

**INDIAN INSTITUTE OF TECHNOLOGY DELHI  
HAUZ KHAS, NEW DELHI-110016**

**Dated: 18/02/2014**

**Open Tender Notice No.**

Indian Institute of Technology Delhi invites online Bids (Technical bid and Commercial bid) from eligible and experienced OEM (Original Equipment Manufacturer) OR OEM Authorized Dealer for < supply of professional laundry equipments (Washer extractor) for setting up of Laundromat in the hostel required for IIT > with three years on site comprehensive warranty from the date of receipt of the material as per terms & conditions specified in the tender document, which is available on CPP Portal <https://eprocure.gov.in/eprocure/app>

<b>Scope of Work</b>	Supply of <b>professional laundry equipments (Washer extractor) for setting up of Laundromat in the hostel</b> required for IIT
<b>Earnest Money Deposit to be submitted</b>	<b>Rs. 20,000/-</b>

Tender Documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> .Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <https://eprocure.gov.in/eprocure/app> . The portal enrolment is free of cost. Bidders are advised to go through instructions provided at regarding 'Instructions for online Bid Submission '.

Tenderers can access tender documents on the website, fill them with all relevant information and submit the completed tender document online on the website <https://eprocure.gov.in/eprocure/app> as per the schedule given below:

## Schedule

Tender Reference No.	
Name of Organization	Indian Institute of Technology
Tender Type (Open/Limited/EOI/Auction/Single)	OPEN
Tender Category (Services/Goods/works)	Goods
Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/ Sell)	Supply
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Information Technology
Re-bid submission allowed (Yes/No)	YES
Is Offline Submission Allowed (Yes/No)	No
General Technical Evaluation Allowed (Yes/No)	No
Withdrawal Allowed (Yes/No)	Yes
Is Multi Currency Allowed	No (Only INR)
Payment Mode (Online/Offline)	Offline
Date of Issue/Publishing	18/02/2014 (15:00 Hrs)
Document Download/Sale Start Date	18/02/2014 (16:00 Hrs)
Document Download/Sale End Date	11/03/2014 (12:00 Hrs)
Clarification Start Date	-
Clarification End Date	-
Date for Pre-Bid Conference	-
Venue of Pre-Bid Conference	-
Last Date and Time for Uploading of Bids	11/03/2014 (3:00 P.M)
Date and Time of Opening of Technical Bids	11/03/2014 (4:00 P.M)
Tender Fee	-
No. of Covers (1/2/3/4)	2
Bid Validity days (180/120/90/60/30)	180 days
Address for Communication	Student Affairs Section, IIT Delhi.

**Chairman Purchase Committee**

**(Buyer Member)**

### **Instructions for Online Bid Submission:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the

secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

### **General Instructions to the Bidders**

- 1) The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app> . Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app> .

# **Tender Document**

# **INDIAN INSTITUTE OF TECHNOLOGY DELHI**

**Hauz Khas, New Delhi-110016**

Date: 18/02/2014

## **NOTICE INVITING QUOTATIONS**

1. Online Bids are invited for supply of **professional laundry equipments (Washer extractor)** for **setting up of Laundromat in the hostel** required for this institute as per list attached/given overleaf by **11/03/2014** till **03:00 PM**. The quotations will be opened at office of the Dean of Students, IIT Delhi at **4.00 P.M. on 11/03/2014**.
2. The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid in the given format i.e BOQ\_XXXX. The Technical bid and the financial bid should be submitted Online in 2 Envelope.
3. **THE RATES QUOTED SHOULD BE F.O.R. IIT Delhi** inclusive of all charges e.g. packing, forwarding local taxes, railway freight, transit insurance, for outside firms and free delivery at Institute stores in the case of local firms and should be quoted in the given format i.e BOQ\_XXXX. **The rates may also be quoted separately "Ex-Godown/F.O.R. dispatching station. In case of Ex-Godown rates, please mention your packing and forwarding charges. Where there is no mention regarding delivery period in the quotations or where the items are offered ex-stock, the firms will be required to supply goods within one month's time.**
4. IIT Delhi is exempted from paying custom duty under notification No.51/96 (partially or fully) and necessary "Custom Duty Exemption Certificate" can be issued after providing following information.
  - a. Shipping details i.e. Master Airway Bill No. and House Airway No. (if exists)
  - b. Forwarder details i.e. Name, Contact No., etc.Custom Duty Exemption Certificate will be issued to the shipment in the name of the Institute and Bills of Entry should be submitted to IIT Delhi later on.
5. Either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender. If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.
6. If the bidder is an authorized dealer of any manufacturer, the authorized Indian dealership certificate from the principles should be enclosed. Similarly, proprietary certificate for proprietary items should be provided (in the case of proprietary item)
7. **Quotations should preferably be given only for those articles which are available ex-stock. Other items should be quoted separately giving the delivery period. Rates of imported goods be quoted excluding custom duty as this institution is exempted from payment of custom duty. The rates of indigenous equipments may be quoted without Excise Duty as this institute is exempted from payment of Excise Duty.**
8. In case of any change in taxes and duties (by Central Government) due to change in tax structure, amendment etc shall be paid by the institute as extra on actual.

