



**Tender Document
For
“Supply, Installation & Commissioning of Air Conditioner”
At
CIPET: CSTS, Korba**

केंद्रीय पेट्रोसायन अभियांत्रिकी एवं प्रौद्योगिकी संस्थान (सिपेट), कोरबा
CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY (CIPET), KORBA
सेन्टर फॉर स्किलिंग एण्ड टेक्निकल सपोर्ट (सी.एस.टी.एस.)
CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)
(रसायन एवं पेट्रोसायन विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार)
(Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)
CIPET, Education Hub, Syahimudi, Block-Katghora, PO – Gopalpur, Distt. – Korba, Chhattisgarh – 495450
Phone: - +91-7815350001, E-mail: korba@cipet.gov.in, website: www.cipet.gov.in

IMPORTANT INFORMATION

S.N	Description	Details
1	Purchaser	Central Institute of Petrochemicals Engineering and Technology, Korba
2	Online Tender submission of bid	www.gem.gov.in
3	Online Tender information available at	www.cipet.gov.in
4	Earnest Money Deposit (In Rs)	50,000.00
5	Performance Security (In Rs)	3 % of total contract value
6	Date of E-Tender Publication	As scheduled in GeM Portal
7	Last Date and Time for Submission of Tender	As scheduled in GeM Portal
8	Date, Time of opening of Technical bid	As scheduled in GeM Portal
9	Date and Time of opening of Financial bid	As scheduled in GeM Portal
10	CIPET KORBA - Online Bank Details	CIPET CSTS KORBA HOLDING ACCOUNT A/C No: 120028053401 Bank Name: Canara Bank IFSC Code: CNRB0002490

NOTICE FOR INVITING GEM-TENDER

CIPET: CSTS, Korba invites online GEM tender in two bid system (Technical Bid and Financial Bid) **“Supply, Installation & Commissioning of Air Conditioner at CIPET: CSTS, Korba”**. The Bid Documents duly completed in all respects have to be submitted online on GEM portal along with all necessary documents. Last date of submission of duly filled in bid document will be as per GEM.

Director & Head, CIPET: CSTS, Korba reserves rights to accept or reject any/all tenders without assigning any reasons.

Supply, Installation & Commissioning of Air Conditioner

आवश्यक दस्तावेज/ Important Document

अपात्रता या अपेक्षित दस्तावेज प्रस्तुत न करने की स्थिति में बोली अस्वीकार की जा सकती है।

Bid is liable to be rejected in case of non-eligibility or non-submission of the requisite documents

दस्तावेजों को निम्नलिखित अनुक्रम के अनुसार अपलोड किया जाना चाहिए।

Documents should be uploaded as per following sequence.

Technical Bid

नोट: नीचे दिए गए सभी दस्तावेज केवल पीडीएफ प्रारूप में अपलोड किए जाने हैं।

Note: All the below mentioned documents are to be uploaded in PDF format only.

Sl. No	Particular												
1	Valid license copy of registration of the firm /company												
2	Valid copy Goods and Services Tax (GST) registration												
3	Valid copy Permanent Account Number (PAN)												
4	Income Tax Returns for the following year:												
	<table border="1"><thead><tr><th>Sl. No</th><th>Financial Year (FY)</th><th>Remark</th></tr></thead><tbody><tr><td>1</td><td>01-04-21 to 31-03-22</td><td>Income Tax Returns</td></tr><tr><td>2</td><td>01-04-22 to 31-03-23</td><td>Income Tax Returns</td></tr><tr><td>3</td><td>01-04-23 to 31-03-24</td><td>Income Tax Returns</td></tr></tbody></table>	Sl. No	Financial Year (FY)	Remark	1	01-04-21 to 31-03-22	Income Tax Returns	2	01-04-22 to 31-03-23	Income Tax Returns	3	01-04-23 to 31-03-24	Income Tax Returns
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3	01-04-23 to 31-03-24	Income Tax Returns											
5	Experience Certificate: the bidder should provide the work completion certificate of similar work in the recent/last 3 years (2021-22, 2022-23 & 2023-24)												
6	Technical Bid details documents and information (as per Annexure-I)												
7	Financial Bid details documents and information (as per Annexure-II)												
8	Pre Bid Interaction Form (as per Annexure – III) on company letter head should be attached (mandatory)												
9	Self-Declaration Certificate (as per Annexure – IV & V) on company letter head should be attached												

