



College of Engineering Pune - 411 005

INVITATION OF TENDER

For

**Supply of Indoor Air Quality Measuring Equipment
at College of Engineering Pune**

Reference No: COEP/CED/Town Planning/Equipment/2017-18/569

DATE: 16-07-2018

Cost of document Rs. 500/- (Non refundable)



COLLEGE OF ENGINEERING PUNE
SHIVAJINAGAR, PUNE-411005

Ph: 020-25507000/7099

Fax: 020-25507299

Reference No: COEP/CED/Town Planning/Equipment/2017-18/569

DATE: 16-07-2018

INVITATION OF TENDER

Name of the Work:

College of Engineering Pune invites sealed quotations for Supply of Indoor Air Quality Measuring Equipment at College of Engineering Pune as per the **Part 1: Technical Bid and Part 2: Commercial Bid in the prescribed Bid forms.**

Sealed bids are invited for Indoor Air Quality Measuring Equipment at College of Engineering Pune from reputed / experienced organizations who have successfully carried out similar work in the past as mentioned in **Part 1: Technical Bid: Annexure-I.**

The tender Document can be downloaded from the website www.coep.org.in

Sr. No.	Tender No & Date	Reference No: COEP/CED/TOWN PLANNING/Equipment/2017-18/569 DATE: 16-07-2018
1.	Issue of Tender Forms	From 16-07-2018 to 31-07-2018
2.	Last Date of Receipt of Tenders	31-07-2018 before 15:00 Hours
3.	Opening of Tenders	31-07-2018 at 16:00 Hours
4.	Tender Fees	Rs. 500-00 (Non-Refundable)
5.	Correspondence Address	Civil Engineering Department,, College of Engineering Pune, Shivajinagar, Pune 411005

1. Eligibility Criteria:

- 1.1 The bidder must have minimum two years experience in similar kind of work that is, supply of Indoor Air Quality Measuring Equipment. The bidder must have executed at least one purchase order of not less than **Rs. 5.00 Lakhs (Single order)** during any of the last three years.
- 1.2 The bidder's **annual turnover must be minimum 20 Lakhs** in any of the last three financial years.
- 1.3 The bidder should be an authorized partner of the Original Equipment Manufacturer (OEM).
- 1.4 Bidder should have an appropriate authorization letter/Manufacturer's Authorization form from the principal vendor (OEM) in reference to this enquiry Reference No: COEP/CED/TOWN PLANNING/Equipment/2017-18/569 DATE: 16-07-2018

Pre-Qualification / Eligibility Criteria details:

Sr. No.	Pre-Qualification Criteria	Supporting Documents to be enclosed with the Bid
1.	Bidder should be registered in India under Companies Act 1956	Certificate of Incorporation
2.	The bidder must be a renowned Indian/Multinational Company with primary business in Technology. It should also be an Original Equipment Manufacturer or an Authorized system Integrator(s)/partner of the principal OEM, in India.	Service Tax Registration Certificate. VAT Registration Certificates. OEMs Authorization letter/ Manufacturer's Authorization form of the Original Equipment Manufacturer
3.	Bidder must have experience of at least 03 years in the relevant field of Supplying Indoor Air Quality Measuring Equipment	Copies of relevant work-order(s)
4.	Bidder should have duly filed Income Tax Returns, Service Tax and other applicable Govt./Statutory body Taxes for the past three years.	Relevant Documents
5.	Prime bidder including the consortium members shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies.	Self-Certification

Seal and signature of Manager / Representative of the firm On behalf of the firm submitting Tender

Telephone:.....

Mobile:.....

Fax:.....

Mail

Contact Person Name and Designation:

2. Bidding Process:

The Bid / Tender document will be in two-cover system - Technical Bid (Part 1) and Commercial Bid (Part 2).

Part 1: Technical Bid - detailed profile of the agency/organization, eligibility for selection, tender terms & conditions, etc. - to be submitted in a separate sealed cover. This should include **Annexure-I** and documents in support of **turnover, experience, list of similar project, client list, Pre-Qualification / Eligibility Criteria, Appendix -A** etc.

