



BERHAMPUR MUNICIPAL CORPORATION

QUOTATION CALL NOTICE

No. 12252

Dtd. 08/09/23

Commissioner, Berhampur Municipal Corporation (BeMC) invites sealed quotations in prescribed format from the Reputed original water cooler manufacturer (OEMs) or their authorized distributors for supply and installation of 08 Nos. Water coolers to be installed in SBR Govt. (AUTO) Women's College Berhampur.

The quotation documents will be available in the website www.berhampur.gov.in with effect from 3.00pm on dt 11.09.23 to 5.00pm on Dt 21.09.23. The quotationer(s) who wish to participate in the quotation process can download the quotation documents from the above website and shall submit their quotation superscripted as "Quotation for Water Coolers" addressed to Commissioner, Berhampur Municipal Corporation complete in all respect, supported with required documents.

The quotation in sealed envelope must be delivered in the office of the Commissioner, BeMC on or before 5.00pm on dt 21.09.23 through registered post/speed post in the address mentioned in the quotation documents. The quotationers can deposit their quotation in the single window system located in the office premises of BeMC on or before the stipulated time..

The undersigned reserves the Right to Reject any or the entire quotation(s) without assigning any reason thereof.


Commissioner

Berhampur Municipal Corporation

INSTRUCTIONS FOR SUBMITTING QUOTATION:

1. ELIGIBILITY CRITERIA: For the purpose of this QCN, bidders must be either an OEM/authorized dealer of OEM in the field of manufacturing of Water Cooler with RO and Water Cooler with Purifier or authorized representative /firm by the OEM.

2. EOI FEE: The Quotation should be accompanied with an EMD of Rs 5000/- (Rupees |Five Thousand Only) as a Demand Draft / Pay Order payable at Berhampur in favour of Commissioner, Berhampur Municipal Corporation. Any QCN document without the EMD shall be summarily rejected. The EMD will be returned to firms after completion of selection process. The Earnest Money will be forfeited on account of one or more of the following reasons:

- Bidder fails to submit its demo on stipulated date & time.
- Bidder withdraws the proposal during the validity period specified in QCN.
- Bidder does not respond to requests for clarification or fails to provide required information during the evaluation process

3. VALID QUOTATION DOCUMENT: (a) The Quotation Documents as Downloaded from the website www.berhampur.gov.in must be supported with Demand Draft or Pay order for Rs. 2360 /- (including 18% GST) & non refundable drawn in favour of commissioner, BeMC from any nationalised or scheduled commercial bank payable at Berhampur towards cost of quotation document. Document Fee / Processing -Fee along with technical Bid Document Failing which the Quotation of the Quotation will not be considered for its evaluation

b. Any interlineations, erasures, over-writing, alterations, additions, etc. will disqualify the Quotation unless such interlineations, erasures, over-writing, alterations, additions, etc are legibly attested and signed by the party.

c. That the document (all pages) must be signed by an authorized signatory of the bidder/consortium.

d. The Bidder is expected to carefully examine all the instructions, guidelines, terms and conditions and formats of the Quotation Failure to furnish all the necessary information as required or submission of a proposal not substantially responsive to all the requirements of the Quotation shall be at Bidder's own risk and may be liable for rejection.

e. No bidder is allowed to modify, substitute, or withdraw the Proposal after its submission if Bidders shall submit their Proposals by on or before the last date and time for receipt of proposals mentioned in the Quotation documents.

4. CONTENTS OF QUOTATION DOCUMENT: Quotation shall be deposited in a sealed cover super scribed by "Supply of Water Cooler" with the name / address of the bidder

to ensure that the documents are returned at correct addresses for unsuccessful bids. It must consist of the following components duly indexed:

- a. Section A Cover letter with Demand Draft/ Pay Order towards Quotation Fee / EMD amounts mentioned in the Quotation documents as well as all pages of this Quotation document.
- b. Section B All registration documents / other related documents as applicable and authorization letter for person signing the Quotation document as per format mentioned in Quotation.
- c. Section C - Technical Response to the Scope of Work as per the Quotation document.
- d. The bidder must submit an affidavit on stamp paper of Rs. 10/- (duly notarized and signed by the authorized signatory) containing the details/technical specification etc. of their product alongwith its Model No.

5. SUBMISSION PROCEDURE: The duly filled Quotation should either be submitted in the single window of BeMC located inside the office premises of BeMC or sent by registered post/Speed post (which shall be valid only if received before the due date and time as mentioned in the bid documents.

a. EOI form should be clearly filled in ink/duly typed giving full name and address of the party and in English Language only. All correspondences and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English.

6. REJECTION OF BIDS: That BeMC reserves the right to reject any/all bids without assigning any reason thereof and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision. The BeMC may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder, if the Bidder has:

- a. Made misleading or false representations in the Quotation reply or documents in support of mandatory criteria
- b. Submitted proposal that is not accompanied by required a documentation or is non-responsive. In the absence of any document as required, the concerned party shall be considered as not eligible and in that eventuality their Quotation shall not be considered.
- c. Failed to provide clarifications related thereto, when sought;
- d. Any delay in receipt of Quotation documents through post courier shall render the Quotation invalid. Telegraphic/fax/ e-mail Quotation etc shall be summarily rejected.
- e. Information relating to the examination, clarification and comparison of the Proposals shall not be disclosed to any bidder or any other persons not officially concerned with such process until the selection process is over. The undue use by any Bidder of confidential information related to the process may result in rejection of their bid.
- f. Any superfluous documents/ document not related to the mandatory "Criteria shall result in summary rejection of bids. All participating bidders are clearly instructed to

attach only those documents which are relevant to the scope of work mandatory criteria as specified in the Quotation document and not any other work.

g. Any bid document containing news clips shall be summarily rejected.

h. Submission of any documents about projects not related to work experience as outlined above shall result in summary rejection of the bids

i. Any bidder found indulging in malicious campaign or disinformation Campaign against any official of the Municipal Corporation or any other bidders either directly or through third parties, at any time during the post Quotation publishing date, shall be liable for rejection of bids and other legal actions as per law. Such bidders may also be blacklisted by the Berhampur Municipal Corporation.

7. OPENING OF QUOTATION: Quotation shall be opened in the presence of intending bidders/their representatives, who may like to be present at that time. In case Quotation opening date is declared HOLIDAY, Quotation shall be received and opened on next working day at the same time specified in the Quotation Notice.

8. VALIDITY OF OFFERS: Proposals shall remain valid for a period of 90 days from the date of opening of the technical bid.

9. DISPUTES: In case of disputes, only Local Courts in Berhampur shall have jurisdiction or through Arbitration as per Indian Laws. The Parties shall endeavour to settle by mutual conciliation any claim, dispute, or controversy ("Distearising out of, or in relation to this project. Any Dispute shall be finally settled in accordance with the Arbitration and Conciliation Act, 1996. Such arbitration proceedings shall be conducted in Delhi. The arbitration proceedings shall be conducted in the English language. That all disputes related to the project should be settled through legal civil procedure and arbitration only.

10. UNDERTAKING: I/we have gone through the Quotation documents and accepted all the terms and condition of the Quotation and bound by the conditions given in the document as well as scope of work. That we agree that any Quotation may be rejected if the Quotation award committee feels that the response to Quotation is not qualified enough to execute the project on the ground.

11. CRITICAL DATES: The critical dates relating to the aforesaid Quotation call notice as follows

- Date and of Availability of Quotation: From 3.00PM on Date 11.09.2023 to 5.00PM on Dt. 21.09.2023.
- Last Date of Submission of EOI: Up to 5.00PM on Dt: 21.09.23
- Date and Time of Opening of Technical BID: At 11.00AM on Dt: 22.09.2023

12.SPECIFICATION OF WATER-COOLERS:

(a)Basic Requirement: A Water Cooler of reputed manufacturer is required for providing safe and hygienic drinking water for the students inmates of SBR GOVT (AUTO) Women's College Berhampur. It shall have the following broad specifications.

1. Water Cooler: Features

Sl No.	Features	Requirements
1	Water cooling capacity Storage Capacity	40Ltr. /Hour
2	Storage Capacity	80Hrs.
3	Material for all panel bodies and tank	Stainless Steel
4	Refrigerant	R-22 or similar eco friendly refrigerant
5	Compressor	Energy efficient Hermetically sealed Compressor with suction gas cooled equipped with over load protector Relay and other accessories.
5	Option	Switch option for selection between chilled and room temperature water

Vendor has to specify in the quotation (1) No. of faucets, (2) The water outlet temperature. (at 40°C inlet temperature). At 40° C inlet temperature. Water Purifier: Features.

(b)Warranty and Guarantee: One year on site comprehensive warranty and guarantee from the date of successful installation and commissioning. The compressor shall be covered under one year warranty. All parts (consumable as well as non-consumable) shall be covered under this comprehensive onsite warranty. For problem of minor nature any water cooler should be repaired within 48 hours from the date and time of complaint received by the user. But if any water cooler is found defective or non operative in its components and features, then the machines/ components should be replaced (with from the user. This is applicable from the date of installation to the tenure. of the warranty/guarantee same technical specifications or higher) within 72 hours from the date and time of initial complaint period.

The service must be given by the authorised service point of the manufacturer. The authorized Service point must be located within 100 Km.

13.Acceptance of Tender: The Authority of Berhampur Municipal Corporation does not bind itself to accept the lowest tender and reserves the right to reject any or the entire tender received without assigning any reason thereof.

14.Extra Features: If the bidder provides any other extra features on the machine which are not mentioned in the specifications (which otherwise comes as a composite

package), over and above the requirement, then that should be highlighted in clear terms, with documentary evidence/literature.

15.Service: As stated earlier, the OEM should ensure static upkeep of the water cooler machines either themselves or through their Authorised Distributors/Service & Maintenance Partners so as to respond any complaint on the same business day and any machine must not be down for more than 48 (forty eight) hours.

16.Installation and Commissioning: Free of cost at BeMC. The vendor must ensure timely installation of the Water Coolers with necessary support to the Principal SBR GOVT. (AUTO) Women's College Berhampur.

17.Validity: The rates quoted shall be treated valid for at least 90 days from opening of the price-bid and subsequently for a period of six-months once the purchase order is placed. The OEM/Authorised Distributor should have a valid license for electrical and civil installation of the Water Cooler machines as per CPWD/Government codes and rules in practice. The Insuse will not be held responsible for any untoward incident or situation arising out of force majeure for the Service Engineer or OEMs maintenance team.

18.Quality Supply: The OEM should be an ISO 9001:2000 and ISO-14000 certified organization and provide star rated energy efficient and environmental friendly machines, certified by the Bureau of Energy and such other quality certification and reliability test reports assign vogue

19.Bidders should enclose the following documents.

(a) Legal status (i.e, Proprietor/HUF/AOP/Firm/Company etc.). (an established manufacturer or its Authorised Distributor/Dealer or Indian Agent (on behalf of foreign principle), having capability and experience, as per mandate scope of the firm)].

(b) Proof of supply of similar quantity of stores (minimum three supplies)

(c) ISO Certification, and applicable quality check/assurance.

(d) Current Income Tax & Sales Tax return (LFY) or clearance certificate.

(e) PAN and TIN Number, CST/ VAT, Excise & Service Tax Registration Number.

(f) Copy of printed product literature, for which the price have been quoted. Copy of star ratings. energy and environmental grading, reliability and mandatory endurance test reports etc .conducted at the manufacturer site or certificates granted by the bureaus/quality control department

(g) Signed copy of the tender document, with company seal, agreeing to the terms and conditions

(h) A write up on installation, service and maintenance capability, mitigation of risk or breakdown and replacement capability, with an escalation support matrix requested for the Institute. OEM Vendors must indicate their sales and support service centre in Berhampur trapper and their plan to address issues about services.


Commissioner

Berhampur Municipal Corporation

Date:

To,
The Commissioner,
Berhampur Municipal Corporation

SUB: Submission of Quotation or Supply of water Purifier.

Sir,

1. We, the undersigned, having carefully examined the referred Quotation document to participate in the same, in full conformity with the said Quotation and all the terms and conditions thereof.
2. We agree to abide by this Proposal, consisting of this letter, our Pre- qualification, Technical and Commercial Proposals, for a period of 90 days from the date fixed for submission of Proposals as stipulated in the Quotation & modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
3. We understand you are not bound to accept any proposal you receive, not to give reason for rejection of any proposal and that you will not defray any expenses incurred by us in bidding.
4. We have enclosed towards EMD a Bankers Cheque/ Demand Draft No. dated drawn on..... for Rs _____/- (Rupees _____ Only) that has been enclosed with this letter.
5. That the Quotation documents dated Vide no.were Downloaded from the website www.berampur.gov.in and we have attached a Demand Draft /Bankers Cheque for Rs.2360/-(Rupees. Two Thousand Three Hundred Sixty only) Towards Quotation Document/Processing Fees Vide DD No. / Pay order No..... drawn on commissioner, BeMC issued by.....
6. That Sri.....working in the capacity of..... on behalf of our Company / Consortium is hereby authorized to sign all Quotation documents.

Signature

Name Designation

BILL OF QUANTITIES**NAME OF THE WORK: SUPPLY AND INSTALLATION 90F WATER COOLER AT SBR GOVT. (AUTO)
WOMEN'S COLLEGE BERHAMPUR**

- 1 NAME OF THE BIDDER/QUOTATIONER
- 2 CORRESPONDENCE ADDRESS
- 3 CONTACT MOBILE NO & EMAIL ID
- 4 NAME OF PERSON(S) TO BE CONTACTED FOR CLRAFICATION
- 5 PAN NO
- 6 GST REGISTRATION NO

SL NO	PARTICULARS	QNTY	UNIT	RATES QUATED	
				IN FIGURES	IN WORDS
1(a.)	Water cooler with fully stainless steel body with storage capacity :80Ltr. Cooling capacity :40Ltr. Per Hour with two nos. Taps (1) Cold & (1) Normal of any reputed make.	8Nos	Each		
(b.)	Ultra Violet Purifier for the above water purifier.	8Nos	Each		
2	Labour charges for installation of the Water Cooler.	8Nos	Each		

NB: The Rates Quated should be inclusive of all taxes, Chages etc complete Excluding GST as applicable.

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