Terms & Conditions

- The Buyer has an existing set up / inventory of similar products. The offered / supplied product must be compatible with existing system. The bidder has to ensure Compatibility of the supplied items or shall have to include in the supply the necessary hardware / software to make them compatible at no extra cost to the buyer.
- The successful bidder has to supply all essential accessories required for the successful installation and commissioning of the goods supplied. Besides standard accessories as per normal industry practice, following accessories must be part of supply and cost should be included in bid price.
- Successful bidder will have to ensure that adequate number of dedicated technical service personals / engineers are designated / deployed for attending to the Service Request in a time bound manner and for ensuring Timely Servicing / rectification of defects during warranty period, as per Service level agreement indicated in the relevant clause of the bid.
- Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
- **SITE VISIT:**
 1. The Bidder should visit and examine the installation site and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid. The costs of visiting the site shall be borne by the Bidder.
 2. The Bidder representative shall be allowed entry upon consignee premises for such visits, only upon the express conditions that the Bidder will release and indemnify the Buyer and Consignee against all liabilities arising out of such visit including death or injury, loss or damage to property, and any other loss, damage, costs, and expenses incurred as a result of such visit.
 3. The Bidder shall not be entitled to hold any claim against Buyer for noncompliance due to lack of any kind of pre-requisite information as it is the sole responsibility of the Bidder to obtain all the necessary information with regard to site, surrounding, working conditions, weather etc. on its own before submission of the bid.
- Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.
- Installation, Commissioning, Testing, Configuration, Training (if any - which ever is applicable as per scope of supply) is to be carried out by OEM / OEM Certified resource or OEM authorised Reseller.
- Buyer reserves the right to postpone schedule of material supply after finalisation of order by 6 months without any additional cost implication.
- Warranty period of the supplied products shall be 12 months from the date of final acceptance of goods or after completion of installation, commissioning & testing of goods (if included in the scope of supply), at consignee location. OEM Warranty certificates must be submitted by Successful Bidder at the time of delivery of Goods. The seller should guarantee the rectification of goods in case of any break down during the guarantee period. Seller should have well established Installation, Commissioning, Training, Troubleshooting and Maintenance Service group in INDIA for attending the after sales service. Details of Service Centres near consignee destinations are to be uploaded along with the bid.
- Timely Servicing / rectification of defects during warranty period: After having been notified of the defects / service requirement during warranty period, Seller has to complete the

required Service / Rectification within 02 days' time limit. If the Seller fails to complete service / rectification with defined time limit, a penalty of 0.5% of Unit Price of the product shall be charged as penalty for each week of delay from the seller. Seller can deposit the penalty with the Buyer directly else the Buyer shall have a right to recover all such penalty amount from the Performance Security (PBG). Cumulative Penalty cannot exceed more than 10% of the total contract value after which the Buyer shall have the right to get the service / rectification done from alternate sources at the risk and cost of the Seller besides forfeiture of PBG. Seller shall be liable to re-imburse the cost of such service / rectification to the Buyer.

- The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

- **Legal Jurisdiction:**

Disputes, if any, arising out of the bidder and its services shall be subjected to the Jurisdiction of Korba, State of Chhattisgarh.

- **Work Place/Delivery Location:**

CIPET: CSTS-Korba, Education Hub, Syahimudi, Post Gopalpur via Jamnipali, Korba - 495450 or any other place instructed by CIPET: CSTS Korba.

CIPET: CSTS, Korba reserves the right to cancel/reject any/all the tender without assigning any reason thereof, the final authority will be the Director & Head of CIPET: CSTS, Korba.

Scope of Work

The scope of work shall include the following.

