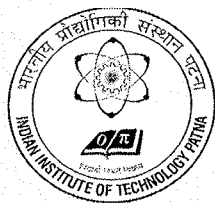


INDIAN INSTITUTE OF TECHNOLOGY PATNA

Procurement: - 'Supply of AC Drain Pump at IIT Patna'.

August- 2023

TENDER DOCUMENT

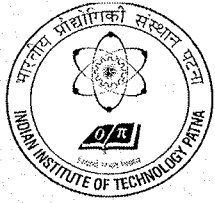


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INDIAN INSTITUTE OF TECHNOLOGY PATNA
Bihta, Patna - 801106, Bihar, India

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Procurement: 'Supply of AC Drain Pump at IIT Patna'

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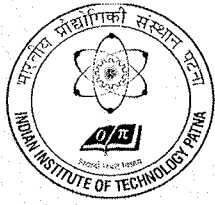


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1. Notice Inviting e-Tender

The HOD(IWD), Indian Institute of Technology Patna, invites E- tenders item rate on prescribed tender documents under single bid (techno- financial) system for the '**Supply of AC Drain Pump at IIT Patna**' from the reputed, resourceful and experienced Firms/ Contractors who are registered in any Central / State Government /PSU and who fulfill other eligibility criteria of Tender Document. Tender notice available on www.eprocure.gov.in/eprocure/app, www.iitp.ac.in.

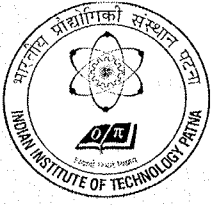
a)	Bidding Document No.	IITP/IWD/Elect. /A/NIT-05/23-24
b)	Procurement Type	'Supply of AC Drain Pump at IIT Patna.'
c)	Estimated cost put to the Tender	Rs. 148440/- (Rupees One lac Forty-Eight Thousand Four Hundred Forty only).
d)	Time Period for Delivery	7 days
e)	Cost of Tender document.	NIL
f)	Earnest Money Deposit (EMD)	Earnest money Deposit (EMD) of Rs 3000- (Rupees Three Thousand only) to be deposited in the institute's account through SBI i-collect and the receipt of submission is to be uploaded along with bid documents. For details regarding submission of EMD, the webpage with following link may be visited: https://www.iitp.ac.in/images/pdf/snp/SBI%20I-Collect.pdf Alternatively, the bidders may provide DD in favor of IIT Patna and the original should reach IITP latest by the last date of bid submission.
g)	Bid Submission Start Date and Time	03.00 hrs. on 21.09.2023
h)	Bid Submission End Date and Time	03.00 hrs. on 28.09.2023
i)	Date and Time for Opening of Bid	03.30 hrs. on 29 .09.2023
j)	Defect Liability period	As per the Manufacturer



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k)	Payment Terms	Payment may be released after submission of invoice against delivery of goods within a maximum time of 45 days. No RA bill will be entertained in any case.
l)	Validity of Offer	90 Days from the date of opening of bid
m)	Address for Communication	Executive Engineer, Electrical (Institute Works Department) Indian Institute of Technology Patna, Kanpa Road, Bihta, Patna-801106 Ph:- 06115-233718, E-mail:- ee_electrical@iitp.ac.in

The tender document can be downloaded from website. Corrigendum, if any would appear on the www.eprocure.gov.in/eprocure/app and IIT Patna website. IIT Patna reserves the right to reject any or all the tenders in part or full without assigning any reasons thereof.



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2. INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

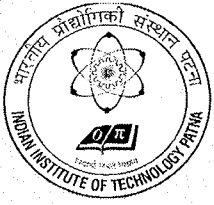
REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS



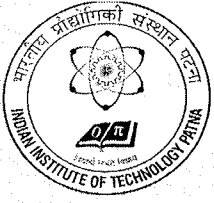
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- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the BG/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.



