

**Tender Document**

**For SUPPLY / INSTALLATION AND COMMISSIONING OF AIR CONDITIONERS  
AT  
CCIC CHENNAI SHOWROOM**

Ref No. CCIC/TENDER/2011-12

30.06.11

**Central Cottage Industries Corporation of India Ltd.  
672, Anna Salai, Temple Tower, Nandanam,  
Chennai- 600 035**

**Bid Schedule & Venue**

	<b>Activity Scheduled</b>	<b>Scheduled Date &amp; Time</b>
<b>1</b>	Date of commencement of Bid Document	30/06/2011
<b>2</b>	Submission of Technical & Financial Bid	Bids should be dropped in Tender box kept for the Purpose, by 11.07.2011 till 03.30 PM
<b>3</b>	Location of Tender Box	Reception of Central Cottage Industries Emporium, 672, Anna Salai, Nandanam, Temple Tower, Chennai- 600 035
<b>4</b>	Venue of Opening of Technical Bid	Office of AGM Central Cottage Industries Emporium, 672, Anna Salai, Nandanam, Temple Tower, Chennai- 600 035
<b>5</b>	Date & time of Opening of technical Bid	At 3.30 PM on the date in pt. No. 2

**Central Cottage Industries Corporation of India Ltd.  
672, Anna Salai, Temple Tower, Nandanam,  
Chennai- 600 035**

Ref: CCIC/TENDER/2011-12/

Date: 30.06.2011

**Tender For SUPPLY, INSTALLATION AND COMMISSIONING OF AIR  
CONDITIONERS**

CCIC invites Sealed Bids for supply, installation and commissioning of air conditioners\_for our showroom(s) in Chennai as per the configuration and terms and conditions listed in the enclosed Annexure.

The necessary Tender Documents are attached in the form of Annexure

**1. SUBMISSION OF BID**

The Bidding Process shall be in two parts, viz.

Part- I: Technical

Part- II: Financial Bid

Technical & Financial Bid is to be submitted on same date and time in different sealed envelopes super scribing “**TECHNICAL BID** For SUPPLY / INSTALLATION AND COMMISSIONING OF AIR CONDITIONERS” and “**FINANCIAL BID** For SUPPLY / INSTALLATION AND COMMISSIONING OF AIR CONDITIONERS” respectively.

*The bidder should take care in submitting the bid properly filled so that enclosed papers are not found loose. The bid document should be properly numbered and signed on each page by the authorized signatory of the company under company seal and submitted in a file in proper manner so that paper do not bulge out and tear during scrutiny.*

**1.1 Parts of Technical Bid**

**ANNEXURE - I** contains Terms & Conditions, Selection Criteria etc. The bidder should sign each page of this annexure.

**ANNEXURE – II** location where air-conditioners to be installed, commissioned in showroom.

**ANNEXURE – III** is a format of Technical Bid.

**ANNEXURE – IV** is a format of Financial Bid.

1.2 Above bids with all the relative annexure as detailed above should be dropped in tender box kept in Reception at CCIC OF INDIA LTD, 672, Anna Salai, Temple Tower, Nandanam, Chennai- 600 035 by the due date of Submission of Technical & Financial Bid as per Bid Schedule / Venue on Page No 1.

- 1.3 To ensure uniformity at the time of evaluation and finalization of offers the bidder should *strictly follow the format & procedure* indicated in the Annexure.

## **2. Earnest Money Deposit**

Technical bids should be accompanied by a Pay order / demand Draft of Rs.15,000.00 favouring “CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.” towards EMD. Technical bids not accompanied with the EMD, are liable to be rejected even if it is claimed that the EMD is enclosed to the Financial Bid. The EMD of unsuccessful bidders will be returned to them on completion of the tender process. The EMD of the successful bidder(s) shall be returned after timely delivery of the customized fixtures. No interest shall be paid on the EMD. If any of the selected bidders, refuses or is unable to execute the order, his EMD will be forfeited.

3. Scope of work: work as per Bill of quantities attached with Financial Bid.
4. The Technical bids will be examined by a Committee of CCIC which may call for clarifications / additional information from the vendors which must be furnished to the Committee within the time stipulated by the Committee.
5. Financial Bids of the vendors short-listed by the Committee will only be opened. The prices quoted in Financial bid should be Local Delivery at site inclusive of all taxes, duties, levies, VAT, transport, Entry Tax, Octroi, Transit Insurance, loading-unloading, installation charges etc. The rate should be firm and valid for 06 (six) months from the date of Tender Closing Date. No price escalation on any ground whatsoever will be entertained during the period of validity of the rates.

