



**GOVERNMENT OF WEST BENGAL**

**OFFICE OF THE ADDITIONAL COMMISSIONER, COMMERCIAL TAXES  
SILIGURI ZONE, ASHRAM PARA, R. K. ROAD, SILIGURI-734001**

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**SHORT NOTICE INVITING TENDER / QUOTATION UNDER SEALED ENVELOPE**

Memo No.: 919 (CT(S))

Date:10.02.2015

**Title : Supply, installation, testing and commissioning of Water cooler-cum-purifier (inbuilt) in the Directorate of Commercial Taxes, Paribahan Nagar, Matigara, Siliguri.**

**NIT NO. : 01..... Dated: 10.02.2015**

**EMD: Nil**

**Tender Cost: Nil**

**Total Quantity: 08 (Eight) Nos.**

**Delivery Schedule: Full quantity within 30 days of placement of PO**

**DATE OF SUBMISSION & OPENING OF TENDER**

**Last date for submission of sealed tender at : 28/02/2015 at 1500 Hrs.  
The Office of the Additional Commissioner,  
Commercial Taxes, Siliguri Zone, Binapani  
Lodge, Ashrampara, Siliguri-734001**

**Date of opening the Tender (Technical Bid) : 28/02/2015 at 1530 Hrs.**

**Venue for opening of Tender : Office of the Additional  
Commissioner, Commercial  
Taxes, Siliguri Zone, Binapani  
Lodge, Ashrampara,  
Siliguri-734001**

**A. INSTRUCTIONS FOR TENDERER:**

1. The offer shall be submitted as per the instructions of tender document. Only one set of tender document duly signed by authorized representative of tenderer and signed & stamped on each page shall be submitted as detailed further. Tenderer should note specifically that all pages of tender document, including the NIT page for this particular tender shall be submitted by them (after signing/stamping on each page) as a part of their offer. Price shall not be mentioned by

them anywhere in the Technical portion of offer. Price shall be mentioned in the relevant price bid only and submitted in separate sealed envelope. In case of any clarification, bidder may contact this office.

2. No overwriting / correction in tender documents by tenderer shall be allowed. However, if correction is unavoidable, the same must be signed by authorized signatory.

3. Tender must be submitted in two parts, i.e., (i) Part-A, Technical Bid and (ii) Price Bid. The tenderer must submit their tenders in two separate sealed envelopes prominently super scribed as Part – A ‘Technical bid’ and Part-B ‘Price Bid’, and the NIT No. & due date on each of the envelope. These two separate envelopes shall together be kept in third envelope super scribed with NIT No. & due date of opening.

4. Technical bid should contain all the documents like, signed tender document having NIT page, Instructions for tenderer, Pre-qualifying requirement, General terms & conditions, all the annexure duly filled & signed by the tenderer.

5. Price Bid should contain only the “Part-B, Price Bid Format” after quoting the rates as specified in the price bid format.

6. Rates must be quoted in figures as well as in words.

7. On the date of opening of tender, only Technical Bid shall be opened.

8. Opening of Price bids will be done for the offers of only those tenderers, whose bids are found technically acceptable.

9. Tender documents are also available on Directorate of Commercial Taxes web site i.e. [www.wbcomtax.gov.com](http://www.wbcomtax.gov.com) and the same can be downloaded and used as tender document for submission of bids.

10. The department reserves the right to accept or reject any or all offer without assigning any reason thereof. Also the department shall not entertain any correspondence from bidders in this matter.

11. Techno-commercial bids will be opened on the due date and time as mentioned above, in the presence of tenderers or their representatives who would like to be present.

12. The tenderers or their representative may attend the opening of both the Bids (Part A & B).

#### **B. PRE- QUALIFYING REQUIREMENT:**

Each tender shall be accompanied by the following information/ documents with sufficient details to enable the purchaser to make an appraisal of the quality and suitability of the material offered.

1. The offers received from **manufacturers or their authorized distributors** shall only be considered. In case of authorized distributor of a manufacturer, the bidder shall submit a certificate issued from the manufacturer to certify that the bidder is an authorized distributor of the manufacturer.

2. Acceptance to supply the item as per the technical specification and at terms of tender by signing the full tender document.

3. Bidder should have VAT & TIN No. The copy of certificates in proof of same must be submitted.

4. Bidder shall specify manufacturer’s name, trademark and furnish illustrative leaflets, brochures, catalogues etc. giving technical particulars.

5. The equipment supplied and system installed i.e. the entire work shall be guaranteed against all types of defects for a period of one year from the date of handing over of the equipment to the department. Any defects found in the system/ sub-assemblies within the guarantee period shall be rectified/replaced by the supplier on free of cost. During this period,

servicing at monthly interval or earlier, as prescribed by the manufacturer and as mutually agreed to, shall be carried out on free of cost.

7. Tenderer shall also indicate the service facility available at the places of installation and technical set-up, the telephone number and address of their service centers.

8. The tenderer should impart training on free of cost to the department's Engineers/staff at the site of work for a period of one week on the system before handing over of the system to the department.

9. The tender shall be accompanied by leaflets/literatures giving complete technical and constructional details along with list of makes of components of the equipment offered. Tenderers are advised to visit the site of installations and acquaint themselves of the site conditions before tendering. Tenderers should be specific and offer comments only if their system differs from the Department's detailed specifications/features in any manner. A write up of working of the system as a whole and the individual components shall also be enclosed. The successful tenderer, on completion of the work, shall furnish installation report along with maintenance manuals.