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6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

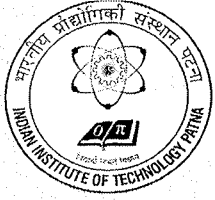
8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

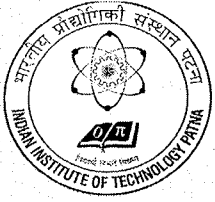


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3. Information and instructions for Bidder

INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR e- TENDERING FORMING PART OF NIT AND TO BE POSTED ON WEBSITE

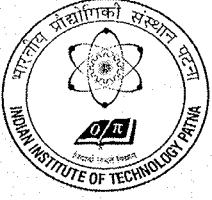
- a. Information and instructions for Contractors will form part of NIT and to be uploaded on <http://www.eprocure.gov.in/eprocure/app>, IITPATNA website.
- b. The bid document consisting of scope of works and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <http://www.eprocure.gov.in/eprocure/app>. But the bid can only be submitted after uploading the mandatory scanned documents as per Eligibility Criteria.
- c. The Draft information and instructions to Contractors may be modified suitably by NIT approving authority as per requirement.
- d. The bidder must ensure to quote the rate for each item separately in the specified column. If any column of rate against any item remains left blank by the bidder, it shall be treated that the bidder has quoted nil rate for that and the item will be executed by the bidder free of cost.
- e. IIT Patna shall not be responsible for non-receipt bid due to internet issues or any other reasons.
- f. The Supply of AC drain Pump is estimated to cost Rs. 148440/-. This estimate however, is given merely as a rough guide.
- g. Tender documents consisting of specifications, schedule of quantities of the various classes of work to be done and the set of terms & conditions of contract to be complied with by the contractor whose tender may be accepted and other necessary documents can be seen on website <http://www.eprocure.gov.in/eprocure/app>.
- h. The information and instructions for tenderers / bidders posted on the web-site shall form part of bid/tender documents.
- i. The bid can only be submitted after scanning and uploading the mandatory details within the period of tender submission as per critical data sheet.
- j. This Notice Inviting Tender shall form a part of the contract document. The successful tenderer/ contractor on acceptance of his tender by the Accepting



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Authority, shall sign the contract Agreement consisting of the notice inviting tender and all the documents.

- k. The competent authority does not bind itself to accept the lowest or any other tender and reserves the right to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
- l. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- m. Tender for the works shall remain open for acceptance for a period of ninety days (90) from the date of opening of tenders. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the Institute, then the Institute shall, without prejudice to any other right or remedy, shall not allow tenderer(s) to participate in the re-tendering process of work.
- n. The Bidder(s) may note that ONLINE BIDS will only be accepted. All the requisite supporting documents mentioned in the bid document should and must be uploaded. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed in any case.
- o. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IITP reserves the right to accept or reject any or all the tenders.
- p. Conditional tenders will be summarily rejected.



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4. Eligibility Criteria:

Contractors/ vendors who fulfill the following requirements shall be eligible to apply.

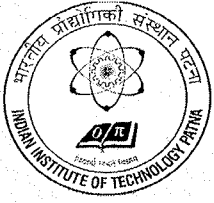
A: - Applications from consortium/ joint ventures shall not be accepted. Experience of only the bidding entity shall be considered.

B: List of Documents to be uploaded along with the bid:

- a) Scanned copy of GST Registration Certificate and Scanned copy of Pan Card.
- b) Experience Certificate and work order for an amount not less than estimated cost put to lender from Central / State Government /PSU/Autonomous Bodies.
- c) EMD receipt or valid EMD exemption certificate.
- d) Signed Copy of Annexure-I and II.

Note: - 1. Bid will be evaluated along with above mentioned documents/credential (i.e. from a to d)

2. Bidders upload the above required document only. No need to upload any other document which is not mentioned.



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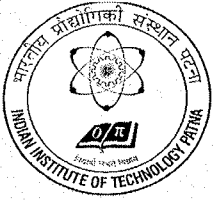
ANNEXURE - I

DETAILS OF THE FIRM

1.	Name of Firm	
2.	Registered/Postal Address	
3.	Working Office Address in Patna	
4.	Working Email id	
5.	Telephone no/Fax no/Mobile	
6.	Particulars of Registration with various government bodies/organization.	
8.	Were you ever debarred/ blacklisted by any department during the past seven years?	
9.	Name of Directors /Partners with Address	
10.	Permanent Account Number (PAN) No	
11.	GST Registration No.	
12.	BANK DETAILS:	
a.	Bank Name	
b.	Branch Address	
c.	Account No	
d.	Type of Account (Current/Savings)	
e.	MICR No.	
f.	IFSC Code	

Date: Name of the Authorized Signatory

Place: Stamp & Signature



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ANNEXURE - II

TENDER ACCEPTANCE LETTER
(On Company / firm's Letterhead)

To,
The HOD(IWD)
I.I.T. Patna,
Bihta, Patna – 801106.