9. As far as possible, quotations should be given for goods of India manufacture and foreign goods, which are readily available. Foreign goods quoted and proposed to be supplied should be covered by normal import quota of the dealer. This institute is exempted from payment of custom duty.
10. Detailed specifications and "make" of each item should be clearly given supported by the illustrated pamphlets wherever possible. Quotations without specifying the make and other particulars may be rejected. The payment will be made after the goods have been received, opened, checked and found to be in order up to our entire satisfaction. The accessories included in the equipment should also be clearly mentioned.
11. Losses or damage in transit will be in to the account of the supplier in case of rates **F.O.R. IIT Delhi**. The supplier may, if he so desires, get the goods insured and include such charges in the tendered rate.
12. The payment for the ordered items would be made after the articles have been received and found in order. Normally payment shall be made through RTGS within 30 days of the receipt of goods.
13. Your rates should be valid at least for six months from the last date of receipt of quotations.
14. All legal proceedings, if necessity arises to institute may be any of the parties (Institute or Contractor/Supplier) shall have to be lodged in the courts situated at Delhi and not elsewhere.
15. The undersigned is not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason there of.
16. The quotations should preferably be sent duly typed.
17. (a) The Penalty Clause is as under :-

Should the tenderer fail to deliver the goods within the period specified in the tender form the purchasing officer may, at his discretion, allow an extension in time subject to recovery from the tenderer as agreed liquidated damages, and not by way of penalty, a sum equal to the percentage of the value of stores which the tenderer has failed to supply for period of delay as stated below:-

(i)	Delay up to one week	1%
(ii)	Delay exceeding one week but not exceeding two weeks	2%
(iii)	Delay exceeding two weeks but not exceeding one month	5%
(iv)	Delay exceeding one month	5% for each month and part there of subject to maximum 10%

- (b) In case of failure to supply the goods within the prescribed time and in accordance with the specifications give in the Quotations, the institute shall be free to cancel the order and make purchases from the next higher tenderer or from the open market as the case may be. In that case the loss sustained by the institute shall be recovered from the defaulting supplier, a Vendor will be liable up to a limit of his L1 value. The institute will be at liberty to recover the loss from the permanent earnest money/or any other pending claims of the supplier without prejudice to its general right to affect recovery from the supplier.
18. **Force Majeure:** Any delay due to Force Majeure will not be attributable to the bidder
19. **Arbitration Clause:** If the dispute cannot be settled by mutual discussions within the thirty (30) day period, either party may refer the matter to a panel of three arbitrators. Each party shall choose one arbitrator, both of



whom shall elect the third arbitrator who shall be the presiding arbitrator. The arbitration proceedings shall be held under the provisions of the Arbitration and Conciliation Act, 1996 or any of its subsequent amendments.

20. The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid in the given format i.e BOQ\_XXXX. The Technical bid and the financial bid should be submitted Online in 2 Envelope. and Earnest Money of Rs. 20,000/- in the form of Demand Draft from any Scheduled Bank, payable to “Registrar, IIT Delhi” has to be deposited. Physical DD shall be delivered at the Office of Student Affairs Section before the last date and time as mentioned in the schedule. A scanned copy of DD for EMD shall be uploaded along with E-Tender. The Quotations should be valid for 180 days from the due date.

The tender has to be submitted before the due date. The offers received after the due date and time will not be considered.

Online bids must be submitted **on or before due date and time i.e 3:00pm, 11/03/2014**. The online bids shall be opened on the same day in front of the committee and the vendors at **04:00pm, 11/03/2014**.