10. On completion of installation, testing and commissioning, the equipment will be tested for establishing their performance vis-à-vis the accepted specifications.

11. Before dispatching the equipment to site, the equipment, may at the discretion of the department be tested by the department's Engineer at the manufacturer's works and then cleared for shipment. The cost of arrangements for conducting the tests if any shall be borne by the tenderer and shall be included in the quoted rates. This will however not in any way absolve the contractor of his responsibility about proper performance of the system/components after erection and commissioning at the designated site.

**C. TECHNICAL SPECIFICATIONS:** The Water cooler-cum-purifier (inbuilt) shall be as per following technical specification.

<u>Specification</u>	<u>Minimum Requirement</u>
Dimensions in mm (H x D x W)	700 x 430 x 460 or more
Operating Power Supply	230 ± 10% V AC, 50 Hz.
Running Current in Amps. (Max)	3.0 ± 10%
Power in Watts (Max)	550 ± 10%
UV Lamp Wattage	08 Watts
Rated Compressor Capacity	910 Kcal/hr+/-5%
Water cooling capacity	040 Ltr. / h
Water flow Rate	0.666LPM
Water Pressure	Minimum 0.4kg/cm <sup>2</sup> Maximum 2.0kg/cm <sup>2</sup>
Weight	40kg approx.
Max. Temp. Drop under Std. Test Condition	16.5.c
Water voltage range	180-260 volts
No. of Stages for Filter cum Purifier	03
Initial Lead Time for Cold Water	5 min
Refrigerant	R-22 (chclf <sub>2</sub> )
Purification technology	Ultraviolet

**D. EVALUATION CRITERIA:**

1. The criteria of evaluation of technical bids will be on the basis of documents submitted by the bidders. The technical bid shall only be opened. Date of opening of sealed Price Bid will be intimated, by post or e-mail separately to the Tenderers who qualify in the Technical bid. The decision of the department will be final in this regard. After opening of Price Bid, the order will be placed on over all L-1 bidder. Evaluation of bid will be done on total cost.

2. Breakup details of taxes, duties and other applicable charges for F.O.R. destination delivery should be mentioned specifically in the price bid, failing which the bidder will not be liable for payment of the same.
3. Price quoted should be inclusive of all the applicable charges, taxes and duties. However rates of Sale Tax/ VAT, Excise Duty and other statutory levies should be indicated separately. Variation in Excise Duty, Sale Tax/ VAT or any other statutory levies during contractual delivery period shall be to tenderer's account.
4. Quoted rates shall remain firm during the supply period except for variation in duties/ taxes as mentioned at Sl. No.-3 above. No price variation and escalation due to increase in labour / material cost will be allowed.
5. If any information/documents submitted by the contractor are found false/fake at any stage, the tender will be cancelled.

**Additional Commissioner,  
Commercial Taxes,  
Siliguri Zone , Siliguri**

**Part-A**

**Supply, installation, testing and commissioning of domestic Water cooler-cum-purifier (inbuilt) in the Directorate of Commercial Taxes, Siliguri**

**Annexure-I**

The following data is to be furnished by the firm for Water Purifiers-cum cooleras **Technical Bid format**

Sr.No	Specifications	Data to be furnished by the firm
01	Make	
02	Model	
03	Material of body	
04	Dimensions	
05	Net Weight	
06	U.V. Lamp rating (8 to 20 watts approx.)	
07	Power consumption of the unit	
08	Water flow rate (minimum 40 ltr. per hour approx.)	
09	Rated Compressor Capacity	
10	Water cooling capacity	
11	Water Pressure	
12	Weight	
13	Max. Temp. Drop under Std. Test Condition	
14	No. of Faucets	
15	No. of Stages for Filter cum Purifier	
16	Initial Lead time for cold water	

**(Signature & seal of the bidder)**

**Annexure-II**

**ESTATE OFFICE: Directorate of Commercial Taxes, Siliguri**

**NIT No.** .....

**Dated:** .....

**No Deviation Certificate**

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of this tender. We hereby undertake and confirm that we have understood the specifications properly and shall be supplied the material mentioned in this tender enquiry.

**(Signature & seal of the bidder)**

**Annexure-III**

**BIDDER'S DETAILS**

Name of the Supplier /Party/ Firm	
Name of Authorized Representative	
Mailing Address	
Phone/ Landline Nos.	
Mobile Nos.	
E-Mail Address	
Web Site Address ( If Any)	
Bank details, if for payment through NEFT/RTGS	Name of Bank: Branch: Account No.: IFSC No.: MICR No.:

**(Signature & seal of the bidder)**

**Annexure-IV**

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the bidder)

I / We .....  
Manufacturer / Partner(s)/ Authorized Distributor /agent of M/s ..... hereby declare that the firm/company namely M/s. .... has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

DEPONENT Name  
Address

Attested:

(Public Notary / Executive Magistrate)

**Part-B**

**Supply, installation, testing and commissioning of domestic Water cooler-cum-purifier (inbuilt) in the Directorate of Commercial Taxes, Siliguri**

The following is to be furnished by the firm for Water cooler-cum-purifier (inbuilt) as **Price Bid Format**

Sl.	Item(s)	Quantity	Unit Rate	Taxes %	Total Cost
1.	Water purifier cum Cooler	08 (Eight)			

- Note:**
1. Bidders are required to quote all the applicable charges **OR** clearly mention **N.A.** against the items which are not applicable.
  2. For the charges quoted in percentage, bidder must specify the price component on which it is chargeable.

**(Signature & seal of the bidder)**