



Tender, No. 2360

Date 21.6.2024

## Tender for Supply & Installation of Air-conditioner with Stabilizer

Sealed tender are invited in two bid system from authorized manufacturer/ approved dealers having valid GST registration for supply & installation of Air conditioner and Stabilizer. The interested parties have to submit technical bid in one envelop and price bid in another envelop. The technical bid and price bid packed in a separate envelop super-scribing as "Tender for supply & installation of Air-conditioner with Stabilizer" can be submitted to under signed through Regd. Post/ Speed post or can be dropped in sealed drop box kept for the purpose at the office of the under signed by dated 05.07.2024, 5 PM. The tenders can be submitted from 10AM of 21.06.2024. The technical bids of the tender will be opened on Dated 06.07.2024 at 11 AM by Tender evaluation committee in presence of Bidders or their authorized representatives at office of the under signed. Tender papers can be down loaded from Collectorate, Balangir website <https://balangir.odisha.gov.in> Other information about this tender is available in this website. The bidder has to submit all the required documents. Non submission of any document and tender submitted in any inappropriate manner may be liable for rejection.

The undersigned reserves the right to reject any or the entire tender without assigning any reason thereof.

### Tender/Bid Information Sheet

Last date & Time for submission of Tender:	05.07.2024 by 5.00PM
Date & Time of Technical Bid opening:	06.07.2024 at 11.00AM
Place of opening of Tender/Bid-	Office chamber of CDVO, Balangir
Date & Time of Financial Bid Opening	06.07.2024 after the evaluation of technical bid.

### IMPORTANT NOTES:

Prospective Bidders are requested to remain updated for any notices /amendments clarifications etc. to the Tender Document through the website <https://balangir.odisha.gov.in> Notice board of the office of CDVO, Balangir . No separate notifications will be issued for such notices / amendments /clarifications etc. in the print media or individually.

  
Chief District Veterinary Officer  
Balangir

## TERMS AND CONDITIONS

### TENDER PAPER

The prospective bidders may download the complete set of the tender documents from the website <http://balangir.nic.in>. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the notice board of office of CDVO, Balangir before last date of submitting the tender document.

#### 1. DEFINITION:

Following terms used in the document will carry the meaning and interpretations as described below; **"Authorized Signatory"** shall indicate the authorized person/signatory who can discuss and correspond with regard to the obligations under the contract.

**"EMD"** - Earnest Money Deposit

**"Bid"** shall mean the Commercial and the Price Bid submitted by the Bidding company /Agency/Firm along with all documents/credentials/attachments, formats, etc, in response to this Tender Document, in accordance with the terms and conditions here of.

**"Bidder"** shall mean the Bidding Company /Agency /Firm submitting the Bid .Any reference to the Bidder includes Bidding Company including its successors ,executors and permitted assigns jointly and severally as the context may require.

**"Bidding Company"** shall refer to such single Company that has submitted the response in accordance with the provisions of this Tender Document;

**"Bid Deadline"** shall mean the last date and time for submission of Bid in response to this Bid as specified in Bid information Sheet and as specified in Bid information sheet of this Bid document including all amendments there to;

**"Contract"** shall mean the letter of award against bidder's proposal and all the attached documents listed in the Tender document, also including all amendments/clarifications thereof;

**"OEM"** shall mean Original Equipment Manufacturer;

**"LOA"** shall mean Letter of Award

**"LD"** shall mean Liquidated Damages

## **2. BID SUBMISSION:**

- a. The tender shall be submitted in two bid system i.e. **Technical Bid & Financial Bid**. Financial Bid contains only the price Bid as per **Annexure-II** and Technical Bid contains all other documents as per the Tender terms & conditions along with EMD except Price bid. The Technical Bid & Financial Bid will be covered in two separate envelopes clearly written on the top of the envelope as Technical Bid & Financial Bid respectively and those two bids will be covered in a Big envelope mentioning "Tender for supply & installation of Air-conditioner with Stabilizer at different veterinary institutions of Balangir District"
- b. The tender shall be for the full quantities indicated in the schedule of requirements along with specification as per **Annexure-I**.
- c. The format of Price bid is specified in **Annexure—II** which will be used at the time of submission of the tender.
- d. The quoted rates shall include the bidders cost towards insurance, packing & forwarding, transportation and installation at different veterinary institutions of Balangir District as per list given in **Annexure-VIII**.
- e. GST and other local taxes should be clearly mentioned separately in terms of percentage and amount in the format of quotation.
- f. The rates including GST quoted by the bidder shall be fixed until the equipments are delivered and shall not be subject to adjustment on any account. However, statutory levies like GST and other local taxes if any may vary as per the Government regulations.
- g. No conditional price will be taken into consideration.
- h. The lowest responsive price for individual items will be taken into consideration.

