



INDIAN INSTITUTE OF TOURISM & TRAVEL MANAGEMENT  
Golagamudi (Vil), Venkatachalam (Md), SPSR Nellore (Dt) - 524321  
Tel - 9866274850

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**Notice Limited Tender Enquiry / Notice Inviting Quotations**

No.IITTM/LTE/NELLORE/2018/01

Date: - 20.01.2018

Sealed quotations are invited from reputed companies/authorized distributors/dealers for **Supply and installation of Air Conditioners and voltage stabilizers at Indian Institute of Tourism & Travel Management, Golagamudi, Nellore (AP)**. Bid document with other terms & conditions can be downloaded from IITTM Website: [www.iittmsouth.org](http://www.iittmsouth.org) and be submitted as per following:

Name of work / supply	Last Date for submission of bids/ Time	Venue & opening of Bids
<b>Supply and installation of Air Conditioners and voltage stabilizers at Indian Institute of Tourism &amp; Travel Management, Golagamudi, Nellore (AP).</b>	09.02.2018 by 6.00 pm. at Indian Institute of Tourism & Travel Management, Golagamudi, (Vil), Venkatachalam (Md), SPSR Nellore (Dt) (India)	Indian Institute of Tourism & Travel Management, Golagamudi, (Vil), Venkatachalam (Md), SPSR Nellore (Dt) (India) on 12.02.2018

**Eligibility Criteria:**

1. The Bidder should be a reputed and an authorized firm/supplier having after sales service agreement with the OEM (Proof for the same to be enclosed along with address, phone nos. & E-mail etc.).
2. If ISO certified Company, enclose documentary proof.
3. The bidder should have experience of more than five years in execution and maintenance of equipment quoted (A certificate of establishment to be provided).
4. The bid document complete in all respect should reach the Nodal Officer, IITTM, Golagamudi (Vil), Venkatachalam (Md), SPSR Nellore (Dt) 524321 (India) on or before 09.02.2018 up to 6.00 p.m. No bids after the last date shall be entertained. Bids shall be opened on 12.02.2018 at IITTM Nellore.

**Sequence of documents to be provided /enclosed in each copy of the bid documents:**

1. Forwarding letter duly signed by the Authorized person.
2. Central Sales Tax/VAT/GST
3. Proof of the authorized agent/distributors/supplier.
4. Name and address of registered office/ Head Office of the company with name and phone numbers.
5. Format of Schedule of Requirements at Annexure-I
6. Self-declaration at Annexure-II
7. Format for Supplier/Distributor information at Annexure-III
8. Financial Bid at Annexure- IV
9. Acceptance of all clauses of bids specification duly signed page-wise.

Sd/-  
DIRECTOR-IITTM

## Conditions of Contract

### Terms & Conditions:

1. The bidder shall be required to deposit **2% Earnest Money** of estimated value of goods to be supplied through Bank Draft drawn in favour of **'The Director, IITTM, Nellore.'** No bid shall be accepted without the Earnest Money.
2. The successful bidder will submit a Security Deposit equivalent to 5% of the total value of purchase order before supply / installation which would remain valid for a period of 60 days beyond the date of completion of all obligations of the supplier including warranty obligation. EMD will be released to successful bidder after submission of Bank Guarantee. IITTM shall forfeit Bank Guarantee in the event of a breach of contract by the successful supplier.
3. Bids would be rejected for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
4. The bids received after the deadline for submission of bids prescribed by the IITTM will be rejected and such bids shall be marked as late and not considered for further evaluation.
5. The IITTM may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with clause relating to Amendment of Bidding documents in which case all rights and obligations of the IITTM and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
6. The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid. Further, over-writings on documents, if any should be supported by signatures.
7. The bidders may submit their duly sealed Bid by post or by hand at the address specified in the Notice Inviting Quotation not later than the time and date specified therein. In the event of the specified date for the submission of bid being declared a holiday for the IITTM, the bid will be received up to the appointed time on the next working day.
8. Issuance of bid documents should not automatically be construed that the bidder is considered qualified. The Director, IITTM has the right to reject any bids on technical grounds without assigning any reason.
9. IITTM shall not be responsible for any delay, loss or non-receipt of bid documents sent by post.
10. Prices shall be quoted in Indian Rupees and should be FOR, IITTM destination.

11. Payment shall be made only after delivery, successful installation, testing and commissioning and inspection of equipments.
12. Prices quoted should be inclusive of all taxes, FOB/FOR, IITTM, Golagamudi, Nellore (AP) inclusive of all charges required to make the equipment functional to the satisfaction of IITTM.
13. Delivery should be within specified days mentioned in Purchase Order. If the equipment/instruments are not delivered within the stipulated time, the supplier shall be liable to pay a penalty of 1% of the total order value for each delay of 10 days or part thereof and the amount will be deducted from the payment on account of purchase.
14. The suppliers will undertake warranty of equipment/instruments from the date of installation and shall have to mention clearly the period of warranty in financial bid.
15. The quotations must be valid for 180 days (six months) from the date of opening of the financial bids. No change in prices and change in terms and conditions will be permitted.
16. All quoted items may carry brochure/catalogue/Pamphlets/Technical Literature and related documents.
17. The supplier further warrants that the goods shall be free from defects arising from any act or omission of the supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in India.
18. Installation, testing, commissioning of the equipment shall have to be carried out by Technical experts of the company/supplier up to the satisfaction IITTM authorities.
19. IITTM reserves the right to purchase varying quantity of material, less or more.
20. In the process of evaluation, comparison of bids, IITTM reserves the right to reject any or all bids.
21. In case replacement of a part becomes necessary during warranty period, the parts of the same make and same or better configurations as were originally there in the equipment shall be used. The cost of the parts will be borne by the supplier.
22. In case of complaint regarding repairing/replacement of equipment/instrument within the warranty period, the supplier will provide repair/replacement immediately. In case of non-compliance or delayed compliance, supplier will be penalized with an amount mutually agreed upon and it would be deducted from the Security Deposit.
23. The Director, IITTM shall be the final Authority for settlement of any dispute and his interpretation of any Clause of this document shall be final and binding and the jurisdiction for Court of Law shall be Gwalior (MP).

Authorize Signature of the firm:

Name:

Designation:

**ANNEXURE –I**  
**FORMAT OF SCHEDULE OF REQUIREMENTS**

	Name Equipment/Instrument	Unit	Qty.	Delivery Schedule	Installation schedule
1.	SITC of 1.5 TR Split Type Air Conditioner, <b>with 5 STAR rating</b> , high EER Rotary compressor having cooling cap. 5000 W (approx.), suitable for operate on 230 V, 50 Hz single phase AC supply, Air flow volume approx. 850 CMH, complete with triple protection filter, Anti corrosive coating and IR enabled Remote access. Brand offered	Each	18 nos.	Within 15 days after issuing purchase order	Within 07 days after delivery
2.	SITC of 2.0 TR Split Type Air Conditioner, with <b>5 STAR rating</b> , high EER Rotary compressor having cooling cap. 6200 W (Approx.), suitable for operate on 230 V, 50 Hz single phase AC supply, Air flow volume appr. 850 CMH, complete with triple protection filter, Anti corrosive coating and IR enabled Remote access. Brand offered.	Each	30 nos.	Within 15 days after issuing purchase order	Within 07 days after delivery
3.	SITC of capacity. Wall mounted type Automatic Voltage stabilizer with input voltage range 140-280V, output voltage 220+/-10%, suitable for 1.5 TR AC, with Digital display, Intelligent Time Delay System 3 min.± 20 sec., Low & High Voltage Cut-off Protection , based on latest IC Technology , Built In Thermal Overload Protection with at least 03 years warrantee of following capacity (V-Guard or similar):-			Within 15 days after issuing purchase order	Within 07 days after delivery
	3.1. 04 KVA suitable for 1.5 TR cap. Air conditioner Brand_____	Each	18 nos.		
	3.2 05 KVA suitable for 2.0 TR cap. Air conditioner Brand_____	Each	30 nos.		

