

**Ref: HLL/PCD/NEIFM/05-LTE/15-16/**

**Date: 19.04.2015**

To

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**Sub:** Procurement of “Split Air Conditioners” for and on behalf of North Eastern Institute of Folk Medicine, Pasighat, AP.

**Ref :** Short Limited Tender enquiry no. HLL/PCD/NEIFM/05-LTE/15-16 dated 19/04/2015

Sealed quotations are invited from the bonafide suppliers having experience in the field of supplying and installation of Air Conditioners or their agents under scope of the referred tender enquiry.

It is requested to quote item wise price in a single bid only.

The rate of the required goods should be quoted as per the technical specification, and other terms & conditions attached with this limited tender enquiry document.

It is requested to quote the best possible price. The quotations in a sealed envelope should reach the address on or before the stipulated date and time as mentioned in the Tender Enquiry Document enclosed herein.

Thanking You  
For HLL Lifecare Limited

Head (P&CD)

Encl:Short Limited Tender Enquiry Document

**Tender Enquiry No.: HLL/PCD/NEIFM-05-LTE/14-15**

**Date: 19/04/2015**

**SHORT LIMITED TENDER ENQUIRY**

Procurement & Consultancy Services Division of HLL Lifecare Limited, for and on behalf of North Eastern Institute of Folk Medicine, Pasighat, Arunachal Pradesh(NEIFM)invites sealed tenders, from eligible and qualified tenderers for supply and installation of Air conditioners. Eligible bidders are requested to submit their best offer along with complete technical details in line with the commercial Terms & Conditions as detailed below read with Annexure I to V.

❖ **INSTRUCTIONS TO BIDDER (ITB)**

**1.0** All quotation/s and subsequent Correspondence should be sent to the address given below:

Project Head,  
For Head (P&CD)  
HLL Lifecare Ltd.  
Camp at # 501, Hotel Nandan  
GS Road, Paltan Bazar, Guwahati-8

All subsequent Correspondence should be sent to the address given below:

Head (P&CD),  
HLL Lifecare Ltd.  
Procurement & Consultancy Services Division  
B-14A, Sector-62, Noida-201 307  
Phone: 0120-4071500; Fax: 0120-4071513  
pcd@ifecarehll.com

**Note:** Bidders not received any direct enquiry from HLL may participate in this tender by downloading the Tender Enquiry from the website [www.lifecarehll.com](http://www.lifecarehll.com) or [www.eprocure.gov.in](http://www.eprocure.gov.in) with prior intimation to the above address.

**2.0** **Item wise quotations** shall be submitted in single bid (envelope) system only.

The envelope shall be superscribed with “**Tender No. & Date of Opening**” and “**Quotations for Supply and Installation of Air Conditioners to NEIFM, Pasighat**” . The signed copy of **Tender Enquiry Document** and shall contain EMD and relevant documents mentioned herein.

Tender/s received in any other mode is liable to be summarily rejected.

**3.0** **Tender should reach this office on or before 22.04.2015 upto 12.30PM.** Technical bids shall be opened on the same day at 12.45PM, in presence of the representative of firm(s) who may choose to be present. Price bids of techno-commercial responsive bidders shall be opened later on with intimation to techno-commercial responsive bidders.

**4.0** In the event of any of the above mentioned dates being declared as a holiday/closed day for the Tender inviting organization, the tenders will be received/opened on the next working day at the appointed time.

**5.0** Late tender/ telegraphic tenders & tenders over email shall not be considered and no claim, whatsoever will be accepted.

**6.0 TENDER VALIDITY:**

The Rates should be valid for acceptance of order at least for **30 days** from the date of opening of tender.

**7.0** The tenderer should sign & stamp each page of this tender enquiry document as a token of having read & understood the terms & conditions contained herein.

**8.0** The tenderer shall submit an affidavit as per format given in **Annexure-V**

**9.0** The Manufacturer or their Authorised dealer or their agent can participate in this tender. In case the tender is submitted by an agent or their dealers other than the principal company, an Authorisation shall be given by the Manufacturer/Dealer in favour of the tenderer.