## **3. BID SECURITY/EARNEST MONEY DEPOSIT(EMD):**

- a. The bidder shall be required to submit a sum of Rs.10000/- (Ten thousand) only in the shape of Demand Draft/Pay Order in favour of Chief District Veterinary Officer, Balangir payable at Balangir as EMD for bid. Any bid not secured with bid security (except those who have registered under Central Purchase Organization, National Small Industries Corporation (NS.I.C) or the concerned Ministry or Department) will be rejected.
- b. After submitting the bid, bidder shall not withdraw from the offer or modify the terms and conditions there of in a manner not acceptable to O/o CDVO, Balangir.
- c. In case the bidder fails to observe or comply with the said stipulation, the EMD amount shall be liable to be forfeited.
- d. The EMD of the unsuccessful bidders shall be returned without interest within 7 working days after opening the financial bid.
- e. In case it is found that, the bidder/s has furnished misleading/wrong or fraudulent information/documents or information furnished found to be not true, the Earnest Money Deposit of the bidder will be forfeited.
- f. In case the bidder withdraws the bid before financial bid opening ,then the EMD of the respective bidder shall be forfeited

4. **PERFORMANCE SECURITY:**

- a. The successful Bidder/Firm will submit the Performance Security of 2% of the order value in shape of Account payee Demand Draft/ Bank Guarantee from any nationalized bank in favour of CDVO ,Balangir payable at Balangir within a period of 7 days of issue of LOA.
- b. The EMD will be returned to the successful Bidder/Firm after receipt of the performance security value as per the LOA .In case of non submission of the Performance Security within the stipulated period after getting LOA, EMD of the firm will be forfeited, LOA will be cancelled and the firm irrespective of its registration status will be blacklisted for three years.
- c. The performance Security shall remain valid for a period of sixty days beyond the date of all contractual obligations of the supplier including warranty obligations.

5. **FINANCIAL BID:**

- i) The prices to be quoted in the financial bid should be without any conditions.
- ii) The Financial bid must be filled in completely, without any error, erasures as per the specified format given in **Annexure-II**.
- iii) The price should be mentioned in Indian Rupees only in clearly readable format without any overwriting.
- iv) The financial bid shall be on a fixed price basis & no price variation on any account shall be considered.
- v) Price quotation accompanied by vague and conditional expression such as "subject to immediate acceptance", "subject to confirmation before sales "etc .will be treated as being at variance and shall be liable for rejection.
- vi) The envelope consisting of Financial Offer shall be marked as "Financial Bid" for Supply & Installation of Air-conditioner with Stabilizer"along with Bidder 's name & address.
- vii) It is the responsibility of the Bidder to clearly identify all costs associated with items in this Tender Document and submit the total cost in the financial bid.
- viii) The quoted rates shall include the GST and the bidder's cost towards insurance , packing & forwarding, transportation and installation along with all the incidental & customization charges if any.
- ix) The bidder shall ensure that there is no discrepancy in the rates mentioned in figures and words. In case of any discrepancy, the unit rate mentioned in the words shall be taken as final.
- x) In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation.
- xi) The bidder must fill and submit the rates as per instructions given above. The bidder may quote a price/rate for any items in the Form of Bid.



## **6. ELIGIBILITY CRITERIA:**

The following self attested documents should be submitted with the Tender/Bid for fulfilling eligibility of the bidder;

- i) Submission of price as per format of quotation. (In finance bid envelope).
- ii) Copy of GST Registration Certificate & Up to date tax clearance certificate / GST return
- iii) Required EMD/certificate from CPO, NSI C etc.
- iv) Manufacturer authorization letter having tender number & Date.
- v) Alternative price for any items will not be allowed, for which the tender will be rejected.
- vi) Minimum annual turnover of Rs. 10 lakhs of each year for last three financial years (2020-21, 21-22, 22-23).
- vii) Copy of PAN card .
- viii) Income tax return for last three financial years (2020-21, 21-22, 22-23).
- ix) Undertaking as per **Annexure-IV**.
- x) Technical Brochures highlighting the specification fulfilling the tender.

## **7. GENERAL TERMS & CONDITIONS:**

- a. The bidder shall furnish documents like technical brochures, leaflets etc. establishing the eligibility and conformance of the Air-conditioner with stabilizer offered to the technical specifications and standards of the items quoted for if any.
- b. The goods offered by the bidder must meet the required technical specification and confirm to the standards mentioned in the technical specifications.
- c. The bidder (in case of not manufacturer) must submit the manufacturer's authorization letter in manufacturer's letter pad as per format specified at **Annexure-III**.
- d. The supplier will provide onsite Warranty / Guaranty and during warranty period if any defects are noticed, the supplier shall replace/repair the defective items within 7 days from the date of complaint.
- e. The delivery and installation should be completed within 15 days from the date of receipt of the LOA. The purchaser shall have the right to inspect the goods prior to dispatch at suppliers premises or after installation at sites before release of payment.
- f. Any delay by the supplier in the delivery of the goods shall render the supplier liable to be charged liquidated damages @ 0.5% per week or part thereof subject to a maximum of 5% of purchase order value which will be deducted from the payment due.
- g. Neither the contract nor any rights granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the vendor, and any such attempted

sale, lease, assignment or otherwise transfer shall be void and of no effect. The vendor shall not subcontract or permit anymore other than its personnel to perform any of the work, service or other performance required of the vendor under the contract.

- h. The Tender shall remain valid for a period of 90 days after finance bid opening.
- i. The bidder should clearly read and understand all the terms and conditions, specifications, etc. mentioned in the original tender documents.
- j. Submission of a tender by a bidder implies that he has read all the tender documents including amendments if any, visited the site and has made himself aware of the scope and specifications of the job to be done, local conditions and other factors having any bearing on the required job.
- k. CDVO, Balangir reserves the right to accept, cancel or reject any bid or to annul and reject all bids at any time prior to the award of the contract without incurring any liability to the affected bidders or any obligation to inform affected bidder, the grounds of such action. If the bidder, as individuals or as a partner of partnership firm, expires after the submission of his bid but before issue of LOA, O/o CDVO, Balangir shall deem such bid as invalid.
- l. The bidder shall not make any addition or alternation in the tender documents .The requisite details should be filled in by the bidder wherever required in the documents. Incomplete tender or tender not submitted as per instructions is liable to be rejected.
- m. The bidder must obtain for itself on its own responsibility and its own cost all the information including risks, contingencies & other circumstances in execution of the installation and commissioning. It shall also carefully read and understand all its obligations & liabilities given in tender documents.



- n. Bidders may carefully note that they are liable to be disqualified at any time during bidding process in case any of the information furnished by them is not found to be true .The decision of CDVO, Balangir in this respect shall be final and binding.
- o. Response submitted by the Bidders shall become the property of O/o CDVO, Balangir and it (O/o CDVO, Balangir) shall have no obligation to return the same to the Bidder .However ,the EMDs submitted by the unsuccessful Bidders shall be returned as specified in Clause 4.
- p. Wherever information has been sought in specified formats, the Bidders shall fill in the details as per the prescribed formats and shall refrain from any deviations and referring to any other document for providing any information required in the prescribed format.
- q. This contract will include supply & installation of Air-conditioner with Stabilizer with 1 year on-site comprehensive warranty and support as per OEM from date of installation. It will also include service for parts and free telephonic support 24X7 .The bidder will produce documentary proof or on OEM website of having 1 year of warranty for Air-conditioner/Stabilizer.
- r. On successful completion of the work, handing over of the systems in perfect working condition and submission of bills to O/o CDVO, Balangir. Payment will be made by O/o CDVO, Balangir within 30 working days.
- s. Manuals supplied by OEM should also be provided along with the product.

**8. FORMAT FOR BID SUBMISSION:**

The following formats are required to be submitted as part of the Tender Document. These formats are designed to demonstrate the Bidder's compliance with the Qualification Requirements set forth and other submission requirements specified in the Tender Document.

- i. Format of Covering Letter (**Annexure-V**)
  - ii. Format for Technical confirmation(**Annexure-VI**)
9. The purchaser reserves the right at the time of placement of purchase order to increase or decrease the required quantity as per the schedule of requirement.
  10. The LOA will be issued to the lowest responsive bidder whose bid will be selected by the Purchaser prior to expiry of the bid validity period .The terms of the accepted offer shall incorporate in the purchase order.

## 11. AWARD OF CONTRACT:

CDVO, Balangir shall issue LOA in duplicate to the successful bidder in writing by a Registered letter /Courier/ Speed Post or through messenger. Issuance of LOA against an offer made shall constitute a legal and binding contract between O/o CDVO, Balangir and the selected bidder.

12. Full payment will be made within 30 days after completion of delivery, Installation of Air conditioner/satbilizer as per specifications at sites in good condition. The packing should be done in such a condition that the quality of the items will not be hampered.
13. The tender documents should be numbered and arranged as per the checklists pacified at **Annexure-VII**.
14. Any legal disputes arising out of this are subjected to Balangir jurisdiction only.
15. Bidders may be present in person or through their representative (s) during the opening of quotations at 11.00AM on 06 /07/2024.



Schedule of Requirement

Scope of work involves supply, installation, testing, commissioning & providing full comprehensive warranty service & support for 1 year for following items to be procured by O/o CDVO, Balangir.

Scheduled of Requirement:-

SINo	Type of Item	Quantities
1	Air-Conditioner 1.5 ton (Split)	28 nos.
2	Stabilizer for AC'S (3 KVA) as specified below	28 nos.

SPLIT AIR-CONDITIONERSPECIFICATIONS	
SINO	Specifications
1	1.5TON
2	3STAR
3	Copper Compressor

STABILISER SPECIFICATIONS	
SINO	Specifications
1	3KVA
2	Input-output voltage range 90V-270V

## Annexure-II

Price Format for Supply & Installation of Air-conditioner with Stabilizer/ TenderNo.----- Dated -----							
SI no	Name of the items	Quantity	Unit Rate in Rs.		Total Amount in		GST (RS.)
			In Fig.	In Word	In Fig.	In words	
1	Air-Conditioner(Split)	28					
2	Stabiliser(SKVA)	28					
			Total (Rs.)				

Total price of the above quoted items is Rupees \_\_\_\_\_ only excluding taxes, which covers minimum 1 years on site warranty. We agree to supply the above equipments in accordance with the technical specifications with the quoted rate within a period of 15 days from the date of receipt of LOA.

Date:

Signature of the Bidder

Place:

Name, Address with Seal.

Note:

In case of any discrepancy between unit price and total price, unit price in word shall prevail.



Manufacturer's authorization letter format

NO.

Date: / /

From:

Mrs./Mr.  
..... (Name)  
Designation.

Name of the company (manufacturer)

To,

The Chief District Veterinary Officer,  
Balangir

Ref: Tender reference No. \_\_\_\_\_ / dated...../ /.

Sir,

We.....are established and reputed manufacturer of..... (name& description of goods)  
do hereby authorize M/s. \_\_\_\_\_ ( Name & address  
of the agent)for participating in the tender for AC & Stabilizer and execute the order for supply &  
Installation of the product manufactured by us.

We also extend our full Guarantee and Warranty for our equipments quoted by  
M/s. \_\_\_\_\_ as per the Terms &Conditions of the above referred tender  
Calls notice.

Yours faithfully

Seal & Signature

NB: The authorization should be in the letter pad of the manufacturer.



**UNDERTAKING / DECLARATION**

(To be submitted in Technical Bid in non judicial stamp paper of Rs 10/-)

I/We \_\_\_\_\_ having my/our

Office at.....do declare that I/ We have carefully read all the terms & conditions of tender of the

.....O/O CDVO, Balangir for supply of Air-conditioner with stabilizer .The approved rate will remain valid for a period of one year from the date of approval .I/We will abide with all term & Conditions set forth in the Tender Reference No .dated/ \_\_\_\_\_/2024.

I/We do hereby declare that I/we have not been de-recognized/ black listed by any Govt /non-Govt Organization for supply of not of Standard Quality items /non-supply.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and /or Performance Security Deposit and blacklist me/us for a period of 3years if, any information furnished by me/us proved to be false at the time of inspection/verification and not complying with the Term & conditions.

I/We..... do hereby declare that I/ We will supply the products quoted as per the Specifications and term & conditions of the above referred tender.

Signature of the bidder:

Seal with Date :

Name & address of the Firm.



Covering Letter

(The covering letter should be on the Letter Head of the Bidding Company)

Tender Reference No \_\_\_\_\_ Dated \_\_\_\_\_

From : \_\_\_\_\_ (Insert name and address of Bidding Company) Tel.

\_\_\_\_\_ Fax \_\_\_\_\_ E-mails \_\_\_\_\_

To,

Chief District Veterinary Officer,

Balangir, Odisha

Response to **Tender** Document No dated \_\_\_\_\_ for Supply and Installation of Air-conditioner & Stabilizer at veterinary institutions of Balangir district.

