

Cost Rs.500/-



ASSAM UNIVERSITY: SILCHAR

TENDER DOCUMENT

FOR

**Supply of Commercial Water Purifier and Normal Water Purifier
TO**

ASSAM UNIVERSITY CAMPUS

Tender No.AU/ES/Water-13/2014(Pt)/01/2015

Date:

Time schedule for tender process:

Date of publication of tender notification in Assam University website	22-09-2015
Sale of tender document commences from	22-09-2015
Last date for Sale of tender document	14-10-2015
Last date for receipt of duly filled in tenders	14-10-2015 up to 02:00 PM
Date and time of the opening tenders	14-10-2015 up to 03:00 PM

Note: This tender document contains 07 pages and bidders are requested to sign on all the pages and enclose according to technical / price bid. The Technical bid & the Price bid should be sealed by the bidder in separate covers duly subscribed & both these sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed as "Supply of Water Coolers and Aqua Guards"

BRIEF TENDER NOTICE:

ASSAM UNIVERSITY, SILCHAR invites sealed Tenders under two Bid systems for supply of Commercial Water Purifier and Normal Water Purifier to ASSAM UNIVERSITY, SILCHAR as per the quantity and specification mentioned in price bid. The tender bids duly-filled in all respects enclosing necessary documents may be addressed to **The Registrar, Assam University, Silchar- 788011** so as to reach on or before **2:00 PM, 14-10-2015** or the tender may be dropped in Tender Box placed in the office of the Assistant Registrar, Estate Section, Assam University, Silchar 788011.

Technical Qualifying Criteria:

1. The Firm should have all the necessary registrations of the Govt. under the Shops and Establishment Act, PAN Number, VAT Registration for Assam, CST, Service Tax, Sale Tax / Excise Duty (If applicable) etc. (enclose the documents)
2. A separate Demand Draft/ Pay Order of Rs.**500/-** (Non – Refundable) from any nationalized bank and drawn in favour of **the FINANCE OFFICER, ASSAM UNIVERSITY payable at SILCHAR** against Tender document fee shall be attached with Technical Bid in case the tender document is downloaded from the website/ or sent by mail to the empanelled contractors.
3. Earnest Money of Rs. **20,000/-** in the form of Call Deposit pledged in favor of Assam University, Silchar is required to be submitted along with the tender.
4. Firm should enclose Balance Sheet / TDS Return for the latest year.
5. **The Tenderer should provide warranty/guarantee and Free Service for a period of minimum one year from the date of installation.**

TENDER TERMS & CONDITIONS:

1. The rate offered must be filled in the proforma of the tender form. Any correction should be initialed by the tenderer in the price bid attached with this document and it is not compulsory to quote all the items mentioned in the price bid.
2. Tender Document fee is Rs.**500/-** per document. No tenderer shall be issued more than one tender form.
3. Earnest Money of Rs. **20,000/-** in the form of Call Deposit pledged in favour of Assam University, Silchar is required to be submitted along with the tender.
4. The rate quoted in the price bid must be inclusive of all taxes and F.O.R. ASSAM UNIVERSITY Office premises and these rates will be valid for 60 days from the date of opening of tender document.
5. Last date of receipt of sealed tender documents is **14.10.2015 up to 2.00 pm.**
6. Rates should be offered unconditionally and if rates are submitted with any condition the tender is/ are liable to be rejected.

7. The Tenderer / Bidder will be required to submit the Technical and Financial bids in two different sealed covers. Sequential page numbering should be marked on all the pages of the bid submitted (including supporting documents). The sealed envelopes containing the technical/ infrastructure bid and financial bid should be duly **Superscribed** as 'Technical Bid' and 'Financial Bid' respectively for easy identification. The **Call deposit / FDR** pertaining to **EMD** amount should be submitted with the **Technical Bid**. Both the envelopes should be placed together in a bigger envelope **Superscribed as "Supply of Commercial Water Purifier and Normal Water Purifier"**.
8. If the tenderer fails to supply the ordered quantity within scheduled time frame, the Institute will have right to purchase the ordered quantity which the supplier could not supply within scheduled time limit from any other alternate sources and the contract will be liable to be terminated and the Security Deposit will be liable to be forfeited. The Institute will have the right to impose penalty for the delay of the supply of ordered quantity and also to recover the excess amount the Institute has been forced to pay for purchase of material from the alternate sources from any dues payable to the supplier.
9. ASSAM UNIVERSITY reserves the right to reject any or all tender documents without assigning any reason thereof.
10. The agency should enclose self-attested copies of VAT registration, Service Tax and letter of allotment of PAN/PAN Card under the Income Tax Act failing which tender will be liable to be rejected. Tenderer will have to produce all these original documents at any time demanded by the Institute.
11. Commercial Water Purifier and Normal Water Purifier will be supplied with at least 1 year guarantee from the date of verification & acceptance by ASSAM UNIVERSITY, SILCHAR.
12. The defective Commercial Water Purifier and Normal Water Purifier shall be replaced by the agency without any additional charge during guarantee period of supplied items. The replacement will have to be carried out within 7 days of the intimation being received from the Institute.
13. Payment of the supply will be released after verification and satisfactory completion of order.
14. Tenderer must sign along with company seal on each and every page of the tender document as token of the acceptance of tender conditions.
15. If any malafide intention on the part of bidder is observed during the process of submission of tender etc the agency /firm etc shall not be eligible for further tenders.
16. Tenderer must have to quote item wise rates, consolidated rates will not be considered and tender will be liable to be rejected.
17. ASSAM UNIVERSITY, SILCHAR reserves the right to change the quantity/ upgrade the criteria/ drop any item or part thereof/ extension of delivery date at any time before placing the purchase order.