- Scope of installation and Commissioning for wall mount AC.
- Mounting/Fitting of indoor and outdoor units at the respective locations after cutting the false ceiling/drilling holes into the roof, if required.
- Bidder should use proper method for making holes while installing the outdoor unit.
- Proper Wrapping, dressing, closing of holes by white cement and Laying of refrigerant piping and wires/cables connecting with indoor and outdoor units after drilling hole/holes in the wall.
- Bidder should consider the price of outdoor bracket for installation of outdoor unit.
- Bidder should provide extra electric wiring/25A MCB Protected Heavy Duty Combined Board with 16A Big Plug Top and copper pipe etc. for installation of indoor units and outdoor units. No Extra Cost will be paid by buyer for the installation of Air Conditioner.
- Connecting indoor and outdoor units using the standard Kit provided by the manufacturer.
- Expenses related to drilling, carpentry work fabrication and electrical etc. all are included in the bid.
- All engineering, equipment, labour and permits required to satisfactorily complete the work required by this Specification.
- Any other work related to but not specifically mentioned above, required for completion of the job as per the intent and scope of work.
- Connection of Air Conditioner with stabilizer (provided by buyer) to made.

Final acceptance and Handover-takeover:

Prior to final acceptance, the contractor shall provide complete operation and maintenance instruction manuals to CIPET, Korba along with all the above mentioned documents.

All aspects of system operation and maintenance shall be detailed. Checklists and procedures for maintenance, operations and procedures shall be provided to CIPET, Korba.

CIPET, Korba officials shall test and inspect the functioning of Air Conditioner and a joint report shall be prepared. In case of any observations from CIPET, Korba side, the same shall be conveyed to the bidder/supplier in writing and got attended to by the contractor to the satisfaction of the inspecting officials.

The entire system then shall be taken over by the CIPET, Korba and the defect liability period shall start from the same day.

Important Bid Instruction for Bidder/Supplier:

Technical Bid:

Bidder/Supplier should upload the Excel/PDF File of Technical Specification as per **Annexure -I** of Technical Specification in **Technical Stage Only**.

Financial Bid:

Bidder/Supplier should upload this Financial Bid as per **Annexure -II** given below in **Financial Stage Only** and attached the price breakup of each items as per **Annexure -I**.

Annexure-II				
Supply and Installation of "Supply, Installation & Commissioning of Air Conditioner" at CIPET, CSTS Korba				
FINANCIAL BID				
In response to tender enquiry cited above, we are pleased to enclose the following according to the specification mentioned in the Technical Bid as our financial bid for your kind consideration:				
Name of the Firm/ Proprietor				
S.No	Particulars	Make/Brand	Qty/Nos	Amount
1	Air Conditioner (2 Ton)	As per Annexure-A	26	
2	Air Conditioner (1.5 Ton)	As per Annexure-B	12	
3	Packing & Forwarding Chargers			
4	Transportation Charges (Including Loading/Unloading of Machines)			
5	Installation/Demo Charges			
6	Accessories Charges			
7	GST%			
	GRAND TOTAL			0.00
Amount In Words:(_____)				

Note: In case of discrepancy between unit price and total price, the unit price shall prevail. Price should be quoted exactly as per the format given above.

(Note: bidder should take a print on their official letter head on attending the Pre Bid Meet and upload the document seal and signed by of buyer and bidder on GeM portal)

Annexure -III

Pre Bid Interaction Form

To,

The Principal Director & Head

CIPET: CSTS-Korba,
Education Hub, Syahimudi,
Post Gopalpur via Jamnipali,
Korba - 495450, Chhattisgarh.

Subject - Supply, Installation & Commissioning of Air Conditioner at CIPET, Korba.

Dear Sir/Madam

1. I / We have examined the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the tender for the said works after having obtained the Tender document invited by you.
2. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
3. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the item rates quoted by me / us in the attached Schedule of Quantities in all respects as per the specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.
4. I/ We agree to pay all Government (Central and State) Taxes such as Sales Tax, Works Contract Tax, VAT, Excise Duty, GST etc. and other taxes prevailing from time to time and the rates quoted by me/us are inclusive of the same.
5. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever.
6. I / we hereby agree to abide by and fulfill all the Terms and Conditions and Provisions of the said Contract/Buyer ATC.