Yours Faithfully  
M Anantharaj  
AGM (CCIC, Chennai)

## ANNEXURE – I

### TENDER DOCUMENT FOR SUPPLY, INSTALLATION AND COMMISSIONING OF AIR CONDITIONERS TO CCIC SHOWROOM

#### TERMS & CONDITIONS OF THE TENDER

##### **1.GENERAL:**

- 1.1 The response to the present tender will be submitted by way of two stage bidding process. The technical details with the relevant information / documents / acceptance of all terms and conditions strictly as described in this tender document should be submitted. If short-listed, the Financial Bid of the vendor will be opened.
- 1.2 Tender should strictly conform to the specifications. Tenders not conforming to the specifications will be rejected summarily.
- 1.3 Any incomplete or ambiguous terms / conditions/quotes will disqualify the offer.
- 1.4 CCIC reserves the right to accept/reject any or all Bids without assigning any reasons therefore.
- 1.5 Any set of terms and conditions from the Vendors are not acceptable to CCIC.
- 1.6 CCIC reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.
- 1.7 The bids should be valid for 6 months and L1 vendor is bound to execute the orders placed at L1 rates during the currency of the tender.
- 1.8 CCIC reserves the right to impose and recover penalty from the vendors who violate the terms & conditions of the tender including refusal to execute the order placed on them for any reasons.
- 1.9 CCIC has the right to reject the work at site during final inspection though the work have already been inspected and cleared at testing stage by the CCIC's inspector.
- 1.10 No binding legal relationship will exist between any of the Respondents and CCIC until execution of a contractual agreement. Bids must remain valid and open for evaluation according to their terms for a period of at least six (6) months from the date/time of submission of Bids. Bids valid for less than 6 month are liable to reject.
- 1.11 The financial bids of vendor(s) who do not qualify in the technical bid, will not be opened/considered.
- 1.12 The vendor (if selected) shall supply new customized fixtures as per Annexure– III.

- 1.13 If required, any further clarification, please get in touch with the following officers of this Department within ten days of tender notification date, after which no such communication will be entertained:

Shri. M.Anantharaj Phone : 044 24330809 / 898 ; Mob:+91 98410 25349

## **2. INSTRUCTIONS TO THE VENDORS:**

- 2.1 NAME OF WORK: SUPPLY-INSTALLATION AND COMMISSIONING OF AIR CONDITIONERS TO CCIC SHOWROOM to CCIC OF INDIA LTD., Chennai Branch
- 2.2 Please read the terms & conditions governing the tender carefully.
- 2.3 Please fill in the relevant information in the blanks provided.
- 2.4 Please sign in full by the Authorised Signatory (ies) with Company Seal in all the relevant Annexure and return the complete set in sealed cover.
- 2.5 Sealed Envelop of Bids should be dropped in Tender Box kept in the Reception of Central Cottage Industries Emporium, 672, Anna Salai, Nandanam, Temple Tower, Chennai- 600 035. No advance copy of bid through Email/Fax or in any other form should be disclosed to any of the employee/consultant of CCIC.
- 2.6 No consideration will be given to a Bid received after the time stipulated above and no extension of time will be permitted for submission of Bid.
- 2.7 The vendor will submit his Bid after carefully examining the document/conditions and the items covered under the tender.
- 2.8 Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.
- 2.9 All prices quoted in Financial bid should be 'Local Delivery on Site' inclusive of all taxes, duties, levies, VAT, transport, Entry Tax, Octroi, Transit Insurance, loading / unloading, installation charges etc. CCIC will not issue certificates of any kind pertaining to tax exemptions.
- 2.10 During the validity period of tender quotes, any upward change in the exchange Rate / excise duty and customs duty are to be borne by the vendor. In the event of any downward revision of levies/duties etc., the same should be passed on to CCIC, notwithstanding what has been stated in the Bid or in the Letter of Intent etc.
- 2.11 No price escalation adjustment or any other escalation will be payable.
- 2.12 The vendor should arrange for requisite road permit wherever applicable. CCIC will Place orders on vendor's Chennai Office.

2.13 Canvassing in any form in connection with Bids is strictly prohibited and Bids submitted by vendors who resort to such practices are liable to be rejected.

