



# Indian Institute of Science Education and Research Kolkata

Mohanpur Campus, Mohanpur-741252

Dist. Nadia, West Bengal

## **NOTICE INVITING TENDER**

Director, Indian Institute of Science Education and Research Kolkata, Mohanpur campus, Mohanpur 741252, Nadia invites sealed tender in two parts for below mentioned work from eligible contactors.

<b>Name of work</b>	Supply, Installation, Testing and Commissioning of actuator based damper with controlling unit for supply air duct at AAC room no.017 of IISER Kolkata Main Campus.	
<b>NIT No.</b>	<b>IISER-K/IWD/Elect./Act.damper/21-22/14</b>	<b>Date:18-10-2021</b>
<b>Mode of Submission of Bids</b>	Bidding documents can directly be downloaded from institute website <a href="https://www.iiserkol.ac.in/web/en/announcements/tender">https://www.iiserkol.ac.in/web/en/announcements/tender</a> The Bidder should deposit the cost of tender paper through NEFT/RTGS in the bank account number given below and obtain acknowledgment of the transactions. Self signed copy of these acknowledgments should be submitted with the tender.	
<b>Important Dates</b>		
<b>Publishing Date</b>	18.10.2021	After 15:00 Hrs
<b>Bid Submission Start Date</b>	18.10.2021	After 15:00 Hrs
<b>Bid Submission End Date</b>	01.11.2021	Up to: 15:00 Hrs
<b>Bid Opening Date</b>	02.11.2021	11:00 Hrs
<b>EMD</b>	<b>N.A. (As per the office memorandum no.F.9/4/2020-PPD dated 12.11.2020 from department of expenditure under ministry of finance, EMD is exempted and the contractor should submit the declaration letter shown in annexure-I).</b>	
<b>Cost of BID Document</b>	<b>Rs.500/-</b>	
<b>Bank Account Details of the Institute</b>	<b>NAME OF THE ACCOUNT HOLDER: IISER KOLKATA ACCOUNT NUMBER: 089301000011530 IFS CODE OF THE BRANCH: IOBA0000893 BANK NAME: INDIAN OVERSEAS BANK, SALT LAKE BRANCH</b>	
<b>Place of opening of Bids</b>	Institute Works Department, Prefab Building (Block C), IISER-Kolkata, Mohanpur Campus, Nadia.	
<b>Contact Details</b>	For technical clarification/help regarding submission of the tender please contact to IWD office, Prefab C03, Mohanpur campus, Mohanpur-741252, <b>Tel: 033-61360000 (Extn. 1184)</b>	

**Superintendent Engineer (IWD)**  
**(For and on behalf of Director IISER Kolkata)**



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## Eligibility:

1. The bidder should have executed one similar type of work value not less than 1.1 lakh or two similar works value not less than 0.7 lakh or three similar works value not less than 0.6 in last three financial years. The bidder should have completed such type of work in any Govt. /Reputed organization.
2. Bidder must have a turnover of minimum of Rs. 0.4 lakh continuously in the last 03 preceding audited financial years (i.e. 2020-21, 2019-20, and 2018-19). Bidder must submit the documentary proof in the form of Audited Profit & Loss Account and Balance Sheets duly certified by chartered accountant.

**Similar works:** "Similar works" means the vendor should have experience of HVAC ducting works and installation of damper, grill, diffuser etc. including actuator and related electrical works.

## Documents:

1. Tender paper in complete shape signed in all the pages with the filled in item rate should be submitted along with the competitive and justified rate with specification & makes including all relevant documents like copies of **Registration certificate, PAN no. , GST Registration, Trade License, IT Return for last three financial year, work experience certificate** etc., in a sealed cover addressed to the undersigned super scribing the name of work so as to reach within **01.11.2021 up to 15:00 hrs** positively. Late submission or any postal delay will not be accepted.
2. The vendor should have the local office in Kolkata or vicinity of Kolkata.
3. The contractor should submit documentary evidence in support of fulfilling eligibility criteria mentioned above.

## Terms and conditions:

1. **Bid security/EMD** is exempted for tendering and the contractor should only submit the declaration letter shown in Annexure-I with NIT. If any bidder(s) withdraw/modify in bid during the bidding process the concern bidder(s) will be suspended for specified time in the tendering process as decided by the competent authority of IISER Kolkata.
2. **The performance security** will be considered 3% of the contract value and the contractor should submit it in the form of cheque/DD/FR/PBG in the name of Superintendent Engineer, IWD, IISER-K or online payment as per said bank account within 15 days after issuing of the intimation letter to the concern agency.
3. The payment will be made after entire completion of work and against challan & tax invoice.
4. The quoted amount should be inclusive of all taxes, duties, transportation charges etc. and is to be written clearly both in figure and in words.
5. All the tools and tackles should be provided by the vendor.
6. Vendor should take care of the existing property of the institute. Any damage during the work, vendor is responsible for pay /Institute should deduct the chargeable amount from the bills.
7. Vendor should responsible for any injuries to the workers during the work.
8. Vendor should take approval of makes and specifications from department before starting the work.
9. The contractor should complete the work within 30 days after handing over of the site. No extension shall be granted to the contractor unless the reasons are beyond his control and the engineer in-charge is satisfied with the reasons.
10. The contractor should carry 1 year warranty period on entire work. The vendor should take responsibility of any fault occur in electrical/mechanical items for this time period. Also the warranty period for individual items carry as per original manufacturer criteria.
11. **Scope of work:** The vendor should submit the detail drawings of proposed supply air ducting with all dimension, measurement and specification before starting the work and take necessary approval from the department. The work should be executed as per the approved drawings and the work should be considered as modification work. The entire system replacement will not be permissible during the work. The minor civil work like drilling, screwing,



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supporting, false ceiling grid removing etc. in contractor scope of work. After completion of work the vendor should provide CFM balancing report to the department.

12. The work order may be awarded on the basis of the competency and reliability of the bidder and quoted offer and it is not necessarily to award the contract to the lowest bidder.
13. The complete tender may be sent by post to the above mentioned address captioned "Supply, Installation, Testing and Commissioning of actuator based damper with controlling unit for supply air duct at AAC room no.017 of IISER Kolkata Main Campus". The envelope should be addressed to **The Superintendent Engineer (IWD)**. The sealed tender documents should be reached to "**Dispatch section, C V Raman AAC bldg., Mohanpur-741252, Indian Institute of Science Education and Research Kolkata**" office on or before schedule date and time.
14. All the above said relevant documents with NEFT/RTGS details scanned copies must be reached to the above said address within scheduled date and time.
15. The rates quoted by the Contractor shall include for supplying of materials, transportation, labour charges etc. in complete shape. The rates quoted by the Contractor shall be net so as to include all requirements described in the contract agreement and no claim whatsoever due to fluctuations in the price of material and labour will be entertained. No change in unit rate will be admissible on any variation of quantity.

**Please note that the Competent Authority reserves the right to reject any or all tenders without assigning any reason whatsoever.**

**Superintendent Engineer  
Institute Works Department  
(For and on behalf of Director IISER Kolkata)**



**Declaration letter for exemption of EMD**

Whereas, I/We.....have submitted bids for the work.....

NIT no. ....dated.....

I/we hereby submit the following declaration in lieu of submitting the EMD.

1. If, after the opening of the tender, I/we withdraw or modify the bids during the validity period of tender specified in the tender documents.
2. If, after the award of work, I/we fail to sign the contract, or to submit the performance security before the deadline in the NIT documents.

I/we shall be suspended for one year and shall not be eligible to participate in any bid of IISER Kolkata tenders from the date of issuance of suspension order.

**Note:** EMD will not be exempted without this letter.

**Signature of the Contractor / Authorized person  
On behalf of the Firm / Organization and Seal**



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## ANNEXURE-II

### Acceptance of terms and conditions by the bidder

To  
The Superintendent Engineer  
Institute Works Department  
IISERKOLKATA  
Mohanpur-741252

Sub: Supply, Installation, Testing and Commissioning of actuator based damper with controlling unit for supply air duct at AAC room no.017 of IISER Kolkata Main Campus.

Dear Sir,

We have carefully examined all the tender documents including main terms and conditions and I/we the undersigned hereby submit the tender for the above cited work with price bid in conformity with the said Tender documents. We undertake that if our tender is accepted, we will commence the work immediately and complete the same within specific time from the date of issue of Work Order.

The corrigendum(s) issued from time to time by your organization too have also been taken into consideration, while submitting this acceptance letter.

I /We hereby unconditionally accept the tender terms and conditions of above mentioned tender Document/corrigendum(s) in it's entirety.

