

DIRECTORATE OF GEOLOGY, ODISHA

**TENDER DOCUMENT
FOR SUPPLY AND INSTALLATION OF
AIR CONDITIONERS**

DURING THE YEAR 2014-2015

DATE OF COMMENCEMENT OF SALE OF THE TENDER DOCUMENT : 06.02.2015.
LAST DATE FOR SALE OF TENDER : 20.02.2015
LAST DATE / TIME FOR SUBMISSION OF TENDER : 20.02.2015/ 5.00 PM
DATE / TIME FOR OPENING OF TENDER DOCUMENTS : 21.02.2015/ 11.30 AM

RECEIPT OF BID DOCUMENTS }
ADDRESS FOR COMMUNICATION }:
PLACE OF OPENING OF TENDER }
Directorate of Geology, Bhu-Bigyan Bhawan
Bhubaneswar, ODISHA – 751001
Tel : 0674-2392374 / Fax : 0674-2391776
Email : directorgeology_odisha@yahoo.in



CHAPTER - I
(INSTRUCTIONS TO THE BIDDERS)

- 1.1 The Director of Geology, Odisha, Bhu-Bigyan Bhawan, Bhubaneswar invites sealed tenders on behalf of the Governor of Odisha, for **Supply and installation of Air Conditioners during the year 2014-2015**, from authorized distributors/ reputed dealers/ Suppliers/ DGS&D rate contract holders in conformity with terms and conditions as laid down in tender documents.
 - 1.2 Sealed tenders for **supply and installation of Air Conditioners** (Details at Chapter-III) should reach the O/o The Director of Geology, Odisha, Bhu-Bigyan Bhawan, Bhubaneswar – 751001, by **5 P.M. on 20.02.2015**. Tenders received after the aforesaid time and date will not be considered and will be returned unopened.
 - 1.3 The sealed tenders submitted by the Bidder will be opened by the purchase committee **on 21.02.2015 at 11.30 A.M.**
 - 1.4 The Bidders or their duly authorized representatives are allowed to be present during opening of the tenders if they so like. Absence of the bidder or his authorized representative at the time of opening of the tender will not restrict the authority from opening the tender or carrying on the subsequent tendering process.
 - 1.5 In the event of the designated date being declared as a holiday for Govt. of Odisha the due date of submission of bids and opening of bids will be the next working day at the appointed place and time.
2. Two covers (**Cover A - Technical Bid**, containing documents/ information as stated in Para-3.1.1 to 3.1.5 & **Cover B - Price Bid**, containing documents as stated in Para-3.2.1, “**Super-scribed**” separately as “**Cover A - Technical Bid**” & “**Cover B - Price Bid**” respectively) should be separately sealed and put inside a **third sealed** cover. The third sealed cover should be super scribed as “**Tender for the supply and installation of Air Conditioners, during the year “2014-2015”** and is to be submitted to the **DIRECTOR OF GEOLOGY, ODISHA, DIRECTORATE OF GEOLOGY, BHU-BIGYAN BHAWAN, BHUBANESWAR - 751001.**



3 COVER & DOCUMENTS:

3.1 (Cover A - Technical bid)

The following documents with an Index & Page No. should be furnished in the sealed cover (Cover A - Technical bid).

- 3.1.1 Original Money Receipt of purchase of tender documents/ Non-refundable Crossed Bank Draft of Rs 210/- (Basic price of tender document Rs. 200/- + VAT @ 5% Rs. 10/-) drawn in favour of Director of Geology, Odisha, Bhubaneswar, in case the tender document is downloaded from web-site.
- 3.1.2 Earnest Money Deposit as per Para 4.1.
- 3.1.3 The declaration Form in Annexure-I, signed by the Bidder must be attached.
- 3.1.4 ***The bidders must be registered under Odisha VAT Act and has to submit the photo copy of up-to date VAT Clearance in Form VAT- 612, duly self attested /***
- 3.1.5 The bidders participating as the DGS&D contract holder must submit the copy of the contract document duly self attested.

3.2 Cover-B (Price bid)

- 3.2.1 The **tender format prescribed in Chapter- IV**, duly filled in, in conformity with **Chapter –III (in duplicate)** should include all the taxes & incidental charges excluding VAT, Entry Tax and Service Tax, if any.
- 3.2.2 The **cover “A” containing the Technical Bids** would be opened first for evaluation. After evaluation of the technical bids, the cover “B” containing the Price Bids of the qualified bidders only will be opened.

4. EARNEST MONEY DEPOSIT:

- 4.1 The Earnest Money Deposit (EMD) referred to at Para 3.1.2 shall be equal to 2% of the **aggregate value of basic price quoted**, rounded up to nearest hundred rupees or **Rs 5,000/-** whichever is higher. The basic price should be **inclusive of transportation charges and incidental charges, if any**. The Earnest Money Deposit must be paid in the form of Demand Draft drawn in favor of Director of Geology, Odisha, payable at any Nationalized Bank/ Scheduled Bank located in Bhubaneswar only. **This must be enclosed with the tender document (In Cover-A, Technical Bid)**. EMD in any other form other than Demand Draft will not be accepted.
- 4.2 The EMD of the successful bidders will be returned back only after fulfillment of conditions as laid down in Para-6.2.



