Subject: Request for proforma Invoice / Quotation

Dear Sir (s)

We intend to purchase the commodities specified below and invite quotation in two separate sealed cover (Technical and Commercial offers) in accordance with terms and condition detailed as mentioned below. If you are interested kindly send your offer in precise and completed terms within the times mentioned above.

Yours sincerely

( Prof. Suman Chakraborty )
Head
School of Medical Science and Technology

DESCRIPTION OF STORES

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Part/Mode Cat No. (if any)</th>
<th>Description of Stores</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Air Conditioning Units</td>
<td>34 Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>( Details as per ANNEXURE )</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A) **RATE:** The rate quotation must be net, inclusive of packing forwarding freight and all other incidental charges. The stores are required to be dispatched by passenger train F.O.R Kharagpur or by road transport or delivery at this Institute under the suppliers own arrangement free of additional charges. The risk of damage or lose in transit if any will be the suppliers. In case the aforesaid terms are not considered acceptable, charges payable will be required to specified as advalorem of lump sum.

(B) **SALE TAX:** Rates inclusive of sales tax will be prepared. However, where quoted separately the advalorem rate payable should clearly cite in accordance with the provision of the relevant Act & Rules.

2 (A) **CONSIGNEE:** All stores are required to be consigned to the director, Indian Institute of Technology, Kharagpur -2 (S.E. Rly) West Bengal Pin – 721302.

(B) **DEPOSAL OF DESPATCH DOCUMENTS:** The Railway receipts /W.B/ Consignment Not along with the quadruplicate copy of the relevant bill to tow copies of the challan should be dispatch to the Dy. Registrar (S & P) in time all wharf age / demurrage incurred if any will be

3. **DELIBERATION PERIOD:** The stores are required to be delivered dispatch within fourteen days from the dated of receipts of the order. All efforts of delivery should be made ex –stock and a clear note should be inserted in case ex-stock delivery is not.

4. **QUALITY &SPECIFICATION OF STORES:** The stores offered should be of the best quality available, unless otherwise specified confirming strictly to the specification used. The Institute reserves the right to reject such stores as found unacceptable on these ground.

5. **Liqutation & DAMAGES:** If a firm accepts an order and fails to execute the order in full or part, as per the terms and conditions stipulated therein, it will be open this Institute to recover liquitated damages from the firm at the rate of 1% of the value of the undelivered stores per month or part thereof, subject to a maximum of 5% of the value undelivered stores. It will also be open to this Institute, alternatively to arrange procurement of the required stores from any others sources at the risk and expenses of the firm which accepted and then failed to execute the order according to stipulation agreed upon.

6. **SUBMISSION OF QUOTATION:** All quotation must be forwarded in sealed in cover addressed to the Chairman, Purchases Committee, School of Medical Science & Technology, IIT, and Kharagpur 2 so as to reach within specified period. The reference to the Enquiry numbers and the last date for submission must clearly be subscribed on the sealed envelop. To ensure receipt of quotation in time intending suppliers are advised to mail them 7 clear days in advance if on counter offer is made in the quotation, it will be taken for granted the offers is made in the quotation, it will be taken for granted the offer is strictly in accordance with the specification and term and condition lay down in the tender notice.

7 **OPENING OF QUOTATION:** Every quotation will be opened at purchases Section on the concern Department ,IIT Kharagpur ,at time and on the date indicated in the tenders from. A firm may send its accredited representative to witness the opening if it so desires.

8. **PERIOD OF VALIDITY:** A quotation will be presented to remain valid for acceptation at least for a period of 45 days from the date of opening.

9. **INCOME TAX CLEARANCE:** In case an intending suppliers has not furnished this Institute before with its Income tax Clearance Certificate (up-to-date) may furnished it with the present quotation.

10. Payment will made by crossed account payee cheque on the SBI Kharagpur normally with in 45 days from the date of receipt of bill of the stores in good order and condition whenever is last.

11. **REJECTION OF OFFER:** The Institute reserves the right any offer including the lowest without assignation any reason.

