

# **NATIONAL COOPERATIVE DEVELOPMENT CORPORATION**

**AN ISO 9001:2015 CERTIFIED ORGANISATION**

## **TENDER DOCUMENT**

**FOR SUPPLY & INSTALLATION OF  
AIR CONDITIONERS WITH ACCESSORIES**

**AT**

**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION,  
REGIONAL OFFICE, 3<sup>rd</sup> Floor, Karnataka Housing Board Complex,  
National Games Village, Koramangala, Bengaluru – 560 047.**

**Web Site: <http://www.ncdc.in>**

**Cost of tender document: FREE**

## INDEX

<b>S. No.</b>	<b>Particulars</b>	<b>Pg No.</b>
1	Cover Page	1
2	Index	2
3	Notice Inviting Tender	3 & 4
4	Pre Qualification Bid	5
5	Particulars/profiles of the firm ( <u>Annex-I</u> )	6
6	Details of supplies made to Govt./Semi Govt. institutions & private organizations of repute ( <u>Annex-II</u> )	7
7	Eligibility Criteria	8
8	General Terms & Conditions	9 to 12
9	Price bid	13
10	Technical Specifications and Quantity ( <u>Annex-III</u> )	14
11	Agreement Format ( <u>Annex-IV</u> )	15 &16

**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION  
REGIONAL OFFICE, BENGALURU**

Dated: 24-May-2017

**TENDER NOTICE**

National Cooperative Development Corporation (NCDC) is a statutory organisation set up by an Act of parliament and functioning under Ministry of Agriculture and Farmers Welfare having one of its Regional Offices at Bengaluru, Karnataka located at KHB Shopping Complex, National Games Village, Koramangala, Bengaluru–560047 invites sealed tenders for supply and installation of split inverter air conditioners of Voltas make along with V-Guard voltage stabilizers and condenser support bracket from the authorized dealers/suppliers of Voltas Air conditioners only.

The minimum eligibility criteria are:

1. Should be authorized dealer of Voltas air conditioners.
2. The firm/dealer must have valid PAN & TIN number.
3. Should have at least 3 years experience (operation) in supply and installation of Voltas Split Air Conditioners to Govt/PSU/Govt. undertaking/private organizations of repute.
4. Should have minimum annual financial turnover of ₹15.00 lakh in all 3 preceding financial years.
5. The tenderer should deposit an EMD of ₹10,000/- (Rupees Ten Thousand Only) drawn in favour of “National Cooperative Development Corporation” payable at Bengaluru.

The tender forms shall be issued to the firms having capability and resources for supply of these items and on production of certificate of authorized dealership of **Voltas Air conditioners.**

Tender document (non-transferable) can be obtained from the NCDC office **free of cost** from 10.00 AM to 5.00 PM on any working day up to **19/06/2017**. The tender document can also be downloaded from NCDC website <http://www.ncdc.in>

The tender (each page duly filled in, signed & stamped), containing two envelopes i.e. **pre-qualification bid & price bid** separately in sealed covers for supply and installation of Voltas Split Air conditioners along with v-Guard stabilizers and other accessories should reach Regional Office, NCDC, Bengaluru on or before 20/06/2017 up to 03:00 pm. The bids will be opened on the same day (i.e. 20/06/2017) at 3:30 pm in the presence of bidders. The price bid of only those firms shall be considered whose pre-qualification bid are found to be acceptable as per eligibility criteria mentioned in the tender document.

The tender should be accompanied with Earnest Money Deposit (EMD) amounting to **₹10,000/-** (Rupees Ten Thousand Only) in the form of demand draft drawn on any Nationalized/Scheduled Bank in favour of National Cooperative Development Corporation payable at Bengaluru. The tenders without earnest money shall be summarily rejected.

The Corporation reserves the right to accept any or reject all the tenders without assigning any reasons thereof.

(K.T. Channeshappa)  
Regional Director

# **PREQUALIFICATION BID**

Signature and seal with date

**Particulars/Profile of the firm**

1. Name of the Tendering firm:
2. Office address (in full):
3. i) Telephone No.  
ii) Mobile phone No.  
iii) E-Mail:  
iv) Fax No.
4. Name/residential address/Phone No. of Contact person (during working days and weekends):
5. Whether the firm proprietary/partnership/Company:
6. Name & Address of partner (in case of partnership firm):  
(Please enclose a copy of partnership deed/power of attorney)
7. Whether authorized dealer/ supplier of Voltas air conditioners (Attach certificate of authorized dealership):
8. Date of establishment of the firm:
9. Experience of the firm in the work of supply and installation of Voltas split Air Conditioners (in number of years):
10. VAT No. (Attach copy):
11. TIN No. (Attach Copy):
12. Total business turnover of the firm during last 3 years:-

Sl.No.	Year	Total Turnover (₹ in lakhs)
1	2014-15	
2	2015-16	
3	2016-17	

Signatures \_\_\_\_\_

Name & Address of the firm with seal  
with date

**Annex-II**

STATEMENT SHOWING THE DETAILS OF SUPPLY AND INSTALLATION OF VOLTAS SPLIT ACs TO GOVT./SEMI GOVT. INSTITUTIONS & OTHER PRIVATE ORGANISATIONS OF REPUTE DURING LAST 3 FINANCIAL YEARS VIZ 2014-15, 2015-16 & 2016-17.

