



# THE INSTITUTE OF CO-OPERATIVE MANAGEMENT FOR AGRICULTURE & RURAL DEVELOPMENT

Training Institute of The WBCARD Bank Ltd.  
Website: [www.icmard.org](http://www.icmard.org)



Block-14/2, C.I.T Scheme-VIII (M), Ultadanga, Kolkata-700067

Ph-033-23565522 (Principal)/23566522 (EPBX) • Email: [icmard.kol@gmail.com](mailto:icmard.kol@gmail.com) & [icmard.training@gmail.com](mailto:icmard.training@gmail.com)

NIT No. 2300/2022-2023/891

March 27, 2023

## **NOTICE INVITING e-TENDER**

Sealed Tenders are invited for supply & installation of **Window Air Conditioning Machines** at the 3<sup>rd</sup> Floor of ICMARD Building as specified in Annexure - I (Commercial Bid Format) from reputed Companies/Firms having sufficient experience and other credentials for successful completion of similar nature of assignment, preferably in Banking Sector or other Government / Semi Government Organizations **through online e-Tendering System portal <https://www.tenderwizard.com/eproc>**.

### **Schedule of activities and events -**

The details are as under-

<b>Tender Notice No.</b>	<b>2300/2022-2023/891</b>
<b>Date of issue of the Tender</b>	<b>27-03-2023</b>
<b>Last Date and time for submission of Complete Proposal: Technical Bid including Eligibility Criteria and Financial Bid</b>	<b>10-04-2023 up to 4.00 P.M.</b>

### **Brief Description of Assignment**

Supply & installation of **05[Five] Nos. of Voltas 5 Star Rated 1.5 tr (Inverter Type) Window Air Conditioning Machines** along with auxiliary works as specified in Annexure-I at the Office and Faculty Room of ICMARD.

### **Tender Fee & Earnest Money Deposit (EMD) for successful Bidder**

**Tender Fee- Rs. 1000/- and Earnest Money Deposit of Rs. 20000/- (Twenty Thousand) Only is to be deposited to the following Bank Account separately.**

**Name- INSTITUTE of COOP. MANAGEMENT FOR AGR.& RURAL DEV.**

**Account Number- 0820050002951**

**Bank Name- Punjab National Bank**

**Branch Name- VIP Road (Ultadanga)**

**IFSC-PUNB0082020**



**The UTR No has to be mentioned in the quotation. Quotation received without UTR No will not be considered as a valid quotation. Earnest money received from other unsuccessful tenders will be returned without interest on demand.**

### **Scope of Work:**

- The successful Bidder [hereinafter referred to as the Vendor] has to supply & install of the specified items at the office room and faculty room of ICMARD.
- The selected bidder also has to provide support services towards fixing of wooden frame and Aluminum shutter glass sliding window for installation of the Air-conditioning Machines.
- The quoted rate shall be inclusive of installation charges and all incidentals.
- Warranty Support should be provided directly by the Original Equipment Manufacturer (OEM).
- Vendor will be responsible to register the call to the OEM directly on behalf of ICMARD and also for monitoring the said Call. The Vendor will provide the Call Ticket Number to ICMARD.





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## Terms & Conditions-

### Eligibility Criteria for Participation in the Tender

1. The Bidder should be a Dealer/ Vendor Supplier Company of Air Conditioning Machines for last 10 years.
2. Bidder should be Profit making Company for consecutive last 3 years.
3. Bidder should have executed at least 1 similar project involving supply and installation of the said Air Conditioning Machines at any Govt. Organisation/ Govt. Deptt./Quasi-Govt. Deptt./ PSU/ Board/ Council or similar Organization in the last 2 Financial Years i.e. in 2021-2022 / 2022-2023.

### Tender Validity

1. The Tender shall be valid for a period of **45 days** from the last date of submission of Tenders or any extended date as indicated below;
2. All prices quoted must be firm and valid during bid validity period and extended periods, if any. All prices quoted shall not be affected by any escalation in prices of labour or materials, machineries, equipment etc. or in rupee exchange rate during the bid validity period whatsoever.

### Bidding Process

1. Both **Technical and Financial Bid** as per the prescribed format in **Annexure-I & II** respectively are to be submitted in Letter Head Pad of the Bidder addressed to Principal, ICMARD and in a **sealed envelope**.
2. **The sealed envelope** should be super scribed as "**Bid for supply & installation of AC Machines at the Office of ICMARD**". The name of the bidder should be mentioned on the envelope.
3. **The following documents are to be submitted with the Technical Bid as in Annexure-I.**
  - a. Brief Profile of the Company (not more than two pages) specifying year of establishment, Registration Number, License Number, Financial Profile, list of jobs done in Govt./ PSU/ renowned organisations, certificates/ recommendations etc.
  - b. Income Tax Return of Last 3 Financial Years
  - c. Copy of Registered Address proof
  - d. Copy of Trade License
  - e. Copy of valid dealership/authorization certificate issued by OEM
  - f. Copy of GSTIN, PAN/ TAN
  - g. Copy of Cancelled Cheque
4. The Financial Bid quoted as per **Annexure-II** should be inclusive of all taxes, levies, cost of freight, delivery and installation charges etc. ICMARD will not provide any delivery and Installation charges separately for the same.
5. Rate should be quoted in words as well as in figures as per the format in **Annexure- II**
6. No deviation from the specifications is allowed without prior consent of the authority.
7. The bidder may visit ICMARD before submitting the quotation for scrutiny of the site.
8. Supply and installation of the items shall be made within **30 (Thirty) days** from the date of written order.