Date:

Sir,

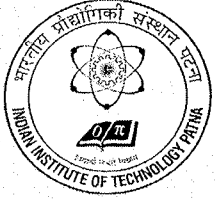
Ref: Tender No. IITP/IWD/Elect. /A/NIT-05/23-24 for “Supply of AC Drain Pump at IIT Patna”.

I/we have carefully gone through the Terms & Conditions as mentioned in the above referred Tender document as per your advertisement,

1. I/we declare that all the provisions of this Tender are unconditionally acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.
2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. 1 to 14 (including all documents like annexure(s), schedules(s), etc.) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions /clauses contained therein.
3. The corrigendum(s) issued from time to time by your department /organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I/we certify that all information furnished by the our Firm is true and correct and if at any stage, it has been found that the agency has furnished any wrong declaration / forged documents, the Competent Authority of IIT Patna may terminate contract with immediate effect without assigning any reason there of and suitable legal action should be taken against the agency which may include blacklisting / debarment from participating in any tender of IIT Patna for the period, approved by the competent authority.

Yours faithfully,

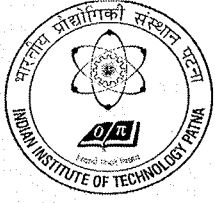
(Signature of the Bidder, with Official Seal)



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Terms & Conditions:

01. **Rates:** Rates quoted for each items must be FOR IIT Patna, on DOOR DELIVERY Basis, as per details below
Break-ups of cost for bidder understanding:
 - (a) Basic Price
 - (b) (+) GST (on sub-total price)
 - (c) (+) Freight, if any
 - (e) (+) Any other charges (if applicable)
 - (d) Grand Total F.O.R. IIT Patna
02. **Validity :** Quoted rates must valid for 90 days.
03. **Warranty/Guarantee:** As per manufacturer warranty/guarantee period.
05. **Delivery:** Unless otherwise stated delivery of goods at IIT Patna, will have to be maximum within 7 days from the date of issue of the Purchase Order. All aspects of safe delivery shall be the exclusive responsibility of the vendor.
06. Appropriate GST deduction at source will be applicable.
07. **Products:** New stock of materials only can be accepted. Old stock (i.e manufactured before 31.03.2023) materials cannot be accepted in any case. Agency should supply sample of item within 3 days from the receiving of purchase order failing to supply samples will lead to cancellation of Purchase Order.
08. Agency should have cleared their any enquiry before quoting the rates. Afterwards no question will be entertained. IIT decision will be the final decision.
09. **Late and delayed NIT:** . In case any unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening.
10. **Ground for Rejection:** The NIT are liable to be rejected if the fore going conditions are not complied with. The NIT should be completed in all respects. Incomplete submission offer will not be accepted.
13. Agency should deliver the materials in full quantity in good condition within stipulated period. If agency will not supply any of the items or part in BOQ, EMD will be forfeited.
14. **Liquidated Damage:** If a firm accepts an order and fails to execute the order in full as per the terms and conditions stipulated therein, it will be open to this institute to recover liquidated damages from the firm at the rate of 1% per week of the order value subject to a maximum of 10% of the order value. It will also be open to this institute alternatively, to arrange procurement of the required stores from any other source at



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the risk and expense of the firm, which accepted the order but failed to execute the order according to stipulated agreed upon.

15. Termination for default: Default is said to have occurred

(a) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by IIT Patna.

(b) If the supplier fails to perform any other obligation(s) under the contract.

(c) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from IIT (or takes longer period in spite of what IIT may authorize in writing), IIT may terminate the contract / purchase order in whole or in part. In addition to above, IIT may at its discretion also take the following actions: IIT may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate IIT for any extra expenditure involved towards goods and services to complete the scope of.

16. Applicable Law

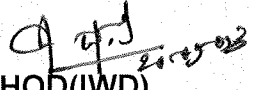
(a) The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.

(b) All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Patna, India only.

(c) Any dispute arising out of this purchase shall be referred to the HOD(IWD) IIT Patna, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

17. The acceptance of the quotation will rest solely with the HOD(IWD), IITP, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons. The bid will be cancelled at any stage before award of work.

18. Important: - The Director may accept or reject any or all the bids in part or in full without assigning any reason and doesn't bind himself to accept the lower bid. The institute at its discretion may change the quantity / upgrade the criteria / drop any item or thereof at any time before placing the Purchase Order.


HOD(IWD)

IIT Patna