18. The successful bidder will have to **supply the** Commercial Water Purifier and Normal Water Purifier **ordered within 14 days** of the issuance of the purchase order, failing which the firm will have to bear the entire cost of the alternate arrangement or the fine as decided by the ASSAM UNIVERSITY, SILCHAR.
19. The University reserves the rights to increase or decrease the required quantity of Water purifier if situation so warrants.
20. **Warranty / Guarantee:** Tenderer/ Bidder should give minimum one year warranty / guarantee and free service from the date of supply. **Thereafter, the Tenderer must provide maintenance service below 12% of the original cost annually to be paid after successful completion of the maintenance service for that year. Further, there should be a monthly visit (at least once and as per requirement) from the concerned tenderer to look after the upto date condition of Commercial water purifier and Normal water purifier. Advance payment for the maintenance charges shall not be considered whatsoever .**
21. In the event of failure of the successful tenderer to supply and to deliver the Commercial Water Purifier and Normal Water Purifier within the stipulated time, without prejudice to other remedies under the contract, a penalty equivalent to 0.5% (Half Percent) of the value of delayed goods will be levied per week up to a maximum of 5% of the contract value. If requested by the tenderer, it is the discretion of the Registrar, ASSAM UNIVERSITY SILCHAR to grant extension of time with penalty/without penalty.
22. Late Bids i.e. bids received after the specified date and time shall not be considered under any circumstances.
23. Force Majeure:
If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:
i) Any law, statute or ordinance, order/ action or regulations of the Government of India.
ii) Any kind of natural disaster, and
iii) Strikes, acts of the Public violence, war, insurrection, riots, lockouts, sabotage.
24. In case of any dispute raised by the supplier, a representation will be made only by the authorized representative of the supplier and the decision of the Registrar, ASSAM UNIVERSITY, SILCHAR, will be binding on the supplier.
25. Quality Certificates: Valid certificate to prove that the products are genuine and of International standard, as mentioned below, must be enclosed:
(a) Manufacturer's certificate. ; (b) ISO/ISI Certificate
26. In case of any dispute the Jurisdiction of Court will be ASSAM.

ASSAM UNIVERSITY: SILCHAR

PART – I TECHNICAL BID

Registration Details (whichever is applicable and attach copy):

Name of the Tenderer : _____

Address : _____

: _____

: _____

: _____

Pin Code No. : _____

Tel. No. : _____

Mobile No. : _____

Fax No. : _____

Email. : _____

Status of the Company/

Dealer / Distributor : _____

(Pls. Tick mark as applicable): Proprietor/Partnership/Company/Dealer/Distributor

S.N	Registration Under	Valid		Remark
		From	to	
1	Firm/Company Registration			
2	In case of Authorized Distributor/ Dealer the latest copy of letter of authorization for distributorship/ dealership should be attached.			
3	PAN Card No.			
4	VAT Reg. No./ Sale Tax No.			
5	This tender document contains 07 pages and bidders are requested to sign on all the pages. The Technical bid & the Commercial bid should be sealed by the bidder in separate covers. The Tenderer shall have to fill up the Compliance Certificate given in the Annexure-I.			

Seal

Signature with Date

ASSAM UNIVERSITY: SILCHAR
PART – II PRICE BID/FINANCIAL BID

Specification & Quantity Required

Specifications	Required Quantity. Nos.	Rate per Unit Rs.	VAT + any other charges per unit Rs.	Total Amt. Rs.
<u>Commercial Water Purifiers for Hostels etc</u> 70/ 80 Ltrs, storage capacity, 50/ 60 Ltrs flow per hour	09			
<u>Normal Water Purifiers for Hostels etc</u> High Flow Ltrs. per hour	24			

The above Total amount mentioned is inclusive of all tax and other charges.

UNDERTAKING

I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Further, I/we agree to provide minimum one year free service from the date of supply of Water Purifiers. I/We also assure to provide maintenance service below 12% of the original cost annually to be paid after successful completion of the maintenance service for that year. Further, I/we am/are agree for monthly visit (at least once and or as per requirement) to look after the upto date condition of **Commercial Water Purifiers and Normal Water Purifiers**. Advance payment for the maintenance charges shall not be insisted whatsoever.

Date:

(Signature with full name & Seal of the Tenderer)

ANNEXURE – I
COMPLIANCE CERTIFICATE

(A certificate of compliance to NIT terms to be enclosed in the Technical bid)

Sl. No.	NIT Terms and Conditions	Yes/No
01	Rate quoted as per instructions	
02	AMC rate after warranty provided	
03	Validity of quoted rate for one year agreed	
04	Security Deposit i.e. EMD submitted (appropriate certificate enclosed)	
06	Payment term agreed	
07	Delivery terms agreed	
08	Warranty period agreed	
09	Literature: Printed Literature provided	
10	Dealership/ Distributorship certificate (in case of dealers/ agents) provided	
11	Sales Service: address of after Sales Service centre in India/Assam/Silchar provided	
12	Manufacturer certificate provided	
13	ISO/ ISI certification provided	
14	Whether the tendered is black listed for supplying any items by any Govt. concern or otherwise panelized	
15	Whether each page of Tender Document and its Annexure, have been signed stamped and enclosed	
16	Applicable terms and conditions agreed	

Sign. :.....

Vendor : M/S.....

Official seal of the vendor