Part 2: Commercial Bid - As per the tender, commercial bid should be indicated in Indian rupees in figures as well as words. The final offer given by the bidder shall be with respect to the complete cost of the project.

3. Submission of Tender Documents:

3.1 Format & signing of Bid Document:

The Bid / Tender document will be submitted in the prescribed format in two parts in sealed cover super scribing "Supply of Indoor Air Quality Measuring Equipment at College of Engineering Pune."

Instruction for submitting bids are given below:

3.1.1 **Part 1: Technical Bid** - in prescribed format sealed and duly signed

Part1: shall contain the following:

1. A covering letter in the format enclosed and **Annexure-I** along with cost of the bid document of Rs. 500/- by way of DD drawn in favor of Director, College of Engineering Pune of any nationalized / Scheduled Bank payable at Pune.
2. Details of bidders experience and capabilities in the format (**Appendix -A**) Balance sheets / audited accounts for the past three years.

3.1.2 **Part 2: Commercial Bid** - in prescribed format sealed and duly signed.

4. Acceptance of Tender conditions:

- 4.1 First envelope should be marked as Part-1: Technical Bid with Reference No: **COEP/CED/TOWN PLANNING/Equipment/2017-18/569** **DATE: 16-07-2018**, "Indoor Air Quality Measuring Equipment at College of Engineering Pune " Due on 31-07-2018 at 15.00 hrs.
- 4.2 Second envelope should be marked as Part-2: Commercial Bid with Reference No: **COEP/CED/TOWN PLANNING/Equipment/2017-18/569** **DATE: 16-07-2018**, "Indoor Air Quality Measuring Equipment at College of Engineering Pune " Due on 31-07-2018 at 15.00 hrs.
- 4.3 Both sealed envelopes of Part 1 & 2 are to be put in a single envelope duly sealed and super-scribed as "Reference No: **COEP/CED/TOWN PLANNING/Equipment/2017-18/569** **DATE: 16-07-2018**, "Indoor Air Quality Measuring Equipment at College of Engineering Pune" Due on 31-07-2018 at 15.00 hrs. must be submitted on or before at office of the Director College of Engineering, Pune-411005.

- 4.4 The last date for submission of tender document is 31-07-2018 before 15.00 hrs. Bids received beyond the closing date / time will not be accepted and will be rejected, unopened.
- 4.5 The Part 1 (Technical Bid) will be opened on 31-07-2018 at 16.00 hrs. at the same venue in presence of the bidders' representatives who wish to attend. In the event of any change in the date of opening, the same will be intimated to all.
- 4.6 Part 2 (Commercial Bid) will be opened only after the technical evaluation of tenders and only eligible and technically qualified bidders will be invited for commercial bid opening at the same venue in presence of the bidders' representatives who wish to attend. The date of opening of commercial bid will be intimated to only eligible and technically qualified bidders. In the event of any change in the date of opening, the same will be intimated to all.
5. The Institute reserves the right to accept or reject any or all bids.
6. The Institute reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder.
7. Incomplete tenders will be rejected without consideration.
8. **Delivery Period for Item:** The item mentioned in the tender should be delivered within 30 days from the release of purchase order.
9. **Execution Period for Supplied Item:** The entire project is to be executed/ commissioned within 30 days from the release of purchase order.
10. **Supply and Installation:**

Bidder shall be responsible for successful Installation, Commissioning and testing of the Indoor Air Quality Measuring Equipment at College of Engineering Pune. Any defective component/device will be replaced by bidder at his cost.

11. **Service Support:** Onsite comprehensive Support (parts, labor) has to be provided for a minimum period of 2 years by the bidder from the date of installation and commissioning of systems.

12. Comprehensive Warranty:

Two years Comprehensive Warranty for Supplied item from OEM with hardware replacement. The Supplier shall be fully responsible for the Manufacturer's warranty for all equipment, accessories, spare parts etc. against any defects arising from design, material, manufacturing, workmanship, or any act or omission of the manufacturer / Bidder or any defect that may develop under normal use of supplied equipment during the warranty period. In case the Bidder is unable to fulfill his obligations during the warranty period, the warranty obligations will fully and automatically devolve upon the Manufacturer of the goods. The Bidder shall be fully responsible for getting the product replaced from the principal company or coordinating the same with the principal company during the warranty period.

