



INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM KOZHIKODE CAMPUS P.O., KOZHIKODE-673570, KERALA
PHONE: (0495) 2803001–2803009; FAX: (0495) 2803010-11
Website: www.iimk.ac.in

NOTICE INVITING TENDER
FOR
SUPPLY AND INSTALLATION OF WATER COOLERS

Tender No. 11-04(05)/NIT-28/2018-IIMK.PUR dated 22.11.2018

Cost of Tender Form : Rs.560/- (Rupees five hundred sixty only)
*[Tender should accompany DD for
Rs.560/- in favour of Indian Institute of
Management Kozhikode payable at
Kozhikode/Calicut]*

Last date of downloading of Tender Form : 10.12.2018 (till 5:30 pm)

Last date for submission of Tender : 11.12.2018 (till 3:00 pm)

Date & Time for opening of Tender : 11.12.2018 (4:00 pm)

**NOTICE INVITING TENDER
FOR
SUPPLY AND INSTALLATION OF WATER COOLERS**

1. Sealed tenders are invited by the Director Indian Institute of Management Kozhikode, Kerala, from OEM / company owned dealers / franchisees for supply and installation of the following:

Sl. No.	Description	Quantity
1	Water Cooler for Cold/Normal/Hot water with Purifier and Stabilizer (Models : Brook/ Blue Star/Voltas/Aguaclan)	21 Nos

2. Tenderers should quote their rates both in figures and in words. Separate prices should be given for each item and the total of each page along with carried figures of the previous page shall be given in ink signed by the tenderer. No blank space shall be left.
3. Tenders not properly filled, mutilated, with incorrect calculations or generally not complying with the conditions are liable to be rejected.
4. Each page of the tender should be serially numbered. The covering letter should clearly specify the total number of pages in the tender submitted by the tenderer.
5. **Authorized signatory:**
If the tender is made by or on behalf of a company incorporated under the Companies Act of 1956, it shall be signed by the Managing Director or one of the Directors duly authorized on that behalf. If it is made by a partnership firm, it shall be signed with co-partnership name by a member of the firm who shall sign copy of Power of Attorney with the tender authorizing him to sign on behalf of the partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.
6. **Acceptance period:**
The tender shall remain valid for acceptance for a period of 90 days from the date of opening of tender.
7. **Preferred Brands:** The vendor needs to quote for Voltas /Blue Star P6080 E /Aquaclan – Tetra 75 NHC/ Forbes Pro / Cross Fields makes of Water Cooler only. Stabilizer shall be of V-Guard make.

1. **Rate quoted by the supplier:**
Complete rate for the supply and installation should be quoted in the prescribed format **(Annexure-II)**. Rates quoted in any other place/form shall not be considered. The quote can be for the complete items as per our specifications given in Annexure-I. Adherence to our specifications shall be a pre-condition. Tenderers are requested to furnish a statement [Annexure – IA] showing the detailed specifications of the products quoted by them.

Rate quoted by the supplier must include the cost of transportation of the Water Cooler to the Institute; all taxes etc. and no claim after submitting the quotation shall be entertained. Any other charges over the quoted rate shall clearly be indicated.

The Institute will not provide Form C & D (Sales Tax) or any other certificates to the supplier.

The unit price for each item shall be quoted separately.

2. The vendor should be able to install the equipment at the designated locations within IIMK campus.

3. No alternations in tender forms shall be made by the tenderer and if any such alteration is made, the tender is liable to be rejected.
4. **Evaluation of the Tender**
Tenders will be evaluated based on technical specifications, warranty, features, ease of use, after sales service, and price quoted as per terms and conditions incorporated in the quotation document. Technical specifications, warranty, after sales services, brand reputation and other such factors will be considered for final selection of model to be procured.
5. The acceptance of tender will rest with the Institute, which does not bind itself to accept the lowest tender and reserve to itself the authority to reject any or all of the tenders received, without assigning any reasons.
6. **Earnest Money Deposit and Security Deposit:**
 - a) EMD @ 2.5% of the amount specified in the respective tender form is to be submitted along with the tender document in the form of Demand Draft drawn in favour of the Indian Institute of Management Kozhikode, payable at Calicut. Tenders received without EMD or EMD in any other form than as stated above is liable to be rejected. The EMD will be refunded to the unsuccessful tenderer within one month of the acceptance of the tender.
 - b) Within ten days of the award of Purchase Order, the supplier shall furnish a bank guarantee for a sum equivalent to 5% of the order value as Security Deposit (Performance Guarantee) valid until the date warranty period. EMD already deposited along with tender shall be returned on furnishing the performance guarantee/Security Deposit. The security deposit shall be released on completion of the warranty (Defect Liability) period of two years + 60 days on request from the vendor. The Security Deposit/EMD shall not bear any interest.
7. **Income Tax:**
Every tenderer shall furnish along with the tender the following documents without which his/her tender is liable to be rejected:
 - a) The latest Income Tax Clearance Certificate.
 - b) Balance sheets for the last three years preceding the year of procurement duly audited by a Chartered Accountant.
8. **Acknowledgement of the Purchase Order:**
The supplier shall give an acknowledgement of the Purchase Order within 10 days of the date of the Purchase Order. In case, the supplier fails to acknowledge the Purchase Order within the stipulated time, the Institute is at liberty to cancel the Purchase Order.
9. **Delivery Schedule and Penalty for Delay:**
Delivery schedule shall clearly be indicated in the quotation submitted by the supplier. Penalty at the rate of 0.5% or part thereof of the order value per week, subject to a maximum of 2.5% will be imposed for delayed delivery and installation.
10. **Payments:**
Normal payment terms acceptable to the Institute shall be 95% payment within 30 days of satisfactory supply and installation of the equipments and the rest 5% after expiry of warranty period. In case the Supplier submits a Bank Guarantee, valid for the entire duration of the warranty period + 60 days and for equivalent amount, this 5% payment will be released.