<p><b>Assistant Registrar, Student Affairs Section, Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016 Phone No. 011-26591747, 011-26591766</b></p>
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21. All the qualified and competent equipment suppliers are invited to quote for the following desired for IIT Delhi ‘Professional laundry equipments (Washer extractor)’. Earnest Money Deposit: Rs.20,000/- payable to “Registrar, IIT Delhi” payable at Delhi. Due Date of submission of Tender: 11/03/2014 at 03:00pm and the tenders shall be opened on the same day at 4:00pm.
22. Applicable TAX/VAT to be mentioned clearly.
23. Non-mentioning of VAT/TAX will amount to inclusive of all taxes.
24. Payments after satisfactory delivery and installation of material.
25. Bids received after the due date & time will be rejected. No relaxation will be allowed.
26. The products will be used for educational purposes. Any applicable academic institution discounts should be offered and stated clearly.
27. Successful vendor will have to submit 10% of the order value towards PBG for the duration warranty.
28. Authority of IIT Delhi reserves the right to reject any or all quotations without assigning any reasons.

## Bid Submission

**i. Online Bid Submission :**

The Online bids (complete in all respect) must be uploaded online in **Two** Envelops as explained below :-

<b>Envelope – 1</b> (Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1.	EMD	The scanned copy of Earnest money deposit instruments	.PDF
2.	Compliance	Compliance as Per Annexure-I	.PDF
3	Details of the Bidder	Details of the Bidder as Per Annexure-III	.PDF
4	Technical Brochure	Technical Brochure of the quoted Product	.PDF
5.	Literature	Literature about the specific service requirement, including its technical performance	.PDF
Envelope – 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price Bid To Be Uploaded in Excel sheet in given format BOQ_XXXX as Per Annexure-II	.XLS

**Asstt. Registrar (Student Affairs Section)**

## Indian Institute of Technology Delhi

### 1. Requirement of Professional laundry equipments (Washer extractor).

#### A. Professional Laundry Equipments ( Washer extractor) with the following features

		Compliance(Yes/No)
Technical Brochure of the quoted Product is attached		
Literature about the specific service requirement, including its technical performance sheet attached.		
S. No.	Feature required	Compliance(Yes/No)
<b>General Features</b>		
1.	Capacity: - 6 kg	
2.	Drum Volume – not more than 55 ltrs	
3.	Automatic Weighing System	
4.	Extraction – not less than 1250 rpm	
5.	G-factor - not less than 400	
6.	Extremely low water and energy consumption	
7.	Stainless and galvanized steel in all vital parts for high degree of rust protection	
8.	Power Connection: - not more than 5 KW	
9.	Single motor with variable frequency Inverter drive for various speeds for wash, distribution, low, normal, high spin extract.	
10.	3 years on sight warranty (Parts and labor) and AMC Price beyond 2 year should be mentioned separately.	
11.	Fully programmable microprocessor with step by step LED instructions for cycle advance, variable time signal, process modification & diagnostic checks.	
12.	Machine should be ISO 9001 & ISO 14001 certified	

S.No.	Feature required	Compliance(Yes/No)
1.	Operator for managing the Laundromat with the knowledge of operations for three years.	

Authorized Signatory.....

Name of the Organization.....

Seal of the Organization.....

**COMMERCIAL BID**

<b>Sr. No.</b>		
<b>1.</b>	<b>Unit Price</b>	
<b>2.</b>	<b>Percentage of discount</b>	
<b>3.</b>	<b>CST/VAT charged on</b>	
<b>4.</b>	<b>Custom duty</b>	
<b>5.</b>	<b>Excise duty</b>	
<b>6.</b>	<b>Total Amount</b>	
<b>7.</b>	<b>Delivery Period</b>	
<b>8.</b>	<b>Delivery of materials</b>	

**Authorized Signatory.....**

**Name of the Organization.....**

**Seal of the Organization.....**

**Details of the Bidder**

<b>Sr. No.</b>	<b>Bidder Details</b>	
<b>1.</b>	<b>Name &amp; Address of the bidder</b>	
<b>2.</b>	<b>Name &amp; Address of the Local Authorized Dealer/Distributor, (if any)</b>	
	<b>2.1 Phone</b>	
	<b>2.2 Fax</b>	
	<b>2.3 E-mail</b>	
	<b>2.4 Contact Person Name</b>	
	<b>2.5 Mobile No.</b>	
<b>3.</b>	<b>VAT/TIN No. of the Firm/Dealer (copy to be attached)</b>	
<b>4.</b>	<b>PAN No. of the Dealer (Copy to be attached)</b>	
<b>5.</b>	<b>No., Date &amp; Amount and issuing Bank of the DD/EMD</b>	

**Authorized Signatory.....**

**Name of the Organization.....**

**Seal of the Organization.....**