

GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
DIRECTORATE GENERAL OF COMMERCIAL INTELLIGENCE & STATISTICS  
VANIJYA TATHYA SADAN  
565 – ANANDAPUR, SECTOR-I, PLOT NO.22  
KOLKATA – 700 107.

**TENDER DOCUMENT**

**FOR**

**Supply and installation of split type air conditioner unit at  
DGCI&S, Kolkata**

## SCOPE OF WORK

S. No.	Name of Work	Number of Unit to procure	Months to complete the work (after issuing of work order)
1.	Supply and installation of 2 ton, 5 star , inverter split type air conditioner	26	2

## General Terms and Conditions

1. It is highly desirable that the vendor may visit this directorate before going for the bidding process in order to understand the scope of the work. A site visit certificate will be issued to the bidder to ensure proper and actual assessment of installation charges is done before submitting the bid. This is being done to ensure that bidder doesn't claim non feasibility as no changes will be made later-on in payment terms and conditions based on non-feasibility or any other condition. If the vendor will deny non-feasibility later-on after awarding the contract then the administrative action will be taken like blacklisting, cancellation of contract etc.
2. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Directorate.
3. The contract will be awarded on merit basis after examining technical specifications quoted by the agencies, working performance of any kind for the **past two years in Govt. offices** and overall examination of tender bids of the Company/firm/agency.
4. Canvassing whether directly or indirectly, in connection with tenderers is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
5. The bidder must possess valid ISO 9001-2015 certification.
6. Non-Blacklisted certificate need to be submitted.
7. BIDDER/OEM must provide Dedicated/toll Free Telephone No. for Service Support.
8. Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
9. The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
10. Bidder net worth must be positive as per last audited financial report.
11. The bidder must provide details of its service center in West Bengal.
12. Bidder's average annual turnover over past 3 years should be greater than 12 lakh.
13. Bidder must submit OEM turnover certificate.
14. The bidder shall attach copy of PAN Card.
15. Original Equipment Manufacturers/ Authorized dealer certificate must be attached.
16. The bidder shall attach copy of GST registration number.
17. The rates mentioned in the financial bid shall be inclusive of all taxes and duties, Packing, Forwarding, Cartage, Insurance, Loading-unloading, road permit/state entry permit and Delivery, Installation, Testing , Commissioning, etc at site including temporary constructional Storage, Risks, Overhead Charges, General Liabilities/ Obligations etc and any other taxes as applicable. Any variation in the above said taxes till the completion of the work will also be in the bidder's account.
18. The successful Company/Firm/Agency shall also be liable for depositing all taxes, levies, educational Cess, etc. to concerned tax collection authorities from time to time as per extant rules and regulations on account of services rendered by it to this Directorate.

19. The work shall be guaranteed for at least one year from the date of actual completion of the work for both materials as well as workmanship. In addition of this; other warrantee/guarantee as per OEM for other parts of Split Air Conditioner.
20. Payment terms as follows:
- No advance payment will be made.
  - The payment shall be made after successful completion and handing over of work in all respect.
21. No Tools & Plants shall be supplied by this directorate.
22. The agency shall carried out monthly visit/inspection/maintenance (if required, with prior approval of Head of Office) of entire system procured by this tender and attend un-limited calls/breakdown calls during the guarantee period.
23. If the contracting party fails to attend the breakdown/maintenance call within 48 hours after communication by this directorate telephonically and/or in writing, the department reserves the right to impose the penalty at the rate of 0.5% per day of performance security and as decided by the competent authority.
24. EARNEST MONEY DEPOSIT (EMD):
- Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD.
  - Bid Security deposit equal to an amount of Rs. 50000/- (Rupees Fifty Thousands Only) in the form of A/C Payee Demand Draft from a commercial Bank/Bank Guarantee from a Commercial Bank which should remain valid at least for a period of 45 days beyond the final bid validity period payable to Director General, DGCI&S, Kolkata, must accompany the tender. Tender not accompanied with prescribed EMD or EMD submitted in any other form i.e. Cheque or Cash will not be considered for evaluation.
  - FOREFEITURE OF EMD: The EMD will be forfeited under the following conditions:
    - If the tenderer withdraws or amend, impairs or derogates from the tender in any respect within the period of the validity of the tender.
    - If the bidder withdraws the bid before the expiry of the validity period of the bid or within the time frame of the extension given by Head of Department, DGCI&S, Kolkata in special case communicated before the expiry of the bid.
    - If the bidder fails to comply with any of the provisions of the terms and conditions of the bid document.
    - If the selected bidder fails to execute agreement in prescribed format furnish the bank guarantee within the prescribed time.
  - RETURN OF EMD
    - The earnest money of all the unsuccessful bidders will be returned as early as possible after the expiry of the period of the bid validity but not later than 30 days of the issue of the work order to the successful bidder.
    - The EMD of the successful bidder shall be returned after receiving the Bank Guarantee.
    - No interest will be paid by this office on the Earnest Money Deposit.
25. A performance security amount of 3 % of contract value is to be provided by the successful bidder immediately after being awarded the contract in the form of Demand Draft/Pay Order drawn in favor of Director General, DGCI&S, Kolkata payable at Kolkata or Bank Guarantee issued by a reputed Bank or fixed Deposit Receipt (FDR) made in the name of