Bidders Details: -

Name of Firm/Company : _____

Address of Firm/Company : _____

Name & Contact Representative : _____

Name of Brand (to be quoted in Bid) : _____

Place:

Authorized Signatory & Seal
(Bidder)

Date:

Authorized Signatory & Seal
(CIPET, Korba)

(Shall be uploaded by the bidder on official letter head of bidder)

Annexure -IV

DECLARATION BY THE BIDDER

I/We(Name and Designation) have carefully read the terms and conditions of contract as contained in GeM Bid No. **GeM/2024/___/_____ Dt. ___/___/2024** and agree to abide by these terms. If, I/We fail to fulfill any of the terms and conditions of the contract, then CIPET: CSTS, Korba has the right to cancel the contract without any further correspondence and CIPET: CSTS, KORBA, has no financial liability.

I/We..... (Name and Designation) promise to pay the compensation or fine in case of such default.

(Signature of Bidder)

Name & Designation with Seal of the firm

Place: _____

Date: _____

(Shall be uploaded by the bidder on official letter head of bidder)

Annexure -V

SELF-DECLARATION – NO BLACKLISTING

(Date)

To,

The Principal Director & Head

CIPET: CSTS-Korba,
Education Hub, Syahimudi,
Post Gopalpur via Jamnipali,
Korba – 495450, Chhattisgarh.

Ref: Bid for Supply, Installation & Commissioning of Air Conditioner at CIPET Korba-Reg.

Dear Sir/Madam

In response to the GeM Bid No. **GeM/2024/___/_____ Dt. ___/___/2024** for Supply, Installation & Commissioning of Air Conditioner at CIPET, Korba.

I/ We..... hereby declare that presently our Company/Firm M/s._____ is not blacklisted/debarred and not declared ineligible for any reasons by any State Govt./ Central Govt./PSU/Autonomous Body on the date of Bid Submission.

I/We further declare that presently our Company/ firm is not having any Legal case/dispute pending in any court of laws against our Company/Firm/ its Executives etc. with any party.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

(Signature of Bidder)

Name & Designation with Seal of the firm

Place: _____

Date: _____

CONTRACT FORM

THIS AGREEMENT made theday of,20.....

Between;

- A. M/s. Central Institute of Petrochemicals Engineering & Technology (CIPET), Situated at "CIPET", Education Hub, Syahimudi, Post-Gopalpur, via Jamnipali, Korba - 495450, Chhattisgarh (**India**) (hereinafter known as "the Purchaser") of one part, and
- B. (Name of Supplier) of (City and Country of Supplier) hereinafter " the Supplier" of the other part:

WHEREAS the Purchaser is desirous that certain equipments and ancillary services should be provided by the Supplier, Viz., (Brief Description of Goods and Services) and has accepted a bid by the Supplier for the supply and services of those Goods and Services in the sum of (Contract Price in Words and Figures) (hereinafter "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the bid Form and Price schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) terms and Conditions Contract, ATC, Tender Document and Scope of Supply
 - (e) the Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects there in conformity in all respects with the provisions of the contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied/provided by the supplier are as under

S. No.	Brief Description of Goods & Services	Quantity to be supplied	Unit Price in INR	Delivery terms

Total Value: in INR

Delivery Schedule:

INWITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day, month and year first above written.

Signed, Sealed and delivered by the

Said..... (For the Purchaser)

in the presence of :.....

Signed , Sealed and delivery by the

Said..... (For the Supplier)

in the presence of :.....

