

DETAILED TENDER DOCUMENT

FOR

AIR CONDITIONERS

GOVERNMENT PRINTING PRESS

PANAJI – GOA

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**Government of Goa,
Department of Printing & Stationery,
Government Printing Press,
Panaji- Goa.**

No. 9/146/98-GPS/PART / 749

Dated: 13/09/2022

TENDER NOTICE
(E-tendering mode only)

The Director, Printing & Stationery, Government Printing Press Panaji-Goa, invites on behalf of the Governor of Goa on-line tenders under two bid system from manufacturers/suppliers for **supply of "AIR CONDITIONERS"** as detailed below. The detailed tender form can also be downloaded from the website <https://eprocure.goa.gov.in>

Sr. No	Type of Tender	EMD	Cost of Tender	Tender Processing Fee
1.	Supply of Air Conditioners	Rs.19,788/-	Rs.1000/-	Rs.3000/-

EMD: Rs. 19,788/-

Cost of Tender: Rs. 1000/-

Tender Processing fee: Rs. 3000/-

Tender Schedule:-

1. The last date of on-line submission of tender is **27/09/2022 at 3.00pm.**
2. The date and time of opening of on-line tender relating to Technical bid is **28/09/2022 at 3.00pm.**

4. Mode of Payment towards Tender Document Fee(TDF), eTender Processing Fee(TPF) & Earnest Money Deposit(EMD) to be paid online through e-Payment mode via :

i. National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement RTGS) / Tendered requires download pre-printed Challan towards credit of ITG available on e-tender website and make its payment through any of their Bank.

ii. Net Banking: Payment can be made through the Internet Banking of Any Bank.

Note: Any Payments made through NEFT/RTGS will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS should be made at least TWO BANK WORKING DAYS in advance before any due date and upload the scanned copy of challans in the e-Tender website as a token of payment.

5. The Director (P & S) reserves the right to accept or reject any or all the tenders Without assigning any reasons thereof.

Dated: -

SD/-
(Prasad G. Volvoikar)
Director
Printing and Stationery

PRINTING AND STATIONERY DEPARTMENT

PANAJI – GOA

TENDER/CATALOGUE DETAILS

1. Tender Notice	:	No. 9/146/98-GPS/PART/749
2. Date of Issue of Tender documents	:	13/09/2022
3. Last date of online submission of the Tender	:	27/09/2022 Upto 15:00 hrs
4. Date and time of opening of the Technical tender:		28/09/2022 At 15:00 hrs
5. Venue of opening tender	:	Govt. Printing Press, Panaji – Goa
6. Address for correspondence	:	Director, Printing and Stationery, Mahatma Gandhi Road, Near Azad Maidan, Panaji-Goa

SD/-
(Prasad G. Volvoikar)
Director
Printing and Stationery

TERMS AND CONDITIONS

Tenders are invited in a sealed cover by the Director, Printing & Stationery, Panaji duly superscribed Supply of “**Air Conditioners**” as indicated in the Annexure –I enclosed and as per the terms and conditions specified here- below. The last date for receipt of the Tender is upto 27/09/2022- and shall be opened on 28/09/2022 at 3.00pm.

GENERAL TERMS AND CONDITIONS

1. The Tender documents are not transferable.
2. The Tenderers should use Valid Class III Digital signature Certificate in order to participate in the e-tender.
3. The Director, Printing and Stationery has the right to reject all or any of the Tenders without assigning any reasons thereof.
4. The decision of the Director shall be final and binding on all matters relating to the meaning and interpretation of terms and conditions
5. Conditional and in-complete tenders shall not be accepted and shall be rejected.
6. Only English text shall be governing this Tender. Tender documents shall be filled in English language and all information be provided accordingly.
7. The Tender should contain all technical specifications and other requirements as per the tender specifications.
8. The Tender validity shall be at least for a period of three months from the date of its opening .
9. Necessary online training for the operation of the Air Conditioners shall have to be provided by the Suppliers free of cost for four officials of this Press at least for a week.
10. Scrubbing by eraser/ overwriting etc. on the tender papers shall be initialed by the Supplier failing which tenders are liable to be rejected.
11. **Tender Cost:** The cost of Tender documents is Rs. 1000/- (Rupees One Thousand only) is to be paid by way of e-payment.
12. Tender Processing Fee of Rs. 3000/- to be paid through e-payment mode only.
13. **Last Date:** The last date for submission of Tender documents duly filled in for submission on-line on the website shall be upto 27/09/2022 and the same shall be opened in the office of the director, Printing & Stationery on 28/09/2022 at 3.00pm.
The event of opening of Tender can be viewed on-line by the Tenderer/bidder by logging into e-tender site.
14. The Tender form duly filled in all respects in respect of Technical bid and Financial bid should be submitted on-line to the Department.
15. The evaluation of the tender shall be done in two parts viz. (1) Technical Bid/Qualifying Bid and (2) Financial Bid. The packet containing the

Technical bid will be opened first and only if the tenderer qualifies in the Technical Bid then the Financial bid shall be opened on-line and considered for final evaluation.