**10.0** The bidder shall provide documentary evidence w.r.t their past major successful supplies/installations of Air conditioners or similar supplies/works. The copies of latest/recent Supply orders for supply of Products along with end users certificate for satisfactory performance of the offered product may be attached:

These should be enclosed along with the tender.

**11.0 PRICES:**

- Prices quoted in INR only and should be 'Firm & Final' for full quantity, inclusive of all taxes / levies prepaid up to consignee end, inclusive of all charges like packing & forwarding, loading, unloading, transit insurance, all duties & taxes, any other incidental expenses, installation and commissioning of the equipment at consignee site.
- In case the quotation does not indicate clearly whether the Prices are firm or not, the quoted Price shall be deemed as firm & final. The overwriting should be avoided in the quotation.
- Excise duty, Sales Tax and other levies, if applicable, should be indicated clearly with their present rates. However, the same should be included in the final quoted price.
- A certificate indicating that the rates quoted are same as charged to other Govt./PSU's for similar supplies made in recent past should accompany the tender.

**Prices should be quoted clearly as per Price Schedule in Annexure-III.**

**13.0 PRODUCT SPECIFICATIONS:**

- **Brand/model** name and type of Product being offered by the Firm must be clearly mentioned in the offer.
- Tenderer should confirm that the stores offered conform strictly to relevant specifications asked in this Tender Enquiry Document at **Annexure-II**.
- Deviations, if any, are to be clearly mentioned. Complete product specifications, technical details, illustrations, literature, printed pamphlets/leaflets etc and Manufacturers price list, if any, must accompany the quotation.

**14.0** Unless specifically mentioned to the contrary in the offer itself, it will be assumed that all terms and conditions mentioned in this enquiry are acceptable to the tenderer.

- 15.0** The tender quotation of the Supplier not in conformity with the above conditions is liable to be rejected.
- 16.0** HLL reserves the right to reject or accept any or all tender(s) without assigning any reason or to place the order for part or full quantity.
- 17.0** The firms are advised to submit the compliance statement with respect to technical specification asked in the tender enquiry in the following format along with Technical bid failing which their offer will be treated as incomplete and are liable to be ignored.

Format of compliance statement:

Para of Tender Enquiry specification	Compliance to Tender enquiry Specification Yes/ No	In case of non Compliance deviation From T/E Specification to be indicated in Unambiguous terms
(1)	(2)	(3)

- 18.0** Bidders may please note that complete Tender Enquiry Document is available on our website <http://www.lifecarehll.com/tender> or [www.eprocure.gov.in](http://www.eprocure.gov.in) and submit its tender by utilizing the downloaded document.

**❖ GENERAL CONDITIONS OF THE CONTRACT (GCC)**

**1.0 INSPECTION:**

The purchaser reserves the right for inspection and testing the quality & standards of the stores for assessment of quality before dispatch to the consignees or at the consignee end wherever required.

**2.0 DELIVERY PERIOD FOR SUPPLY, INSTALLATION & COMMISIONING:**

In the event of placement of Supply order, the bidder shall supply the stores **within 5 days** of order. The time and date of delivery stipulated in List of Requirements, **Annexure-I**

The delay on the part of supplier in regard to installation will attract the provisions of liquidity damages clause.

**3.0 LIQUIDATED DAMAGES:**

In the event of placement of an order, if the Supplier fails to deliver, install and commission the stores in full or part thereof with in the delivery period as stipulated in Clause 2.0 above, the Purchaser reserves the right to levy Liquidated Damages @ 1% (One percent) per week of the amount of the undelivered stores for delay in supplies subject to maximum 5% of value of the supply Order. Once the maximum is reached, the purchaser may consider termination of the contract and purchase the same from elsewhere, at the risk and cost of the Supplier.

**4.0 PAYMENT FOR SUPPLY PORTION:**

Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner.