Sub:

Sir,

We, the undersigned, ..... [insert name of the 'Bidder'] having read, examined and understood in detail the Tender Document hereby submit our response to Tender Document .We confirm that in response to the aforesaid Tender Document, we have not submitted more than one response to Tender Document including this response to Tender Document . We are submitting application for Supply and Installation of Air-conditioner with stabilizer at veterinary institutions of Balangir district.

1. We give our unconditional acceptance to the Tender Document, dated. ....[insert date in dd/mm/yyyy] Issued by O/O CDVO, Balangir. In token of our acceptance to the Tender Document, the same have been initialed by us and enclosed with the response to Tender Document.

2. We have enclosed EMD of Rs.....(Insert Amount), in the form of DD/ Pay Order no..... (Insert DD/Pay Order number]dated.....(insert date).

We have submitted our response to Tender Document strictly as per terms & conditions of this Tender without any deviations, conditions and without mentioning any assumptions or notes in the said Formats

3. We have neither made any statement nor provided any information in this Bid ,which to the best of our knowledge is materially inaccurate or misleading. Further, all the confirmations, declarations and representations made in our Bid are true and accurate. In case this is found to be incorrect after our selection as Successful Bidder, we agree that the same would be treated as a Seller's event of default.

Yours faithfully

Date \_\_\_\_\_

Place \_\_\_\_\_

Full Name with official seal &

Signature of Authorized person

Technical Confirmation Letter

1. Tender Ref. No. \_\_\_\_\_ Dated \_\_\_\_\_
1. Name of Tender: \_\_\_\_\_
2. Complete office address of tenderer \_\_\_\_\_
3. Contact Details of authorized person of tender who have signed the tender.
- Name \_\_\_\_\_
  - Designation \_\_\_\_\_
  - Phone (Office) \_\_\_\_\_
  - Phone(Mobile) \_\_\_\_\_
  - Email \_\_\_\_\_
4. Due date & Time of submission of bid:...
5. Submission of technical confirmation to the requirement:

Tabel1—SplitAir-conditioner(Specify Make and Model)		
Make	Model:	
Sl. NO	Specifications	Specify yes/no
1	2TON	
2	5 STAR	
3	Copper Compressor	
Tabel2—STABILISER SPECIFICATIONS (Specify Make and Model)		
Make:	Model:	
SINO	Specifications	Specify yes/no
1	5KVAAC	
2	Input voltage90V-270V	

Date :

Seal &amp; Signature of the authorized person

Place:



Name of Document

Submitted (Yes/No)

Page No

Earnest Money Deposit(EMD) :

Copy of GST Registration :

Certificate of the bidder :

Copy of PAN Card:

Copy of Income tax return:

Copy of up-to-date GST return/  
Clearance Certificate

Price sheet as per price format  
of Annexure — II :

Technical Brochure highlighting  
the complied specification :

Annual Turnover :

Undertaking as per Annexure – IV :

Authorization letters from

Manufactures as per Annexure-III :

Submission of Annexure—V :

Submission of specification  
Compliance of quoted item  
as per Annexure – VI :

Seal with Signature of the Bidder



## List of institutions for supply and installation of AC with Stabilizer

Sl. No	Name of institution	No. of Air Conditioner with Stabilizer
1	O/o CDVO,Balangir	4
2	O/o SDVO,Balangir	1
3	O/o SDVO,Titlagarh	1
4	O/o SDVO,Patnagarh	1
5	O/o DD,DVH,Balangir	1
6	O/o BVO,Agalpur	1
7	O/o BVO,Loisingha	1
8	O/o BVO,Puintala	1
9	O/o BVO,Deogaon	1
10	O/o BVO,Gudvella	1
11	O/o BVO,Patnagarh	1
12	O/o BVO,Khaprakhhol	1
13	O/o BVO,Belpada	1
14	O/o BVO,Titlagarh	1
15	O/o BVO,Bangomunda	1
16	O/o BVO,Muribahal	1
17	O/o BVO,Turekela	1
18	O/o BVO,saintala	1
19	O/o VAS Chudapali	1
20	O/o VAS Bandhapada	1
21	O/o VAS Sindhekela	1
22	O/o VAS Belgaon	1
23	O/o VAS Lathor	1
24	O/o VAS Tikrapada	1
25	O/o VAS Kantabanji	1

Total:-

28