2.14 ELIGIBILITY CRITERIA

S.No.	Criteria
A.	Experience of having successfully executed similar value order for product bided during last 3 years ending on 31.3.2011 at either of the following:
	Three similar completed works costing not less than Rs.2.00 lakhs each.
	Two similar completed works costing not less than Rs.3.00 lakhs each.
	One similar completed work costing not less than Rs.5.00 lakhs each.
B.	Average annual Turnover during last three years is above Rs.15.00 lakhs.

ACCEPTED THE ABOVE CONDITIONS  
SIGNATURE OF THE VENDOR WITH SEAL

### 3. CONDITIONS GOVERNING THE TENDER:

Signature: The authorized person(s) should sign the Tender Document and related Annexures only. A copy of the letter issued by competent authority authorizing the person(s) to sign on behalf of the company should be enclosed.

#### 4. Delivery:

- 4.1 The fixtures should be delivered within 30 days, from the date of placing the Purchase order. In case any vendor awarded the contract is unable to deliver equipment by the stipulated delivery date, CCIC will charge a **penalty of 1%** of order value for every day of delay, subject to a **maximum of 5%** of the order value or will cancel the purchase order. The amount of penalty so calculated shall be deducted at the time of making payment. In the event of cancellation of the order, the vendor shall not be entitled to any compensation and EMD will be forfeited. Time shall be the essence of the contract. **No Advance Payment will be released along with purchase order.**
- 4.2 CCIC reserves the full right to take any action as it deems fit in case the vendor does not make delivery by the stipulated delivery dates including forfeiture of Security Deposit held with CCIC.
5. **Quantities liable to vary:** The quantities are liable to alteration. It should be clearly understood that the contract is not a lump-sum contract. Payment shall be regulated on the actual quantities of supply made at the accepted rates.
6. **Vendor not to make any alteration in document:** No alterations, which are made, by the vendor in the specifications or probable quantities accompanying this notice shall be recognised, and if any such alterations are made, the Bid shall be invalid. Any Bid, which purports to alter, vary or omit any of the conditions herein, is liable to be rejected.

#### 7. Vendor to gather all information for/bear cost for submitting Bids:

- 7.1. The vendor must obtain for himself on his own responsibility and at his own expenses all the information necessary including risks, contingencies and other circumstances to enable him to prepare a proper Bid and to enter into a contract with CCIC.
  - 7.2. The vendor should also bear all the expenses in connection with the preparation and submission of his Bid.
  - 7.3. The vendor whose Bid is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.
8. Rates should be complete, adequate and cover all taxes, contingent costs including insurance. The Bid must be complete in itself, properly worked out to cover all the vendor's obligations under the contract and all matters and things necessary for the proper completion of the work, and the rates quoted therein must be correct and sufficient to cover the vendor's costs, overheads and profits etc, completely for the individual items of

work including cost for all necessary materials and labour, taxes, excise or any other such tax or duty levied by Govt., Central or State or Local Authority as on the date of submitting Bids, if and as applicable, insurance against loss or damage by fire, theft or other usual risks during transit, and till the work is completed at site and handed over to the CCIC in all respects according to the true meaning and intent of the contract.

9. **Quoted rates not subject to escalation:** The rates should not be subject to any escalation in prices of components, basic material, exchange rate, taxes, duties, railway/freight and the like, labour rates, Octroi etc.

10. The rate should be firm for a period of six months from the date of submission of bids.

**11. Rights of CCIC:**

11.1. CCIC does not bind itself to accept the lowest quote and reserves the right to reject any or all the quotes received, without assigning any reason therefor.

Warranty

11.2. While placing the Purchase Order, CCIC further reserves the right to delete or reduce any item without assigning any reason therefor.

**12. Assigning Work:** The work or any part of it should not be transferred, assigned or sub-let without the written consent of CCIC.

**13. Other agencies at work:** The vendor shall be required to co-operate and work in coordination with and afford reasonable facilities for such other agencies/specialists as are / may be employed by CCIC on other works / sub-works in connection with the project/scheme of which this work forms part and in this connection it shall be deemed that the vendor has prior to submitting the Bid inspected the premises and taken all circumstances into consideration.

**14. Acceptance Testing:**

14.1 Inspection/Acceptance test shall be carried out to the satisfaction of CCIC.

14.2 The Inspection/Acceptance Test shall be designed by CCIC and conducted by CCIC's officials to their satisfaction. The vendor shall provide/extend necessary assistance to CCIC in the conduct of the acceptance tests/inspection.

**15. Release of Shipment from the Check Post:** It is to be clearly understood that items shipped from factory, will be got cleared from any Check post by the vendor himself.