the agency but hypothecated in favor of Director General, DGCIS, Kolkata valid for 60 days beyond the expiry of period of guarantee period.

26. The Soft copy of the tender will be made available on

- a. Government e-marketplace (GeM) portal: <http://gem.gov.in>
- b. DGCIS's website: <http://www.dgciskol.gov.in/>

The bid responses need to be submitted online (GeM only) and no hardcopy response need to be submitted.

### **Additional Conditions/Requirements**

1. The Tender will be accepted by the Competent Authority in DGCIS as per the rules/instructions issued by the Government of India from time to time in the matter.
2. The Directorate reserves the right to reject any or all Tenders/extend the date of opening of Tender etc. without assigning any reasons thereof.
3. In addition to its right to determine the contract upon fault of the Successful Bidder, the Directorate reserves the right to cancel the contract without assigning any reasons and also reserves the right either to pay or not to pay the Successful Bidder for either part of the contract work or whole of the contract work executed, if they are not according to the directorate's specifications and complete satisfaction.

### **Legal**

1. The successful Company/Firm/Agency shall maintain all statutory registers under the Law. The agency shall produce the same on demand to the concerned authority of this Directorate or any other authority under the Law.
2. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Directorate.
3. In case of breach of any terms and conditions attached to this contract, this Directorate reserves right to terminate the contract without assigning any reasons.

**Submission of Technical Bid:**

1. Name of the Bidding Agency :
2. Contact Address :
3. Contact No./Details :
  - a. Landline No. :
  - b. Fax No. :
  - c. Mobile No. :
  - d. E-mail ID. :
  - e. Website (if any):
  - f. Toll Free Number:
4. PAN (Attached attested copy) :
5. Service Tax Registration No. (Attach attested copy) :
6. G.S.T. Registration No. (Attach attested copy) :
7. MSME Certificate (Attach attested copy) :
8. ISO certified bidder (Attach attested copy) :
9. Service center in West Bengal(Attach attested copy) :

10. Bidder Financial standing (last 3 years)

S.No.	Financial Year	Turnover (In Rupees)
1.	2020-21	
2.	2019-20	
3.	2018-19	

11. Bidder net worth (last 3 years)

S.No.	Financial Year	Net-Worth(In Rupees)
1.	2020-21	
2.	2019-20	
3.	2018-19	

12. OEM Turnover Certificate (Attach attested copy) :

13. OEM/ Authorized dealer certificate (Attach attested copy) :

14. Non-Bankruptcy undertaking (Attach attested copy) :

15. Non-Blacklisted certificate (Attach attested copy) :

16. Documents supporting two years of working experience in Govt. offices \_\_\_\_\_  
(Attach attested copy)

17. Additional Information, if any

Date:

Name:

Place:

(Signature & Seal of Bidding Agency)

(ANNEXURE-II)

**Financial Bid Specifications:**

Sl. No.	Particulars	Quantity	Unit Rate in Rs (a)	Service Tax (%) (b)	Total (a+b)
1	Supply of 2 ton, 5 star, inverter split type air conditioner	26			
2	Installation with all accessories (Indoor unit to Outdoor unit duct, Air Conditioner Outdoor Wall Mounting Brackets etc.)				

Enclosures to be submitted with the Bid:

1. Tender Document, Submission of Technical Bid, Financial Bid Specifications (Annexure I, II) (Given format to be adopted/used by the bidder) **must be duly signed and stamped on every page.**

Date:

Place:

(Signature & Seal of Bidding Agency)

## DECLARATION

I, \_\_\_\_\_ Son/Daughter/ Wife of  
\_\_\_\_\_, Proprietor/ Director/ authorized signatory of  
the Company/firm/Agency, mentioned above, is competent to sign this declaration and  
execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them.

The information/documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I/we am/are well aware of the fact  
that furnishing of any false information/fabricated document would lead to rejection of  
my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized Person

Name:

Seal:

Date:

Place: