

**Institute of Infrastructure, Technology, Research And Management
Ahmedabad**

Date: 19/03/2018

Tender No: 2018/22

e-Tender

**BID FORM for Annual Rate Contract for Providing and Fixing of
Various Electrical Items**

Important Information

Date of issue	19/03/2018
E-Tender fees	As per Annexure-I
EMD	As per Annexure-I
Last date of online bid submission	02/04/2018 till 17:00 hrs.
Last date of physical bid submission	03/04/2018 till 17:00 hrs.
Opening of technical bid	04/04/2018 at 16:00 hrs.
Tender inviting Authority and address	Registrar, IITRAM, Near Khokhara Circle, Maninagar(East), Ahmedabad- 380026, Phone- 079 29292910, 29292920

e-Tender

Invitation of quotations for **Annual Rate Contract** for **Providing and Fixing of Various Electrical Items** at IITRAM

Dear Sir/Madam,

The Institute of Infrastructure, Technology, Research And Management (IITRAM) invites quotations for **Annual Rate Contract** for **Providing and Fixing of Various Electrical Items** from electrical suppliers or authorized distributor under two bid system in e-tender format. Interested parties who wish to participate in this e-tender may obtain the tender documents from IITRAM website www.iitram.ac.in or from <https://education.nprocure.com>. Bidders have to submit the technical documents through RPAD, speed post or in person till the last date and time prescribed for submission. Tender sent by other means will not be accepted in any case. EMD, Tender Fee, and other essential documents should be submitted for each quoted items on or before **(03/04/2018 till 17:00 hrs.)** in the office of the IITRAM, Near Khokhara Circle, Maninagar (East), Ahmedabad-380026. Financial bid is to be submitted in electronic form only on n-procure site. (<https://education.nprocure.com>).

1 Eligibility Criteria

1. The Firm should have valid license for supply of electrical items and executing electrical works.
2. The Firm should be registered for GST, the bidder has to provide document showing GST Number (If applicable).
3. The firm should have annual turnover of Rs. 70 lacs per annum. Please attach CA certificate.
4. The firm should have exposure of supply of electrical items and executing electrical works at least 5 years with 2 or more Government / Semi Government agency. The firm should provide a certificate of satisfactorily completion of work.
5. The firm should have minimum 2 employees possessing diploma engineer/ ITI Technician in electrical works from Government recognized institute.

2 General Terms and Conditions:

1. The bidder has to quote for all items mentioned in particular Appendix.
2. The bid is to be quoted for full quantity mentioned in the bid document as per appendix. Part quantity will not be accepted.
3. The price quoted shall include taxes, other levi payable, all freight, packing & forwarding, transportation, loading & unloading, custom duty, excise duty, other duties, other charges, labour, commissioning, erection, etc. to supply Goods at IITRAM.
4. Rates quoted should also include installation, commissioning, erection, training and demonstration of machine/material/goods/instruments/equipment at our site.
5. The items for which quotations have been submitted must be in accordance with the specifications given in **Appendix**.

6. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
7. The offer shall be valid up to 90 days from the date of opening of technical bid.
8. The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the scheduled tender are not fully filled in. Particular attention must be paid to delivery date and also to the particulars referred to in the conditions of the contract.
9. Financial bids will be opened in online format of technically qualified bidders only.
10. Tenders not complying with the above conditions are liable to be rejected at the sole discretion of IITRAM without any further reference / communication.
11. This tender is not transferable.
12. IITRAM reserves the right to choose, accept or reject any or all requests/deviations/offers, in full or part and also reserves the right at any stage to reduce or increase the quantity and split the order.
13. The Bidder has to submit VAT No., Photocopy of PAN card, firm registration certificate, document showing GST number and at least last three years' Income Tax Return of their firm along with tender documents. If firm is newly established, provide chartered accountant certificate to make firm eligible for tender. In case of foreign company/organization/industry, has to provide necessary document like firm registration, original manufacturing certificate, etc., otherwise it shall be liable for disqualification of this e-tender.
14. Security deposit: The successful Bidder shall be required to furnish/deposit Performance Bank Guarantee from any nationalized bank @5% of the cost of the items to be supplied for the duration of warranty in favor of Registrar, Institute of Infrastructure, Technology, Research and Management within 30 days of the receipt of the order. If the Bidder fails to comply with the above requirements within the said period, the earnest money already deposited by him/ them shall be applicable for forfeiture and IITRAM shall purchase the items required at the risk and cost of the successful Bidder.
15. All or any Claim(s), dispute(s) or difference(s) arising out of or in with connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.
16. Any loss or damage caused to the article in transit will be borne by the supplier free of cost within period of 30 days.
17. If any civil work is required to be done for installation and commissioning then the supplier shall arrange the essential drawing. For this, prior permission of IITRAM authority is required to be taken by the bidder.
18. The Bidder shall have to enter into the agreement in the prescribed Performa.
19. Technical experts of manufacturers should provide adequate training to all the Institute staff involved.
20. Instrument/Equipment/Machines/Goods should be vibration free and provided with vibration absorbing pads.
21. If the firm is blacklisted by central Government or state Government or any other Government body then its submitted tender will be rejected.

22. It is essential for bidder/firm to submit Annexure-IV duly filled, signed, sealed & stamped manner in hardcopy, failing which the tender will be **summarily rejected.**
23. Incomplete information of technical specification may lead to disqualification of the bidder. The vendor is required to submit Sr. No. to Sr. No. itemized compliance for all the specifications mentioned in appendix.
24. Successful bidder has to visit the site personally and make necessary arrangements to install machine/material/goods/instruments/equipment/items after receiving the purchase order within 30 days.
25. No Bidder shall withdraw his rates after the tender is opened. If a Bidder does so, his tender related deposit/s shall be forfeited and such Bidder shall be considered ineligible for work/contract in future.

3 Submission of Bids:

1. The Tender document can be downloaded from website www.iitram.ac.in or from <https://education.nprocure.com>. The completely filled in and complete in all respect tender must be submitted with tender fee **(As per Annexure-I)** in the form of Demand Draft in separate cover in favor of the **“Registrar, IITRAM”** payable at Ahmedabad. Please mention tender number, item name and name of bidder on back side of DD.
2. The bidder has to submit the tender in two parts viz, (a) Technical Bid in envelop no.1 and (b) EMD in envelope no.2 both these envelopes should be sealed and put together in a covering envelope, superscribed with, Please Don't Open, bid for "Procurement of Instruments/Equipment/Machine for **Annual Rate Contract for Providing and Fixing of Various Electrical Items**, due date, tender serial number, item name and complete address.
3. The bidder has to submit **financial quotation** online only at www.nprocure.com website.
4. The bidder has to provide the make, model and detailed technical specifications of the quoted item(s) as mentioned in Appendix. Without this information, bid submitted by the bidder will be rejected.
5. EMD cover shall contain DDs of Tender Fee and EMD as per Annexure-I for items quoted separately.
6. EMD: As indicated in Annexure-I, it should be submitted only in form of Demand Draft in favor of the **“Registrar, IITRAM”** payable at Ahmedabad. The EMD is refundable. Please mention tender number, item name and name of bidder on back side of DD. All parties have to pay EMD and Tender fee otherwise tender will be summarily rejected.
7. It is essential for bidder/firm to submit Annexure-I, II, V, Appendix & Tender documents (all pages) duly filled, signed, sealed & stamped manner in hardcopy, failing which the tender will be **summarily rejected.**

4 Evaluation of Quotations:

The tender evaluation committee of the IITRAM will evaluate and compare the received quotations to determine the substantially responsive tender i.e. (i) tender is complete (ii) properly signed (iii) confirm the terms/conditions and specifications. Further, the financial evaluation will be done only for the substantially responsive tender based on the following parameter(s):

- [I] Total Price quoted for all items as per **Appendix.**

5 Award of Contract:

1. IITRAM will award the contract to the successful bidder (i.e. whose quotation has been determined to be substantially responsive and contains the lowest evaluated quotation price.)
2. Notwithstanding the above, IITRAM reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract without giving any reason.
3. The bidder whose bid is accepted will be notified of the award of contract by the IITRAM prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
4. Inspection: Pre-dispatch inspection at Bidders site or inspection after the delivery of machine/material/goods/instruments/equipment/items as the case may be.
5. Inspection Charges @0.5% within Gujarat State and inspection charges @1% for outside Gujarat State of the total order value will be borne by the bidder.
6. Security Deposit: Successful tenderer shall be required to furnish/deposit “**Performance Bank Guarantee**” (Pbg) for the value of five percentage(5%)of cost of the order,from any of the Nationalized banks.

6 Delivery of Goods

1. The machine/material/goods/instruments/equipment are to be delivered within a maximum time limit of **90 days** from the issue of purchase order. However,in case of imported Equipment/ Instrument/ Machines/ Goods/ Items can be delivered within a maximum time limit of **120 days** from the issue of purchase order.
2. After the receipt of machine/material/goods/instruments/equipment/items in acceptable condition at IITRAM, Ahmedabad, bidder has to complete the work and produce successful installation report with demonstration/training certificate within 30 Days.
3. Penalty :Penalty of 2% per week of order value will be charged after duration specified above individually. Further, 6 weeks above delay from above mentioned days will lead to cancellation of order and forfeiting of Performance Bank Guarantee.

7 Warranty:

1. Minimum One year complete warranty from the time of completion of installation, commissioning and erection of all the Equipment/Instruments/Machines/Goods/items at our site.
2. Warranty certificate should be provided by **original manufacturer** in case if the bidder is distributor or supplier on company's letter head.

8 Terms of Payment:

1. The payment in INR will be released through the “crossed bank cheque” instrument within 30 days credit period after acceptance of successful delivery, installation, commissioning, demonstration, training, etc. at the site of IITRAM.

Address for submission of bid:

Registrar, IITRAM,
Near Khokhara Circle,
Maninagar (East),
Ahmedabad- 380026.

Registrar