**16. PAYMENT TERMS:**

16.1 On delivery: 80 % of value of order after inspection.

On installation: 15 % of value of order

Balance 5% after warranty period of 12 months.

- 16.2 The vendor should submit the bills to the AGM (CCIC, Chennai showroom) office that have issued the relative Purchase Order. The payments will be processed and Payment will be made.
- 16.3 **DOCUME\_TS TO BE ENCLOSED:** Invoice(s) reflecting taxes and duties, delivery challan duly acknowledged by the consignee, packing slip, Installation Report covering all the items supplied and duly signed by the department evidencing satisfactory installation of the items supplied etc, **all in duplicate**. The Invoice and Delivery Challans should indicate the list of items. **A copy of the relative Purchase Order should also to be submitted along with your claim.**
17. **Transfer of Ownership:** Transfer of ownership of the property shall be effective as soon as the fixtures are delivered, checked, tested and accepted by CCIC.
18. **Insurance:** Vendor shall arrange for suitable transit insurance cover at no extra cost to CCIC, which will cover the period till the system is delivered as mentioned above in point no 8.
- 19. Warranty:**
- 19.1. The vendor/supplier shall warrant that the goods supplied under the contract is new, unused and incorporate all recent improvements in design and materials. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials.
- 19.2. All the items supplied under this tender should carry 6 months unconditional onsite comprehensive warranty.
- 19.3. Within the period of warranty/maintenance cover, CCIC shall have the right to shift the Fixtures to an alternate site of its choice, if required.
20. **Subcontracting /Assignment:** The vendor shall not, without the prior written consent of CCIC OF INDIA LTD., sub-contract or permit anyone other than the vendor's own personnel to perform any of the work, services or other performance required of the vendor.
21. All disputes and differences of any kind whatsoever arising out of or in connection with this purchase order shall be referred to arbitration. The arbitrator may be appointed by both the parties or in case of disagreement; each party may appoint an arbitrator and the decision of the arbitrator(s) shall be final. Such arbitration shall be governed by the provisions of the Indian Arbitration Act.

## **22. Force Majeure**

- 22.1 Notwithstanding the provisions mention in the document, the supplier shall not be liable for imposition of any such sanction so long the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.

- 22.2 For purposes of this clause, Force Majeure means an event beyond the control of the supplier and not involving the supplier's fault or negligence and which is not foreseeable. Such events may include, but are not restricted to, acts of the CCIC either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, and freight embargoes.
- 22.3 If a Force Majeure situation arises, the supplier shall promptly notify the CCIC in writing of such conditions and the cause thereof within twenty-one days of occurrence of such event. Unless otherwise directed by CCIC in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 22.4 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.
- 22.5 In case due to a Force Majeure event the purchaser is unable to fulfil its contractual commitment and responsibility, the purchaser will notify the supplier accordingly and subsequent actions taken on similar lines described in above subparagraphs.

**Central Cottage Industries Corporation of India Limited, Chennai – 600 035.**

**Tender for supply, installation and commissioning of air conditioners**

**TECHNICAL BID**

Sl	Particulars			
1.	Name of the firm			
2.	Address of the firm			
3.	Contact Person			
4.	Telephone Number	Office: _____ Shop : _____ Resi : _____ Mob: _____ Fax No: _____		
5.	Number of years of experience in the trade and details of manpower with age and qualification (Vendors may attach separate sheet for furnishing these details)			
6	Number of years of experience in the trade.			
7a.	Turnover (Rs. in lacs) Average annual Turnover during last three years is above Rs.15.00 lakhs.	2008-09..... 2009-10..... 2010-11.....		
7b	For supply, installation and commissioning of air conditioners (Nos. Costing)	2008-09	2009-10	2010-11
	(i) upto 2.00 lacs			
	ii) Rs.2.00 to 3.00lacs			
	(iii) Rs.3.00 to 5.00lacs			
	Attached proof of work completion Certificate.			
8.	TIN No.			
9.	PAN No.			
10.	Service Tax No.			