16. The Tenderer shall seal the Technical Bid envelope duly marked as **“TECHNICAL BID”**. All the documents including cost of tender should be in the Technical bid envelope.

(A) Technical Bid:-

The Technical bid shall contain the following documents invariably and Shall be earmarked as Envelope “A”:-

- (a) Technical Bid in Annexure II supported with all the relevant documents.**
- (b) Acceptance of terms and conditions.**
- (c) Scanned copy of EMD, Tender cost and E-Tender Processing fee.**
- (d) Self attested copies of Income Tax Returns of last three financial years**
- (e) Audited Copies of Balance sheet and Profit and Loss account of last three financial years self attested.**
- (f) Self Attested copies of GST Registration certificates.**

19. (B) Financial bid in Annexure III (Online Mode Only)

The Tenderer shall submit in the Financial Bid, the cost of Air Conditioners which is to be supplied as per the details given in Annexure-III.

NOTE: - Financial Bid shall be opened only for those suppliers who meet the technical qualification criteria. The designation and name of the person signing the tender papers must be specified wherever he/she signs.

N.B. In the case of Partnership firm, the signatory to the tenderer should be a Partner who is authorized to sign the same. Self Attested copy of Partnership Firm should be enclosed to the Tender Document in which the name of the Partner should be indicated. If a General Power of Attorney is issued to a Partner of the said Firm, then he is eligible to sign the Tender Papers but the firm shall be liable for all the acts singly and severally done by him on behalf of the said Partnership Firm.

In the case of a Company, the updated copy of the Memorandum and Articles of Association must be enclosed therewith indicating the latest Composition of Board of Directors. Further, a copy of the Board Resolution authorizing any other competent person to sign the tender paper be enclosed if the tender documents are not signed by the Director of the Company.

Necessary training should be imparted to the workers of this Press after installation and the working of the Air Conditioners must be monitored by the concerned engineer of the successful tenderer for at least 8 to 10 days.

20. **EMD :** EMD of Rs.19,788/- shall be furnished along with the technical bid made through on-line e-payment mode under e-tendering system. However, bids shall be considered only of those who meet the Technical criteria of the Air Conditioners. Financial bid opening process can be viewed by the Tenderers on-line on the stipulated date and time.
21. Scrubbing by eraser and any other changes by pen etc. should be initialed at the said place by the concerned person signing the tender.

22. In case of the supplied Air Conditioners, if do not conform to the specifications given in the supply order and to the specifications approved by the Department, shall be liable to be rejected. The decision of the Director, Printing and Stationery Shall be final in this regard.
23. In case the tenderer fails to deliver the ordered Air Conditioners within the prescribed time limit, the Director, Printing and Stationery reserves the right to cancel the relevant supply order and forfeit the security Deposit of the Tenderer in favor of the Government. In case the supplier commits breach of any of the terms and conditions of these presents, then without prejudice to any other remedies open to the Government, the full amount of the security deposit shall be forfeited in favour of the Government.
24. **Signing of Tender:** The tenderer should use the appropriate Digital signature certificate while participating in the e-tender.
25. **Specifications of the Air Conditoners:** Details of specifications of Air Conditioners to be quoted/supplied are given in Annexure - I
26. **Penalty:** If the Tenderer fails to supply the Air Conditioners in the given stipulated time i.e. within 30 days on issue of supply order then, he shall be liable to pay a fine of 1% per day of the quoted cost which will be recovered from the E.M.D. and for the delay beyond 60 days, the order shall be treated as automatically cancelled and the EMD shall be forfeited without intimation.
27. **Mode of Submission:** Tender should be addressed to the Director, Printing and Stationery, Panaji-Goa. The Tender should be sent in a sealed cover and should be sent by post.
28. **Opening of Technical Bid:** The Technical bid shall be submitted through Electronic mode only on website <https://eprocure.goa.gov.in> with all the supporting documents and shall be opened on 28/09/2022 in the presence of their representative , if any.
29. **AGREEMENT:** The Supplier shall have to execute an Agreement with the Government towards the supply of the Air Conditioners within seven days from the date of issue of supply order. Any dispute under this Agreement shall be subject to the jurisdiction of courts in Panaji-Goa.
30. **WARRANTY:** The warranty for any manufacturing defects and for satisfactory performance of the Air conditioners as indicated in the specifications should be provided for a period of at least three years from the date of installation and acceptance. The warranty period shall start after installation but from the date the Air Conditioners are tested and found to be satisfactory. The replacement of spare parts and the labour charges shall be free of cost during the warranty period.
31. **SECURITY:** The successful Tenderer shall have to furnish Security Deposit equivalent to 10% of the value of the order by way of Bank Guarantee valid for warranty period drawn in favor of the Director, Printing and Stationery, Panaji.
32. The Security deposit of the Tenderer shall be released after satisfactory performance of the Air Conditioners during the warranty period. In case of any breach of the terms and conditions of this contract and the supply/installation are not duly completed within the specified time limit, then the security deposit shall be forfeited to Govt. towards liquidated damages and compensations for the said breach.