Annexure-I

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY, KORBA

Name Of Work: Supply, Installation & Commissioning of Air Conditioner at CIPET CSTS, Korba

<u>Technical Details</u>		<u>To be filled in by the Bidder</u>
A	Enter Details and Upload Scanned Documents in GeM Portal	
SL. No.	Particulars	Enter the Details & Upload Documents
1	Name of the firm/agency	
2	Registered Office Address with PIN Code	
3	Communication Address with PIN Code	
4	Name of Proprietor/Partner/Director	
5	Mobile No.	
6	E-mail ID	
7	PAN (Permanent Account Number)	
8	GST Registration Certificate	
9	Registration Certificate if Any, with DPS/DGS&D/NSIC/MSME	
10	Bidder Should Submit Bid Specific MAF (Manufacturer's Authorization Form) from OEM with contact person name, designation, contact no and Email ID	
11	The bidder should attach Income Tax Return (ITR) for the period of F.Y. 2022-23, 2023-24, 2024-25	
12	Experience Certificate: the bidder should provide the work completion certificate of similar work in the recent/last 3 years (2021-22, 2022-23 & 2023-24)	
13	Technical Bid details documents and information (as per Annexure-I)	
14	Pre Bid Interaction Form (as per Annexure – III) on company letter head should be attached (mandatory)	
15	Self-Declaration Certificate (as per Annexure – IV & V) on company letter head should be attached	
16	Bidder Should Submit the catalogue datasheet of quoted product	

Technical Specification - Supply, Installation & Commissioning of Air Conditioner (2 Ton)					
A					
	Make / Manufacturer	Bidder to specify			
	Model	Bidder to specify			
SN	Items	Purchaser's Specification	Bidder's Specification	Deviation, if any	Justification
1	Type	Split			
2	Capacity	2 Ton			
3	Technology of air conditioner	Inverter AC			
4	Unit Mounting Arrangement	Indoor Unit - Wall Mount type			
5	Condenser Coil	100% Copper			
6	Condenser Fin Type	Anti-Corrosive			
7	BEE Star Label	Min 3 Star			
8	BEE Rating Year	2024			
9	Warranty	1 Year Warranty on Product, and 10 Years on Compressor			
10	Other Performance Features	Stabilizer Free Operation			
11	Installation with commissioning	1) Drilling of holes into a brick wall for taking out the pipes. 2) Fixing a hole sleeve & cap. 3) Fixing the indoor and outdoor unit. 4) Connecting indoor and outdoor units using the standard Kit provided by the manufacturer. 5) Wrapping the pipe with seasoning tap. 6) Bidder Should provide extra copper/ Electrical Cable as per requirement. 7) Bidder Should provide 25A MCB Protected Heavy Duty Combined Board with 16A Big Plug Top for Air Conditioner. 8) Bidder should seal/pack the drilled wall properly with white cement.			

Technical Specification - Supply, Installation & Commissioning of Air Conditioner (1.5 Ton)					
B					
	Make / Manufacturer	Bidder to specify			
	Model	Bidder to specify			
SN	Items	Purchaser's Specification	Bidder's Specification	Deviation, if any	Justification
1	Type	Split			
2	Capacity	1.5 Ton			
3	Technology of air conditioner	Inverter AC			
4	Unit Mounting Arrangement	Indoor Unit - Wall Mount type			
5	Condenser Coil	100% Copper			
6	Condenser Fin Type	Anti-Corrosive			
7	BEE Star Label	Min 3 Star			
8	BEE Rating Year	2024			
9	Warranty	1 Year Warranty on Product and 10 Years on Compressor			
10	Other Performance Features	Stabilizer Free Operation			
11	Installation with commissioning	1) Drilling of holes into a brick wall for taking out the pipes. 2) Fixing a hole sleeve & cap. 3) Fixing the indoor and outdoor unit. 4) Connecting indoor and outdoor units using the standard Kit provided by the manufacturer. 5) Wrapping the pipe with seasoning tap. 6) Bidder Should provide extra copper/ Electrical Cable as per requirement. 7) Bidder Should provide 25A MCB Protected Heavy Duty Combined Board with 16A Big Plug Top for Air Conditioner. 8) Bidder should seal/pack the drilled wall properly with white cement.			