12. **Earnest Money Deposit (EMD):** An amount of INR 40,000 (Forty Thousand only) in the form of Demand Draft drawn in favor of “Indian Institute of Technology Kharagpur”, payable at Kharagpur or Fixed Deposit Receipt or Banker’s Cheque to be obtained from the Bidders. E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document super-scribing EMD. The bid security (EMD) is normally to remain valid for a period of 45 days beyond the final bid validity period. Any bid without EMD will summarily be rejected. No interest is payable on EMD. EMD will be refunded to the unsuccessful bidder on finalization of the tender process. The EMD of vendor awarded with the contract to be treated as part of security deposit towards Performance Guarantee and will be refunded back on submission of performance security. No interest is payable on Security Deposit. Security Deposit shall be forfeited if the selected vendor after award of contract fails to execute the same.
## Technical specifications of air conditioning units for the new SMST Building

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Wing</th>
<th>Outdoor Unit</th>
<th>Indoor Unit</th>
<th>Qty. (Nos.)</th>
<th>Location</th>
<th>Qty. (Nos.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>East</td>
<td>22 HP 1</td>
<td>2.0 TR Wall Mounted</td>
<td>3</td>
<td>Ground Floor (Room Nos. 2 to 4)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1.5 TR Wall Mounted</td>
<td>6</td>
<td>Ground Floor (2 each in Room Nos. 1,5,6)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2.0 TR Four Way Cassette with fresh air supply</td>
<td>4</td>
<td>Ground Floor (Laboratory)</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>North</td>
<td>14 HP 1</td>
<td>1.0 TR Wall Mounted</td>
<td>6</td>
<td>Ground Floor (Faculty Rooms)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7</td>
<td>1st Floor (Faculty Rooms)</td>
<td>7</td>
</tr>
<tr>
<td>3</td>
<td>West</td>
<td>9 HP 1</td>
<td>1.5 TR Wall Mounted</td>
<td>3</td>
<td>Ground Floor (Laboratory)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>1st Floor (Laboratory)</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>South</td>
<td>22 HP 1</td>
<td>2.0 TR Wall Mounted</td>
<td>8</td>
<td>Ground Floor (Room nos. 7 to 14)</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1.5 TR Wall Mounted</td>
<td>7</td>
<td>1st Floor (2 nos. each in Seminar Room and Class Room and 3 nos. in Laboratory)</td>
<td>7</td>
</tr>
</tbody>
</table>

4 nos. of ODUs (total power of 67 HP), 47 nos. of IDUs (total capacity of 67 TR)

### Other specifications:

1) All the units shall be VRF/VRV systems with digital or inverter scroll compressors and required number of Electronic Expansion Valves (EEVs)

2) All the ODUs shall be mounted either on the ground on a suitable pedestal or on the rooftop. The IDUs shall be mounted on the walls (except for the 4-way cassettes)
3) The location of each ODU and IDU shall be specified at the time of installation. Hence, the suppliers must quote separately for additional copper piping, insulation etc. on per meter basis. They must also specify clearly the standard lengths that are included in the unit cost.

4) The scope of work may include all necessary civil works such as making suitable pedestals for mounting the units, making openings in the walls and making them good after installation etc. However, the suppliers shall quote separately for all the civil works so that finally this may or may not be included in their scope. Even if included in the scope of the supplier, all civil works related to installation, ducting, wiring, drainage etc. will be performed under the supervision of CC&M Section, IIT Kharagpur.

5) The suppliers are advised to visit the site on any working day between 10 AM to 5 PM, and understand the scope before quoting for the same.

6) The rated capacity shall not deviate by more than 5% from the capacities specified above.

7) The suppliers must clearly specify make of each of the unit clearly.

8) The evaporators and condensers shall be made of internally grooved copper tubes and aluminum fins.

9) The indoor noise level when the fan is running at highest speed shall not exceed 48 dBA.

10) The refrigerant used shall be any of the environment friendly non-CFC.

11) The warranty period for the unit shall be a minimum of 1 year and for the compressor it shall be 5 years.

12) Approved makes are: Blue Star, Carrier, Daikin, Hitachi, Voltas, LG and Samsung.

13) The suppliers must attach all the relevant brochures and technical specifications along with their offer.

14) Deviations from the above, if any have to be specified clearly in the technical brochure.

15) IIT reserves the right to accept the offer in part or in total, or may cancel all the offers.