11. **Warranty:**

The equipment quoted shall carry **manufacturer's on-site warranty for minimum of Two Years**. Deviation in warranty terms, if any, shall clearly be mentioned in the offer.

During the warranty period, the vendor shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of the furniture, accessories etc.

During the warranty period, the vendor shall be responsible for attending to all the reported problems, and shall replace the defective parts at no extra cost. If the vendor fails to attend any defect during the warranty period the same work will be attended by other agency and charges paid to the agency will be deducted from the Retention Money/performance guarantee.

12. **AMC.** Rate of Comprehensive AMC for minimum of **three / five years after the warranty period** shall clearly be given in the tender.
13. Demurrages and penalty, if any, paid by the supplier due to his/her fault shall not be borne by the Institute.
14. The tenders shall be duly signed by the authorized signatory. Unsigned tenders will summarily be rejected and no correspondence shall be entertained.
15. The tenderer shall sign on each page of this tender document as a token of acceptance of the tender conditions and also the Tender Form in Page No. 9. Unsigned tenders shall not be considered.
16. The tenderer shall clearly mention the name of the firm/person in whose favour the purchase order is to be placed. Any request made after submitting the tender for changing the name of the firm in whose favour the purchase order is to be placed shall not ordinarily be entertained.
17. The tenderer shall attach a list of his/her customers with supporting documents, failing which the tender is liable to be rejected. The Vendor shall also provide a list of three (3) organizations including a contact person for each organization, where similar items have been installed.
18. If the tenderer is not the original manufacturer of the product(s), a letter from the OEM authorizing the vendor to quote OEM's product on behalf of the OEM specifically for this tender shall be attached failing which the offer shall be rejected.
19. The tenderer shall attach catalogues and other details of the products quoted.
20. If the tenderer suggests any other alternative (option), this shall be separately mentioned and deviation from our specifications indicated clearly.
21. The vendor should be able to provide samples of the washing machines quoted at his/her own cost for verification, if required.
22. The vendor should have his/her own capability for repair and maintenance of the equipment quoted locally.
23. The proposal should be duly supported by the following documents:

- i. Covering letter addressed to the Chief Administrative Officer, giving brief company profile and brief technical description of the product quoted.
 - ii. Name and address of the manufacturer
 - iii. Letter of authorization and support for three years, from the principal company, if the product quoted is a third party product.
 - iv. Customer list
 - v. Statement of compliance with specification as specified by us
 - vi. List of support locations
24. Contact details of the person for all post sales/installation maintenance support:
- Name & Designation:**
Phone No:
Fax No:
Mobile:
E-mail:
25. IIMK reserves the right to alter and revise the technical specifications or the required quantity of the items at any point of time. The tenderers should refer IIMK Web site for any announcement/Alteration in tender conditions.
26. Tenderers are to abide by all the Terms and Conditions detailed above. In case these terms and conditions are not acceptable to any tenderer, he/she should clearly specify the deviations in his/her tender. IIMK reserves the right to accept or to reject them.
27. In case of any dispute, the decision of the Director of the Institute shall be final and binding on both the parties.
28. **Clarifications.** For further clarifications if any, you may contact Asst. Engineer – Civil (Phone: 0495-2809215) / AAO-Purchase (Phone: 0495-2809133), IIM Kozhikode.
29. **Receipt of Tenders:**
Tenders along with all supporting documents, EMD etc. in sealed envelope will be received as stated on the cover of this notice. If the tender document is downloaded from IIMK web site, a declaration in the Performa attached as **Annexure-II** has to be furnished.