Authorised Signatory:

Name:

Designation:

Name of the firm with seal:

**ANNEXURE-II**

## Self-Declaration to be given by the bidder

Bid's Reference No. & Date:

Bidder's Name & Address

Person to be contacted:

Designation:

Telephone No.: Fax No.: Email:

To,  
The Director,  
IITTM, Nellore

We, the undersigned Bidder, having carefully read and examined in detail the Terms and Conditions, specifications and all bidding document in regard to the supply of equipment/instruments at IITTM, Nellore and accept the same.

### We also do hereby declare

1. that we have not been blacklisted/debarred by any Government/Undertaking.
2. that the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.
3. that the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

For and on behalf of the firm  
(Firms Name & Address)

(Signature of Authorized Signatory)

Name:

Designation

Phone No.:

Seal:

Date: .....

Place:.....

ANNEXURE-III

FORMAT FOR OTHER INFORMATION

(To be filled in by the bidder)

1. Name of the firm: .....

2. Address:-.....

3. Telephone/Mobile No. ....

4. Fax Number:- .....

5. Email:- .....

6. TIN/VAT/CST No.: .....

7. Firm Registration No.: .....

(if any)

8. PAN : .....

(Attach photocopy)

9. **Earnest Money (Bids Security)** .....  
**@ 2% of the estimated value of  
the goods to be provided.**

a) Bank Draft/Pay Order No.

b) Date.

c) For Rs.

d) Drawn on.

(Signature of the authorised person)

Name of contact person

Name of Firm

Contact No.

Seal

Place .....

Date.....

**ANNEXURE-IV**

**FINANCIAL BID**

	<b>Equipment&amp; Specifications</b>	<b>Qty.</b>	<b>Rate quoted per unit</b>	<b>Amount</b>
<b>1.</b>	SITC of 1.5 TR Split Type Air Conditioner, <b>with 5 STAR rating</b> , high EER Rotary compressor having cooling cap. 5000 W (approx.), suitable for operate on 230 V, 50 Hz single phase AC supply, Air flow volume approx. 850 CMH, complete with triple protection filter, Anti corrosive coating and IR enabled Remote access. Preferable brands- LG, Voltas, Daikin, Carrier, Videocon, Godrej, etc.	<b>18 Nos.</b>		
<b>2.</b>	SITC of 2.0 TR Split Type Air Conditioner, with <b>5 STAR rating</b> , high EER Rotary compressor having cooling cap. 6200 W (Approx.), suitable for operate on 230 V, 50 Hz single phase AC supply, Air flow volume appr. 850 CMH, complete with triple protection filter, Anti corrosive coating and IR enabled Remote access. Preferable brands- LG, Voltas, Daikin, Carrier, Videocon, Godrej, etc.	<b>30 Nos.</b>		
<b>3.</b>	SITC of capacity. Wall mounted type Automatic Voltage stabilizer with input voltage range 140-280V, output voltage 220+-10%, suitable for 1.5 TR AC, with Digital display, Intelligent Time Delay System 3 min. ± 20 sec., Low & High Voltage Cut-off Protection , based on latest IC Technology , Built In Thermal Overload Protection with at least 03 years warrantee of following capacity (V-Guard or similar):-			
	3.1. 04 KVA suitable for 1.5 TR cap. Air conditioner	<b>18 Nos.</b>		
	3.2 05 KVA suitable for 2.0 TR cap. Air conditioner	<b>30 Nos.</b>		
<b>GRAND TOTAL</b>				

SIGNATURE OF ATHORISED SIGNATORY

NAME:

NAME OF FIRM:

CONTACT NO. :

SEAL :