**(A) On delivery:**

100% payment of the contract price shall be made on receipt of goods in good condition and upon the submission of the following documents:

- (i) Three copies of supplier's invoice showing supply order number, goods description, quantity, unit price and total amount
- (ii) Consignee Receipt Certificate in original issued by the authorized representative of the consignee(s) (Format attached as **Annexure-IV**)
- (iii) Warranty Certificate
- (iv) Inspection Certificate by the designated authority
- (v) Country of origin in case the item is of foreign origin

**5.0 TRANSIT INSURANCE:**

Rates quoted being door delivery basis, the Supplier shall be fully responsible till full material is received in good condition up to destination and its commission. As such the Supplier shall dispatch the material duly insured and expenses on this account shall be borne by the Supplier.

**6.0 WARRANTY:**

- (a) Products to be offered as per '**LIST OF REQUIREMENT**' shall be warranted as per the standard warranty of the manufacturer.
- (b) The Supplier shall be responsible to replace the material free of cost at site in whole or in part if found defective in any respect after receipt at site or during normal & proper usage or storage/maintenance for which the Consignee/Purchaser shall give prompt written notice. Such replacements shall be effected by the Supplier within a reasonable time actually required to do so which in no case shall be more than 15 days.
- (c) If the Supplier fails to act with requisite promptness and thereby entails avoidable loss to the purchaser, it shall be liable to suitable action as deemed fit during the Operative Warranty period

**7.0 FORCE MAJEURE:**

If at any time, during the currency of the contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of public enmity, civil commotion, sabotages, fires, floods, explosions, epidemics, quarantines, restrictions, strikes, lock outs or acts of God (herein after referred to as 'the events') then provided, neither party has any claim for damage against the other in respect of such non-performance or delays in performance, deliveries under the contract shall be resumed as soon as possible if any of the events have ceased to exist within one month of expiry of contract delivery period. After this, the purchaser may cancel the contract at its discretion without any financial repercussion on either side.

**8.0 APPLICABLE LAW & RESOLUTION OF DISPUTES:**

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force. Any dispute arising out of or in connection with this tender, Jurisdiction of the court will be at New Delhi, India.

**LIST OF REQUIREMENTS****Part I:**

<b>Sl. No</b>	<b>Name of the Item</b>	<b>Total Qty(Nos.)</b>
1	2 Tons Capacity Split Air Conditioner (as per specification at Annexure-II)	6
2	1.5 Tons Capacity Split Air Conditioner (as per specification at Annexure-II)	9

**Part II: Required Delivery Schedule:**

Delivery shall be within **5 days** from date of Purchase Order and installation shall be completed in all respect within **3 days** from handing over the site.

The date of delivery will be the date on which the goods are installed and commissioned at the consignee's site (Tenderers may quote earliest delivery period).

**Part III: Scope of Incidental Services:**

Installation & Commissioning, Supervision, Demonstration, Trial run, Training for operation and trouble shooting to the operators of the Consignee.

**Part IV:**

On site standard manufacturer's warranty, from the date of supply. The supplier shall keep sufficient stock of spares for repair / replacement against warranty during warranty period and supplies to be made against any order within 15 days after completion of warranty period.

**Part V:****Required Terms of Delivery and Destination.**

Delivery required at Consignee Site at:

**Director,  
North Eastern Institute of Folk Medicine  
Pasighat, Arunachal Pradesh**

In Transit Insurance and insurance until installation of the supply at the consignee site is sellers responsibility and shall be borne by the Supplier.

**TECHNICAL SPECIFICATIONS****Schedule no. 1**

- **2 Ton Spit AC**
  - ✓ Should be a make of LG/ Voltas/ Carrier/Panasonic/Videocon/Lloyd/Samsung/ Haier/Daikin/Hitachi
  - ✓ 5 Star Rating
  - ✓ Inverter Technology
  - ✓ 2 Tons Capacity
  - ✓ Micro protection filter
  - ✓ Monsoon comfort
  - ✓ Swing Function Control
  - ✓ Temperature display set and actual Temperature
  - ✓ On/Off display
  - ✓ Timer function of On and Off
  - ✓ 5 Meter copper piping with proper insulation to be provided along with the AC to connect indoor and out door unit. Extra per meter length to be offered separately.
  - ✓ Remote control for full function
  - ✓ Suitable stabiliser for each AC shall be provided.
  - ✓ Installation and demonstration of the equipment should be done free of cost at the site.
  - ✓ On site standard manufacturer's warranty, from the date of supply.