13. Payment Terms & Conditions:

Payment: 90% payment shall be made at the earliest towards supply of new products on the delivery of items in good condition in stores of Civil Engineering Department, College of Engineering Pune as mentioned in tender and remaining 10% after its successful installation and commissioning of Indoor Air Quality Measuring Equipment at College of Engineering Pune as notified by the purchaser.

14. Performance Security Deposit / Bank Guarantee: Performance Security Deposit / Bank Guarantee (Nationalized Bank only) for an amount @ 10% value of the contract (if order is placed) is to be submitted immediately after accepting the purchase order. The performance security must be valid during the warranty period i.e. for **Two years**. The same will be returned without any interest after completion of warranty and support period.

15. Verification of Bank Guarantees: Bank Guarantee submitted by the Bidder as EMD/ Performance Security is subject to verification from the issuing bank by purchaser before its acceptance.

16. The vendors shall have to quote for all the items of the Tender. Part Tenders/incomplete Tenders shall be summarily rejected.

17. Offers in bid should be written in English and price should be written in both figures and words.

18. The relevant supporting document(s) should be enclosed along with the offer.

19. Bid(s) received after last date of bid submission will be rejected.

20. No bid will be entertained by E-mail / FAX.

21. The Institute reserves the rights to cancel the tender without any reason thereof and tender fee will not be refunded.

22. The Institute reserves the rights to split the purchase order.

23. The Institute reserves the rights to cancel any of the items of tender without any reason thereof.

24. The Institute reserves the rights to decide the quantity of any of the items of tender for finalizing the purchase order without any reason.

25. The Institute reserves the right to cancel purchase order, before or after the delivery of material, before making payments without giving any reasons thereof.

**Appendix -A (To be filled up by the bidder)
Following details required for all bidders**

Sr. No.	Name & Full Address of the firm:	Necessary Documents Submitted (Yes/No)
1.	Registered Office with Address (Copy of registration certificate of firm may be enclosed)	
2.	Pan no.	
3.	Previous Purchase order details	
4.	Whether limited company or Pvt. ltd. or Partnership	
5.	Name & Addresses of the person who will represent the firm while dealing with the Institute.	
6.	Turnover for the last three financial years. 2014-15 2015-16 2016-17	
7.	Do you have Technology as your primary business; and are You An Original Equipment Manufacturer Or Authorized System Integrator(s) / Partner of the Principle OEM, in India?	
8.	Do you have experience for at least 3 years in the relevant field of supply, installation, commissioning and maintenance of similar project? Have you completed at least one similar project during the previous three years?	
9.	Are you authorized by your OEM/s (for all the respective items) to quote the bid?	
10.	Do you have an office in Maharashtra or are you ready to open up an office in Maharashtra within one month of the award of contract?	
11.	Have you given letter for validating and stating that support and software upgrade would be provided for 03 years from the date of installation?	
12.	Have you duly filed Income Tax Returns, Service Tax and other applicable taxes for the past three years?	
13.	Have you been blacklisted by any government authority in India? If so, then you will not be eligible. Submit Self-Certification stating you are not blacklisted in the past.	

Seal and signature of Manager
/ Representative of the firm On behalf of the
firm submitting Tender

Telephone:.....
Mobile:.....
Fax:.....
Mail:.....
Contact Person Name:.....
Contact Person Designation:.....

Part 1: Technical Bid:

Indoor Air Quality Measuring Equipment at College of Engineering Pune

FORMAT & REQUIREMENTS

1. Tender Ref. No:
2. Name of Tenderer:
3. Complete office address of Tenderer.....
4. Contact details of authorized person of tenderer who have signed the tender.
 - a. Name.....
 - b. Designation.....
 - c. Phone (Office).....
 - d. Phone (Mobile).....
 - e. E mail.....
5. Due date & Time of submission of bid:
6. Tender fee (if downloaded from website) (DD number & bank details)
7. Submission of technical confirmation to the requirement.