**It is certified that we have not been black-listed in any of the Government Department.**

**Signature of the Contractor / Authorized person  
On behalf of the Firm / Organization and Seal**

**(BASIC INFORMATION)**

**ANNEXURE-III (Page 1 of 2)**

**Pre-qualification of contractors for electrical maintenance:**

1	Name of the Contractor / Firm / Organization / Company.	
2	Official Correspondence address at with contact person's name, telephone number, mobile number, <b>E-mail</b> etc. ( <b>Mandatory for regular correspondence</b> )	
3	Type of Firm / Organization, whether proprietorship, partnership or private limited company etc.	
4	Year of establishment	
5	Name of the Proprietor / Partners / Directors in Organization	a) b) c) d)
6	<p>a) Details of Registration (Firm, Company etc)</p> <p>i. Registering Authority ii. Date iii. Number</p> <p>b) Details of Electrical license</p> <p>i. Registering Authority ii. Reg No. iii. Date of issue. iv. Date of expiry.</p>	

**Signature of the Contractor / Authorized person  
On behalf of the Firm / Organization and Seal**



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ANNEXURE-III (Page 2 of 2)

7	a) Details of Income Tax Permanent Account Number.  b) Details of GST	
8	Details of transaction for submission of Cost of Bid/EMD (Please mention Bank Name & Branch, Transaction Ref. No, Date etc.)  i) Cost of Bid Document(Rs. 500/-)	
9	Bank Account Details of the Bidder (Account No. Bank Name & Branch, IFSC Code etc ) <b>(Required for refunding any deposited amount)</b>	

**Signature of the Contractor / Authorized person  
On behalf of the Firm / Organization and Seal**



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## ANNEXURE - IV

**Past Experience as per table given below:**

*(Use Extra Sheet if required)*

Sl. No.	Period of Contract		Name of the organization with whom worked	Type Of Contract	Value of Contract	Documentary evidence attached in support
	From	To				

**Signature of the Contractor / Authorized person  
On behalf of the Firm / Organization and Seal**



**ANNEXURE-V**

**Schedule of quantities**

**Sub: Supply, Installation, Testing and Commissioning of actuator based damper with controlling unit for supply air duct at AAC room no. 017 of IISER Kolkata Main Campus.**

Sl. No.	Item Description	Qty.	Rate (Including GST) (In Rs.)	Amount (Including GST) (In Rs.)
1.	Supply, installation, balancing and commissioning of fabricated at site GSS sheet metal rectangular/round ducting complete with neoprene rubber gaskets, elbows, splitter dampers, vanes, hangers, supports etc. as per approved drawings and specifications of 0.63 mm sheet thickness complete as required.	20 Sqmtr.		
2.	Supplying and fixing of 19 mm thickness duly laminated aluminum foil of mat finish closed cell Nitrile rubber (Class "O") insulation on existing duct after applying suitable adhesive for Nitrile rubber. The joints shall be sealed with 50 mm wide and 3 mm thick self adhesive nitrile rubber tape insulation complete as per specifications and as required.	20 Sqmtr.		
3.	Supply and fixing of GI Duct damper for 100% closing the supply air duct as per required size. The damper shall be motorized (ON/OFF Type) and spring return so as to close/open the damper in the event of switch on/off. The spring return action shall be inbuilt mechanism and not externally mounted, i/c control wiring etc. incomplete shape.	.		
3.1	<b>Damper</b> -1mm thickness sheet Makes: Caryaire, Trox	3 Sqmtr.		
3.2	<b>Actuator</b> -200-230 Volt, 7-8W, open/close type, motor torque-20NM, Spring return, Return torque-20NM. Makes-Belimo, Honeywell, Siemens	2 Nos.		
3.3	<b>Control cable</b> - 3 core cable 1.5 Sqmm, FRLS PVC insulated, laying through medium class PVC conduit. Makes: Havells, RR, Polycab, KEI	50 Mtr.		
3.4	<b>Switching panel</b> - Used for ON/OFF the damper actuators manually, panel arrangement- ON/OFF push button, ON/OFF indicator lamp, NO/NC contactor, MCB, incoming/outgoing terminals, Internal wiring, 2mm thickness CRC powder coated panel, earthing provision etc. as required in complete shape. Contactor, Push button and MCB makes- LnT, Sneider, ABB, Siemens	2 Nos.		
			<b>Total amount (In Rs.)=</b>	
<b>In word:</b>				

**Signature of the Contractor / Authorized person  
On behalf of the Firm / Organization and Seal**