**Schedule no. 2**

- **1.5 Ton Spit AC**
  - ✓ Should be a make of LG/ Voltas/ Carrier/Panasonic/Videocon/Lloyd/Samsung/ Haier/Daikin/Hitachi
  - ✓ 5 Star Rating
  - ✓ Inverter Technology
  - ✓ 1.5 Tons Capacity
  - ✓ Micro protection filter
  - ✓ Monsoon comfort
  - ✓ Swing Function Control
  - ✓ Temperature display set and actual Temperature
  - ✓ On/Off display
  - ✓ Timer function of On and Off
  - ✓ 5 Meter copper piping with proper insulation to be provided along with the AC to connect indoor and out door unit. Extra per meter length to be offered separately.
  - ✓ Remote control for full function
  - ✓ Suitable stabiliser for each AC shall be provided.
  - ✓ Installation and demonstration of the equipment should be done free of cost at the site.
  - ✓ On site standard manufacturer's warranty, from the date of supply.

**PRICE SCHEDULE****PRICE SCHEDULE FOR DOMESTIC GOODS OR GOODS OF FOREIGN ORIGIN LOCATED WITHIN INDIA**

1 Sr. No.	2 Brief Description of Goods	3 Country of Origin	4 Quantity (Nos.)	5 Price per unit (Rs.)					6 Total Price (at Consignee Site) basis (Rs.) 4 x 5(e)
				Ex-factory/ Ex-warehouse/ Ex-showroom/ Off-the shelf (Including discounts, Packing/Forwarding, etc.) (a)	Excise Duty (if any) [%age & value] (b)	Sales Tax/ VAT(if any) [%age & value] (c)	Any other charges (please specify) (d)	Unit Price (at Consignee Site) basis (e) = a+b+c+d	
1									
2									

Total Tender price in Rupees: \_\_\_\_\_

In words: \_\_\_\_\_

**Note: -**

If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.

Name \_\_\_\_\_

Business Address \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Tenderer \_\_\_\_\_

Date: \_\_\_\_\_

Seal of the Tenderer \_\_\_\_\_

**CONSIGNEE RECEIPT CERTIFICATE**  
**(To be given by consignee's authorized representative)**

The following store (s) has/have been received in good condition:

- 1) NOA No. & date : \_\_\_\_\_
- 2) Supplier's Name : \_\_\_\_\_
- 3) Consignee's Name & Address  
with telephone No. & Fax No. : \_\_\_\_\_
- 4) Name of the item supplied/Installed : \_\_\_\_\_
- 5) Quantity Supplied : \_\_\_\_\_
- 6) Date of Receipt by the Consignee : \_\_\_\_\_
- 7) Name and designation of Authorized  
Representative of Consignee : \_\_\_\_\_
- 8) Signature of Consignee or Representative  
of Consignee with date : \_\_\_\_\_
- 9) Seal of the Consignee : \_\_\_\_\_

**Annexure- V**

**DECLARATION REGARDING NON BLACK LISTING OF THE FIRM**

I/We, (Name)\_\_\_\_\_ contractor/partner/sole proprietor (*strike out the word which is not applicable*) of (Firm)\_\_\_\_\_ do hereby declare and solemnly affirm to that the individual firm/companies are not black-listed by the Union or state Government or any partner or shareholder thereof are not directly or indirectly connected with or has any subsisting interest in business of my/our firm

Address DEPONMENT  
\_\_\_\_\_  
\_\_\_\_\_

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed.

Dated:

DEPONMENT