Annexure- I

Format of Quotation for Indoor Air Quality Measuring Equipment at College of Engineering Pune

Sr.No.	DISCRIPTION / SPECIFICATION	Qty.
01	Indoor Air Quality Measuring Equipment : Multi Functional measuring Instrument with Probes capable of measurement of Indoor parameters : Temperature ranging from -50 to 150 Degree celcius 0-100% relative humidity. 0-10000 ppm of CO2. 0-60 m/s air velocity. 0-100000 Lux level. U Value thermal conductivity measurement of building envelope from surface temperatures. (all instrument with calibration certificates and necessary accessories like stands for mounting, chargers, case, bags, battery, data storage facility and supporting software for statistical analysis)	1 No.

8. Please specify the make and model. Attach technical brochure.
9. Higher technical specification may be considered subject to competitive price offer.
10. Documents to be enclosed with the Technical bid are as under :
 - a. Copy of authorization letter from Original Equipment Manufacturer.
 - b. Duly signed & stamped Tender documents (All pages) as a mark of your acceptance.
 - c. Details of latest Three buyers to whom similar supplies (Supplying Indoor Air Quality Measuring Equipment.) were made should be submitted in the following format:-

Sr. No.	Name of Client along with contact details
1.	
2.	
3.	

- d. Supporting information with respect to the technical data, booklets of product. Any product manual brief, test certificates available may be enclosed.
- e. Copies of PAN, VAT/ TIN , GST duly Signed & Stamped.

Signature of the tenderer
with stamp

Part 2: Commercial Bid

Indoor Air Quality Measuring Equipment at College of Engineering Pune

1) Part 2: Commercial Bid

FORMAT & REQUIREMENTS

Tender Ref. No.:

Name of the Tenderer/Bidder:

The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a pre-requisite for considering your quotations:

However quantity may increase/ decrease

The format of commercial offer is as below:

Item No.	Item Description	Qty in Nos.	Rate per unit in Rs. (exclusive of all taxes)	Total Amount in Rs. (exclusive of all taxes)
1.	Indoor Air Quality Measuring Equipment : Multi Functional measuring Instrument with Probes capable of measurement of Indoor parameters : Temperature ranging from -50 to 150 Degree celcius 0-100% relative humidity. 0-10000 ppm of CO2. 0-60 m/s air velocity. 0-100000 Lux level. U Value thermal conductivity measurement of building envelope from surface temperatures. (all instrument with calibration certificates and necessary accessories like stands for mounting, chargers, case, bags, battery, data storage facility and supporting software for statistical analysis)	1 No.		
				GST %
				Total Amount
Total Amount in words Rupees Only.				

The rate quoted shall be in accounting units (A/U) and should be quoted as basic price.

All other costs including freight, insurance packaging and forwarding, all taxes, duties/levies to be quoted separately.

Note: Custom duty exemption certificate will be provided, if applicable.

Sd/-

Head

Civil Engineering Department

College of Engineering, Pune -05

[Covering letter to submitted by the bidder]

To,
The Director,
College of Engineering Pune,
Shivajinagar, Pune -411005,

Sub: Tender for Indoor Air Quality Measuring Equipment at College of Engineering Pune.

Sir,

I have carefully gone through the tender document regarding the prequalification of agencies/ vendors for Indoor Air Quality Measuring Equipment at College of Engineering Pune.

I shall be bidding in this tender as the sole representative of my company. I hereby declare that

1. All the information related to my company, customer base, projects, financial details, data sheet of the products offered etc., provided in my offer is true and without any alteration /modification.
2. All the provisions of this tender document are acceptable to my company. No violation of the terms and conditions as mentioned in the tender document has been made.
3. I declare that my company or any member of the company has not been debarred / black listed by any Government / Semi -Government organizations in India.
4. I certify that the period of validity of bid is 120 (one hundred and twenty) days from the last date of submission of proposal I further certify that I am authorized signatory of my company and I am, therefore competent to make this declaration.

Yours faithfully,

(Signature of the bidder)

Seal and signature of Manager
/ Representative of the
company/ firm On behalf of the
company/

Firm submitting tender

Telephone:

Mobile:

Fax:

Mail:

Contact Person Name:

Contact Person Designation:
.....

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List of Documents attached by the Bidder