Date:

(Signature & Seal)

**Central Cottage Industries Corporation of India Limited, Chennai – 600 035.**

**FINANCIAL BID**

Sl	Description					
1.	Brand Name					
2.	Rate per machine	Sl	Configuration	Qty	Rate	Amt
		1	4.0TR Middle Static Ductable Air Conditioner	04 Nos		
		2	4.75TR Middle Static Ductable Air Conditioner	01 No		
		Sub Total				
		VAT(.....%)				
		Total				
3.	Minimum free piping length per machine					
4.	<b>CHARGES FOR ANCILLARIES AND INSTALLATION:</b>					
Sl	Anciliary Items	Rate	Qty	Unit	Amt	
1	Supply of Copper Piping Suction Line (Soft Drawn)					
2	Supply of Copper Piping Discharge Line (Soft Drawn)					
3	Supply of Copper Piping Suction Line (HARD Drawn)					
4	Supply of Copper Piping Discharge Line (HARD Drawn)					
5	Supply of Superlon Insulation					
6	Supply of Wiring with conducting					
7	Supply of Drain					
8	Supply of Insulation for Drain Pipe					
9	Hi-Tech Support					
10	3 inch PVC Pipe to cover the copper piping					
11	IDU/ODU INSTALLATION for Acs					
12	Odu Stand for Split Ac					
13	Rubber Pads & Ancillaries					
14	Scaffolding					
15	Cutting & Re-doing the False Ceiling with details					
16	Civil Works with details					
17	Electrical Fittings as may be required with details					
18	Extras required if any					
		Sub Total				
		VAT (.....%)				
		Total				
5.	Delivery Period					
6.	Warranty Period					
7.	Compressor Warranty					

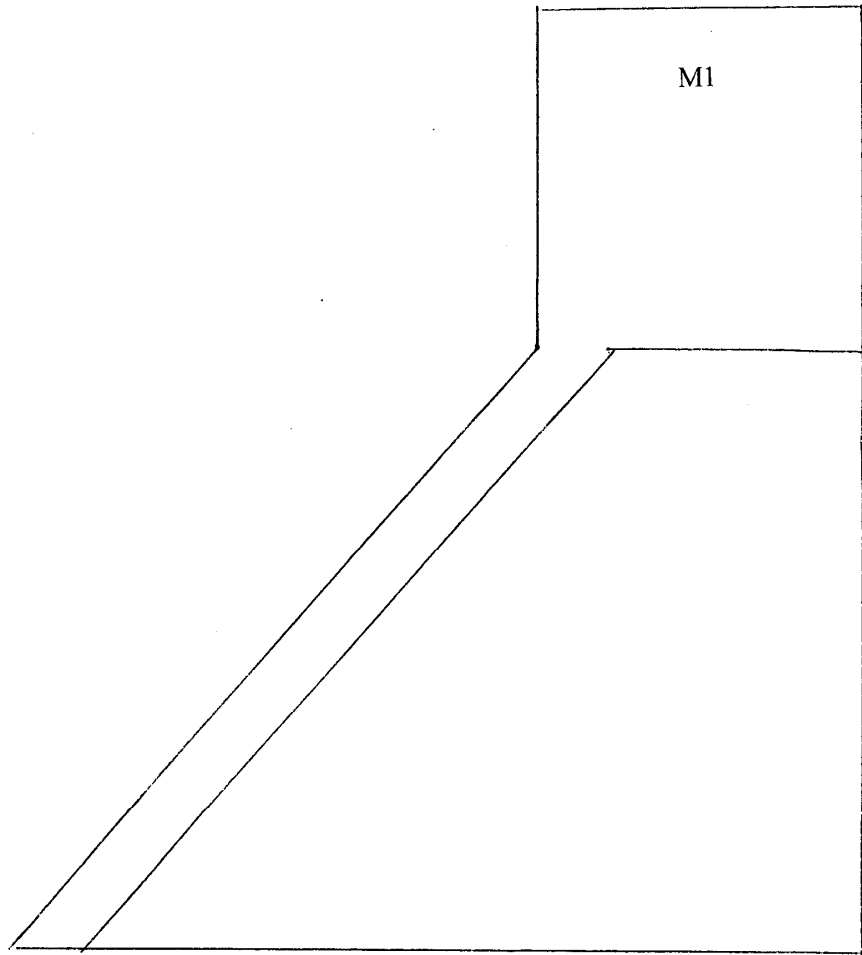
Date:

(Signature & Seal)

**FIRST FLOOR**

	TOILET				CASH	
M3						
W O O D	P O T T E R Y	S A R E E	D R E S S  F A B R I C S	B E D  S P R E A D S		D E L I V E R Y
M2		M5				
	M4					

**GROUND FLOOR / MEZZANINE FLOOR**



**Central Cottage Industries Corporation of India Limited, Chennai – 600 035.**

**BUY BACK**

Sl	Configuration	Qty	Rate	Amt
1	3.75 TR Ductable Split Units	08 Nos		