33. **MODE OF SUPPLY:** The supply should be made within 30 days after issue of supply order and installations of the same shall have to be completed within 5 days from the date of supply. The payment for supply of Air Conditioners ordered and supplied shall be made after its inspection by the Technical committee of the Government Printing Press. No advance payment shall be effected and no payment shall be made unless the ordered Air conditioners is supplied with.
34. **MODE OF PAYMENT:** The payment shall be made after satisfactory installation and working of the Air Conditioners
35. **ARBITRATION:** All disputes between the parties arising out of the contract or in relation there to or regarding the interpretation of any clause thereof for the decision of which no express provision has been made, shall be referred to the sole arbitration of the Secretary of Printing and Stationery, Porvorim or a person nominated by him, on his behalf for a decision and his decision shall be final and binding on the parties.

SD/-
(Prasad G. Volvoikar)
Director
Printing and Stationery

I/We hereby agree to all above terms and conditions and agree to Supply the Air conditioners, if awarded as per the rates quoted in the financial bid.

Place: Panaji- Goa

Dated:

(Signature of Tenderer)

DOCUMENTS TO BE SUBMITTED ALONGWITH THE TENDERS

1. The Tenderer should be either manufacturer or their authorized dealers.
2. The Tenderer should be dealing in supply of Air Conditioners for at least 3 years.
3. List of organizations to whom such Air conditioners have been supplied is to be enclosed.
4. Self Attested copies of the valid Income Tax returns for three years and copy of GST Certificate must be enclosed with the tender documents.
5. The Tenderer shall have to submit catalogues giving full technical details of the Air Conditioners. The Party should also provide the manual for operation of the Air Conditioners.
6. Name, Phone No. and details of the local agency who will attend the complaint in case of requirement.
7. Scanned copy of EMD, Tender cost and E-tender Processing fee;
8. Self Attested Xerox copies of Supply Invoices of last three years.
9. Self Attested Xerox copies of Balance sheet and Profit and Loss account of the last three Financial years showing yearly turnover of Rs.10 lakhs and above.

DETAILS OF AIR ONDITIONERS

ANNEXURE-I

Sr. no.	Type of machine	Quantity
1.	Ductable AC	03 Nos.
2.	Mega high wall spilt AC	04 No.
3.	Providing Electrical Points and connections	N.A

ANNEXURE-II

TECHNICAL BID

(to be inserted into Envelope)

Supply of Air Conditioners

Sr. No.	Eligibility Conditions	Replies
1	Name of the Manufacturer/Authorized Dealer.	
2	Proprietorship/Partnership/Companies/Govt. Organization, Details be furnished	
3	Address with Phone Nos. , Fax, E-mail.etc.	
4	Whether manufacturer /agencies or their authorized dealers who are Suppliers of Air Conditioners (proof of documents to be attached).	
5	Self attested Xerox copies of 5 supply orders of such Air Conditioners supplied in last three years and list of organizations to whom such material have been supplied is to be enclosed.	
6	The Tenderer must have to attach catalogues giving full technical details of the Air Conditioners and manual for operation of the Air conditioners	
7	Make / brand of the Air Conditioners and technical specification of the same should be made known.	
8	Self Attested copies of valid Income tax clearance and GST certificate to be enclosed.	
9	Proof of turnover of last three financial years may be submitted.(Balance sheet, Manufacturing and Profit and Loss account)	
10	The manufacturing company/authorized dealer should also submit details of their joint venture with foreign companies if any.	
11	Name and detail of the local agency who shall attend the complaints or after sales service.	
12	Details of Comprehensive Air Conditioners Contract if any.	

ANNEXURE-III
FINANCIAL BID
(Online Mode Only)

Rates shall be quoted for Supply of Air conditioner

Sr. No.	Eligibility Conditions	Replies
1	Name of the Manufacturers/ Authorized dealers	
2	Details of brand of Air Conditioners to be supplied individually.	
3	The Price of Air Conditioners showing other charges such as excise duty, insurance, packing and forwarding, loading and unloading, installation, transportation, etc. The GST, if any, must also be disclosed separately.	

Rate quoted for supply of Air Conditioners rates shall be quoted in figure and words)

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E.M.D. of Rs. 19,788/- is enclosed.

(Note: Without EMD the bid will not be considered)