CHAPTER - II

(CONDITIONS OF CONTRACT)

5. TENDER CONDITIONS :

- 5.1 The details of the materials required with technical specification are shown in Chapter III of the document. The quantity mentioned is only the probable requirement and may be increased or decreased as per the decision of the Director of Geology, Odisha, Bhubaneswar.
- 5.2 The bidders should quote the rates in the format prescribed in **Chapter-IV, in duplicate**, duly filled in for each items in conformity to **Chapter - III**.
- 5.3 Rates quoted should be **inclusive of transportation charges and incidental charges, if any, and must be quoted, on Freight On Delivery (Door Delivery) basis, in Indian Rupees only. The VAT, Service Tax etc. (if applicable) must be mentioned separately.**
- 5.4 The bidder **has to supply and install the Air Conditioners at different rooms of the Directorate of Geology, Odisha, Bhu-Bigyan Bhawan, Bhubaneswar, at their own cost.**
- 5.5 The bidder having DGS&D contract of Air Conditioners shall have the privilege over all the bidders participating and shall be awarded with the Purchase Order. Even if at any time during the period of the tender process, the DGS&D contract rate is made available, the Director has all rights to cancel all bids and issue purchase order in favour of the DGS&D contract firm.
- 5.6 **Selection of item will be done taking into consideration of the reputed brand, quality, service performance as well as the price of the product.**
- 5.7 The Air Conditioners along with all accessories supplied must be covered with a **minimum guarantee/ warranty period of 1 (one) year. Further the warranty if any on the compressor offered by the manufacturer will be valid beyond the above period of one year.**
- 5.8 Purchase order shall be sent to the approved supplier by Regd. Post with A.D./Speed Post. **The supply and installation of air conditioners, must have to be completed within 15 days from the date of issue of purchase order**, failing which the purchase orders would stand cancelled automatically and the EMD shall be forfeited and the second lowest bid shall be taken for contract by the Director of Geology.

5.9 The Director of Geology, Odisha reserves the right to reject or accept any of the tenders for the supply of all/ any of the articles tendered for in the tender without assigning any reason thereof.

6. QUALITY TESTING & TERMS OF PAYMENT

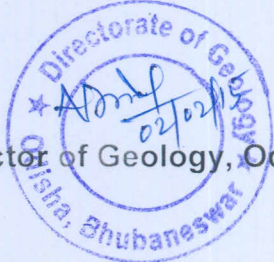
6.1 The Air Conditioners along with all accessories supplied shall be tested at the point of supply by a committee selected by Director of Geology, Odisha.

6.2 Total bill amount including VAT shall be released after fulfilling the tender conditions, supply of material(s), followed by satisfactory quality testing & installation certificate furnished by a committee, nominated by Director of Geology, Odisha in accordance with Para 6.1 above and necessary stock entry certificate furnished by the persons concerned.

6.3 No advance towards cost of materials will be made to the tenderer.

6.4 No claims shall be made against the Director of Geology, Odisha, Bhubaneswar in respect of interest on earnest money deposit or security deposit.

6.5 **In the event of any dispute arising out of the tender, such disputes would be subject to the jurisdiction of the Civil Court, Bhubaneswar or High Court, Odisha only.**


Director of Geology, Odisha

CHAPTER – III

SCHEDULE OF REQUIREMENTS DURING F/Y- 2014-15 SPECIFICATIONS AND TECHNICAL DETAILS

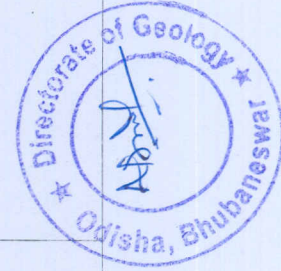
| Sl. No. | Item Code | Name of the Item | Technical Specification | Approximate tender quantity |
|---------|-----------|---------------------------|--|-----------------------------|
| 1 | AC -1 | 2 Ton Split AC | Minimum 3 Star ratings with all other accessories for installation | 2 |
| 2 | AC -2 | 1.5 Ton Split AC | -do- | 1 |
| 3 | AC -3 | 1.5 Ton Window AC | -do- | 1 |
| 4 | VS - 1 | Voltage Stabiliser – 5KVA | Input Voltage range from 90V – 300V | 4 |



CHAPTER-IV
MODEL TENDER FORMAT (PRICE SCHEDULE)

Name of the Bidder : Mob No.

| Sl. No. | Item Code | Name of the item | Technical specification | Make & Model | Basic price per each unit, EXCLUDES VAT (Rs.) | VAT/ CST & Entry tax, if any, (Rs.) | Total Unit Price (Rs.) (6 + 7) | Tendered quantity | Total value (Rs.) (7 X 8) |
|---------|-----------|---------------------------|---|--------------|---|-------------------------------------|--------------------------------|-------------------|---------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | AC -1 | 2 Ton Split AC | Minimum 3 Star ratings with all other accessories for installation. | | | | | 2 | |
| 2 | AC -2 | 1.5 Ton Split AC | -do- | | | | | 1 | |
| 3 | AC -3 | 1.5 Ton Window AC | -do- | | | | | 1 | |
| 4 | VC - 1 | Voltage Stabiliser – 5KVA | Voltage input range from 90V – 300V | | | | | 4 | |



Place :
Date :

Signature of the Bidder:
Name:
Address:

ANNEXURE – I

DECLARATION FORM

I/Wehaving
my/ our..... Office at.....

do declare that I/We carefully read the terms and conditions as laid down in the Tender document of the Directorate of Geology, Odisha for the supply and installation of Air Conditioners. I will abide by all conditions set forth in the tender paper for supply and installation of Air Conditioners during the year 2014-2015.

I/We do further declare that I/we will supply the materials as per the specifications mentioned against each item of the tender document.

I promise 1 (one) year warranty on the items to be supplied by me against any manufacturing defect/break down. I shall replace the item or get it functional with in such one year warranty period, without any extra cost.



Signature of the Bidder :

Date :

Name & Address of the Firm