tender is liable to be rejected and the earnest money deposited shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

WARRANTY:

The water cooler (s) shall be quoted with a minimum 12 months on-site warranty / guarantee against any manufacturing defect, poor quality of material, workmanship and it

will be reckoned from the date of the installation. Defective Water Coolers shall be replaced / or repaired within 3 days from the date of written complaint at their own cost. Rejected items, if any, have to be removed and replaced within 3 days from the date of complaint.

DELIVERY AND INSTALLATION:

All the ordered Water Coolers should be delivered and installed in appropriate place within 4 weeks from the date of receipt of the purchase order. All the aspects of safe delivery and installation shall be the exclusive responsibility of the supplier.

LIQUIDATED DAMAGES (LD):

If the supplier fails to perform the satisfactory installation / commissioning of the Water Coolers and / or which is not ready to use within stipulated time, the liquidated damages at the rate 0.50% of the order value per day of delay or part there of subject to a maximum of 5 % of the order value shall be recovered from the contractor.

In case the supplier has failed to complete the order / project within the stipulated time, Institute reserves the right to cancel the contract / order and performance security / EMD may be forfeited.

PERFORMANCE SECURITY:

After the award of work, the supplier shall be required to submit the performance security in the form of DD by any Nationalized Bank for an amount equal to the 5% of order value and it will be kept valid for a period of 60 days beyond the date of completion of warranty period. The DD should be in the name of Rajiv Gandhi Institute of Petroleum Technology payable at Amethi. The Institute will not be liable to pay any interest on performance security submitted.

PAYMENT TERMS:

Full payment of the order value will be made after the successful delivery, installation and commissioning at our site of said items to the satisfaction of the Engineer in-charge after adjustment of all necessary taxes, if applicable.

TENDER EVALUATION:

The Institute will evaluate the entire bids, strictly on the basis of terms & conditions incorporated in the tender enquiry document in all respects.

During the evaluation / scrutiny of the tenders, at any stage, if it is found that any of the tenderer(s) terms and conditions are not compliant with tender enquiry document, Institute may seek the clarification within the specified target time and if the tenderer has fails to reply / or not agree / accept the terms and conditions, their tender will be treated as unresponsive and it is liable for rejection.

Evaluation of the proposals shall be done in two stages as:

(A) STAGE – I (Technical Evaluation):

Institute will examine all the bids to determine whether these qualifies the essential pre-qualification criteria, whether tenderer have submitted the EMD with technical Bid, whether all the documents as mentioned / or required in the tender document to be submitted with technical bid have been submitted, whether all the documents are in prescribed format and has been properly signed & stamped and whether the bid are completed and generally in order. ***Please note that your financial bid should be enclosed in sealed envelope only, as mentioned in above Notice Inviting Tender paragraph, or else your tender will stand cancelled.***

Tenderer who has not qualified technical evaluation shall be rejected.

(B) STAGE – II (Financial Evaluation): Financial bid(s) of only technically qualified tenderer will be opened for financial evaluation.

AWARD OF CONTRACT:

After due evaluation of the financial bids, the Institute will award the contract to the bidder on ***Overall Lowest Quote basis.***

OTHER TERMS AND CONDITIONS:

1. Tenders received after the last date and time will not be accepted.
2. Rates should be offered unconditional.
3. Earnest money deposited with other tender in this Institute will not be adjustable with this tender.
4. The successful tenderer is also liable for proper commissioning at our site. If any item found defective after the supply, the tenderer will be liable to replace the item at his own cost.
5. If any malafide intension is observed by Rajiv Gandhi Institute of Petroleum Technology, the agency shall not be eligible for further tenders.
6. RGIPT, Jais, Amethi reserve the right to accept or reject all or any bid/quotation without assigning any reason thereof.
7. Rates provided only in given format will be accepted. Any terms and conditions provided by the tenderer with price bid will not entertained.
8. The quoted rate shall remain firm till the finalization of tender.
9. The Institute will not pay any mobilization charges.
10. The supplier will also be responsible for working of installed water cooler during warranty period beside service center guidelines/term & conditions of said brand.
11. In case of tie between the parties, the overall lowest bidder will be decided on the basis of technical parameters of goods offered, warranty period and availability of service centers/providers etc.
12. The successful bidder shall not be allowed to sublet / subcontract the contract to any other contractor.
13. In case of any dispute of any kind and in respect of whatsoever arising out of tender / contract, the decision of the competent authority of RGIPT will be final and binding.

Statuary Liabilities:

If any other statuary liabilities are imposed by the Government like taxes, duties, cess etc. during tender process, will be beared by Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi.

JURISDICTION:

The courts at Rae Bareli/Amethi will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Raebareli/Amethi court shall have jurisdiction in the matter.

**Sd/-
Executive Engineer (Civil)**

(On behalf of Director, RGIPT, Jais, Amethi)

Enclosure:

- 1) Technical details of the water cooler as **Annexure – 1.**
- 2) Format for undertaking of Non-Blacklisting as **Annexure- 2.**
- 3) Format for technical and financial bid as **Annexure - A & B.**

Annexure - 1

Water cooler shall be as per following technical specifications.

Sl. No.	Technical Specification	Minimum Requirement
1	Storage capacity	80 Liter
2	Cooling Capacity	40 LPH
3	Body Material	Full Stainless Steel
4	Storage Tank Material	Stainless Steel
5	Refrigeration	R- 134 A / R - 22
6	Operating Voltage	230 ± 10% V AC
7	No of Faucet	2
8	Operational performance	Faster cooling Silent operation Nationwide service Easy controls Speedy drainage Ecofriendly Refrigerant

Note: 1) Please attach technical brochure with your quote dully sealed and verified by the bidder.

Seal & Signature of the Bidder

Annexure – 2

NON-BLACKLISTING / DEBARRING DECLARATION

I / We (Name & Address of individual / proprietor)

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Manufacturer / Partner(s) / Authorized Dealer / Authorized Distributor / Authorized Agent of
M/s (Name & Address of firm)

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has not been blacklisted or debarred in the past by any Union / State Government or organization from taking part in government tenders in India.

I/We also have neither been convicted nor any cognizance have been taken against by any court of law till date.

The above statement is true to the best of my/our knowledge and belief.

Deponent / Witness Name:

Address:

Attested:

(Public Notary / Executive Magistrate)

Annexure - B

Format for Quoting Rates

Sl. No	Item Description	Unit	Quantity	Rate/Unit (Rs.)	Amount (Rs.)
1	Supply and installation of water cooler with 80 liter storage capacity and cooling capacity with 40 liter/hour or more (As per technical specification provided with tender document)	No.	23		
2	Add Taxes				
Total Amount					

In Words:

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Note: Price shall be inclusive of all fitting accessories required for proper commissioning on site at Rajiv Gandhi Institute of Petroleum Technology Jais, Amethi.

Seal & Signature of the Bidder