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## Bid Evaluation Process:

### 1. Compliance Against Eligibility Criteria- Technical Bid as per Annexure-I

- i. Upon evaluation of the Technical Bid as in **Annexure-I** and all the supporting documents, The Tender Committee of the WBSCARD Bank Ltd./ ICMARD will decide whether the Bidder's response satisfies the stated eligibility criteria specified in the Tender Document.
- ii. Any shortcomings or deficiencies [including omissions & variations] will be recorded. If any Bid does not satisfy the eligibility criteria, it shall be rejected and cannot be made eligible by correction or amendment.

### 2. Examination of Short-listed Financial Bids- As per Annexure-II

- i. The Tender Committee will determine whether the Financial Bids (Annexure-II) opened, are complete, i.e. whether the Bidder has included all components as per the Tender Document. If not, the Bank may reject the Bid as non-responsive.
- ii. The Bids shall be compared for the complete Scope of Work as per the Price Proposal Schedule inclusive of all taxes and duties. The Price Schedule shall also have the indicative price break-up.
- iii. The authority do not bind themselves to accept the lowest Quotation & reserve the right to accept any Quotation and also reserve the right to reject any or all the Quotations received without assigning any reasons thereof.

## Other Terms & Conditions-

In case of any wrong and excess supply of materials/ items the vendor shall be liable to replace the items & take back the excess materials without any extra charges.

## Payment Terms

1. Payment will be released on completion of the assignment i.e. delivery & successful installation of the **5 Window AC Machines** at the Office and Faculty Room of ICMARD with Wooden Panel and Aluminum Glass Window sliding in good condition and against submission of Bills with specifications in duplicate along with applicable warranty.
2. **The vendor shall be liable for any damage of the items before supply the items to ICMARD and to replace the items in case of such incidents without any extra charge.**
3. The bidder must furnish the GSTIN and PAN/ TAN along with the Bank Account Details. Payment would be released after applicable Tax deductions on the billed value.
4. Payment would be released only in online mode through RTGS/ NEFT transfer.
5. **No advance payment would be made before the items are supplied to ICMARD.**

e-Tender Helpdesk : 9073677150 / 151 / 152 / 033 4604 6611 / 080-40482100 / 1800-3096630

## Service provider:

M/s. Antares Systems Limited,  
Registered Office: #24, Sudha Complex,  
3<sup>rd</sup> Stage, 4<sup>th</sup> Block, Bangalore - 560079,

Mr. Kushal Bose  
Mobile No.: +91 9674758719  
e-Mail: [kushal.b@antaressystems.com](mailto:kushal.b@antaressystems.com)



*Bink Das.*  
Principal,  
ICMARD



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**(Prescribed formats for submission of the bid. To be submitted in the office letter head of the company)**

**Ref. NIQ No.- 2300/2022-2023/891 dated March 27, 2023**

**Technical Bid for supply & installation of AC Machines at the Office of ICMARD**

## **Annexure-I**

A) Full Name & address of the vendor with credentials:-

B) Transaction Details-

Payment made towards	Amount	UTR No.	Transaction Reference No.	Date
Tender Fee	Rs. 1000/-			
Earnest Money Deposit	Rs. 20000/-			

C) Check List of the documents submitted.- (As stated in the para under "Bidding Process" above)

- Brief Profile of the Company (not more than two pages) specifying year of establishment, Registration Number, License Number, Financial Profile, list of jobs done in Govt./ PSU/ renowned organisations, certificates/ recommendations etc.
- Income Tax Return of Last 3 Financial Years
- Copy of Registered Address proof
- Copy of Trade License
- Copy of GSTIN, PAN/ TAN
- Copy of Cancelled Cheque
- Copy of valid dealership/authorization certificate issued by OEM







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## Financial Bid for supply & installation of AC Machines at the Office of ICMARD

### Annexure-II

#### A) Basis of Specification-

Ambient Condition: 100 F DB & 83 F WB (Summer), Inside Design Condition: 75±1 F (around 24° C) with RH around 60%, Assumption: Insulated false ceiling/ Under Deck False Ceiling, Glass exposed to sun to be covered with double coated Curtain, Floor- 3<sup>rd</sup> Floor of 10 storied building, Approx. Area (Sq. Ft) – Faculty Room- 400 Sq. Ft., Office Room- 623 Sq. Ft. (The vendor may visit the site before submission of the bid.)

#### B) Details of item-wise rates offered as stated below:-

Sl No.	Items and specifications	Qty	Unit Cost	Total Price inclusive of delivery and installation charge and other incidentals	Remarks
A	Voltas 5 Star Rated 1.5 tr (Inverter Type) Window Air Conditioning Machine Model No.-	5			
	Applicable GST @				
	Total Amount including GST				
B	<b>Auxiliary Works-</b>				
	Supply and Fixing of Wooden frame with plywood boxing for installation of the AC Machines	5			
	Supply and installation of Aluminum Sliding Window with dark glass below the AC machines at Faculty Room	2			
	Supply and installation of Aluminum Sliding Window with dark glass below the AC machines at office of ICMARD below the AC machines	3			
	Total Amount				
	Applicable GST @				
	Total amount including GST				
Grand Total (A + B)					
In Words (Rupees				) Only	

Date

Signature of the bidder with seal