The tenders shall be submitted by Speed Post / Courier / in Person along with all necessary documents in sealed envelopes to the following address, superscribing tender number :-

**THE CHIEF ADMINISTRATIVE OFFICER
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM KOZHIKODE CAMPUS P.O.
KOZHIKODE – 673 570, KERALA, PH: 0495-2803001-2803009**

IIMK is not liable for non-receipt of the tender forms in time due to change in address on the envelope. Tender documents received after the last date and time for receiving tenders will be summarily rejected and no correspondence shall be entertained.

Sd/-
Lt Col M Julius George (Retd)
Chief Administrative Officer

**Specifications for Water Dispenser for Cold/Normal/Hot water
with Stabilizer - 21 Nos.**

1. Water Dispenser : Approved Make: Voltas /Blue Star P6080 E /Aguaclan – Tetra 75 NHC/ Forbes Pro / Cross Fields	
Approximate Size:	
a) Width	350 – 400 mm.
b) Depth	300 – 400 mm.
c) Height	1000 - 1500 mm.
Options	Normal, Hot & Cool
Flow rate	Not less than 50 Litres/Hour
Storage Tank Capacity	
Normal Water	10-35 Litres/Hour
Cold Water	10-35 Litres/Hour
Hot Water	2-10 Litres/Hour
Purification	UV Purifier (or higher)
Temperature	
Heater	50-75 ^o C (Stainless steel heater Coil)
Cooler	15-23 ^o C
Weight (without water)	40- 60 kg
Power Supply	180-260 Volts
No. of water faucets	1 No. each (CP Brass) for Cold, Hot & Normal Water
Compressor Refrigerant	R 22 or R 134A or approved equivalent
Condenser Fan	Propeller Type(Quiet)/ Grooved copper or approved equivalent
Thermostat	Automatically controls temperature
Water Connection:	
Inlet & Drain	High quality and food graded piping system with Stainless steel drip tray
Housing/body	Stainless steel not less than 0.80 mm thick with minimum SS202, Preferable SS304
Legs	Stainless steel not less than 2.00 mm. thick with minimum SS202, Preferable SS304
Tanks	
Hot Water	Stainless steel not less than 0.80 mm. thick with minimum SS304
Cold Water	Stainless steel not less than 0.80 mm. thick with minimum SS304
Normal Water	Stainless steel / LLDPE
Warranty Period for Water Cooler & Stabilizer	Not Less than 24 Months
2. Stabilizer 1000 VA : Approved Make – V-Guard	

Old Water Cooler for **buy-back** : (1) Voltas Tushar FSS 40/80 - 03 Nos
: (2) Voltas Magic Water Dispenser - 01 No
:

**Specifications for Water Dispenser for Cold/Normal/Hot water
with Stabilizer - 21 Nos.**
(To be filled by the Supplier/Vendor)

Price Bid

SI No	Item	Rate (All-inclusive*)	Qty.	Amount
1.	Water Cooler for Cold, Normal & Hot water with Purifier with two years warranty (Voltas /Blue Star P6080 E /Aquaclan – Tetra 75 NHC/ Forbes Pro / Cross Fields)		21 Nos.	
2	Stabilizer 1000 VA (V-Guard)		21 Nos	
3	Less buy Back Water Cooler (1) Voltas Tushar FSS 40/80 - 03 (2) Voltas Magic Water Dispenser - 01 No		04 Nos.	
		Net Total Price	21 Nos	₹ (in figures) Rupees.....(in words)

Comprehensive AMC Charges from 3rd Year Onwards

	Comprehensive AMC	Rate (All-inclusive*)	Qty	Amount
1	3 rd Year		21	
2	4 th Year		21	
3	5 th Year		21	

*Rate quoted shall be inclusive of all charges including taxes for supply, installation and testing.

Date:

Signature of the Tenderer with Official Seal

PROFORMA

**Certificate for Tender Documents Downloaded from
Indian Institute of Management Kozhikode Website**

"I..... (Authorized Signatory) hereby declare that the Tender Document submitted has been downloaded from the website <http://www.iimk.ac.in/announcements/Tender.php> and no addition/deletion/ correction has been made in the Tender Form (Tender No.....) downloaded. I also declare that I have enclosed a DD/Bankers Cheque No. dated for RS..... towards the cost of Tender Form along with technical / techno-commercial bid".

In case at any stage, it is found that the information given above is false / incorrect, IIMK shall have the absolute right to take any action as deemed fit/without any prior intimation.

Signature of the Tenderer with Seal