Sl. No.	Name and Address of the Institution	Contract Tel. No.	Description of Supply Order	Year of completion of supply & installation	Total Cost of Supply (₹ in lakhs)

Signature

Name and Address of the firm with seal with date

### **ELIGIBILITY CRITERIA**

1. The firm should be authorized dealer of Voltas air conditioners.
2. The firm/dealer must have valid PAN & TIN number.
3. The firm should have at least 3 years experience (operation) in supply and installation of Voltas Air Conditioners.
4. Should have minimum annual financial turnover of ₹15.00 lakhs in all 3 preceding financial years.
5. The tenderer should deposit an EMD of ₹10,000/- (Rupees Ten thousand Only) in the form of demand draft drawn on any Nationalized/Scheduled Bank in favour of "National Cooperative Development Corporation" payable at Bengaluru.

Signature

Name and Address of the firm with seal with date



## General Terms and Conditions

1. The limited tender superscribed with “Supply and installation of Voltas split inverter ACs of 2 ton capacity each at NCDC, Regional Office, Bengaluru” may be addressed and submitted to Regional Director, National Cooperative Development Corporation, Regional Office, 3<sup>rd</sup> Floor, KHB complex, NGV, Koramangala, Bengaluru-560047.
2. The tenderer should deposit an EMD of ₹10,000 (Ten Thousand Only) in the form of Demand Draft drawn on any Nationalized/scheduled bank in favour of “National Cooperative Development Corporation” payable at Bengaluru.
3. The tender should be duly filled, stamped and **signed on each page** and submitted along with the following documents: -
  - a) Attested /Photo copy of VAT & TIN Registration issued by appropriate authority.
  - b) Bank Draft for EMD (₹10,000/-).
  - c) Attested/Photo copy of Experience certificate, supply made to any Govt./Semi Govt- organization/private organization of repute during last three-years.
  - d) Copy of authorized dealership certificate issued by Voltas along with original for verification. The original dealership certificate would be returned after verification.
4. Rates should be quoted both in figures & in words in English in the rate sheet.
5. The rates quoted for supply and installation of Voltas split inverter ACs, V-Guard stabilizer along with accessories should be as per technical specifications and schedules of quantities as given at **Annex-III**.
6. The tender (duly filled in & signed), containing two envelopes i.e. prequalification bid & price bid separately in sealed covers for supply of air conditioners along with stabilizers and condenser support bracket must reach NCDC Regional Office, Bengaluru by 03:00 P.M. on **20/06/2017** and will be opened on the same date at 3:30 P.M. in the presence of bidders. The price bid of only those firms shall be considered whose pre-qualification bid are found to be acceptable as per eligibility criteria mentioned in the tender document.

Signature and seal with date

7. The rates quoted in the tender shall be valid for 30 days from the date of receipt of tender.
8. Tender document that are incomplete, which do not meet the requirements prescribed in the tender document, will be liable for rejection by NCDC.
9. All pages of the tender document are to be signed and stamped by the tendering firm.
10. The tender should be sealed and rates quoted should be inclusive of all taxes i.e. excise duty/sales tax/VAT/works contract taxes/local taxes, transportation costs, loading & unloading cost, octroi etc. Stacking and placing as per instructions of NCDC, Regional Office, 3<sup>rd</sup> Floor, KHB complex, NGV, Bengaluru.
11. The supplier firm shall submit copy of authorized dealership certificate issued by the manufacturer (Voltas air conditioner) along with original for verification against the items posted.
12. From the date of issue of purchase/work order, the split ACs are to be supplied and installed **within 20 days** at Regional Office, National Cooperative Development Corporation, 3<sup>rd</sup> Floor, KHB complex, NGV, Koramangala, Bengaluru 560 047.
13. The validity of the tender shall be one month from the date of receipt of tender.
14. Corrections in tender documents, if any, shall be made by crossing out, initialing, dating and re-writing, attested with seal.
15. The Conditional tenders will not be accepted and summarily rejected. The tender other than in the prescribed form shall also be rejected.
16. Only one tender would be accepted from the dealer. Submission of multiple price bids within the same tender or submission of tenders in other format will lead to rejection.
17. If the tenderer fails to honour its commitment within the given stipulated period, NCDC will have the discretion to forfeit EMD and cancel the purchase order.
18. The split air conditioners and machines thereof are to be installed at the locations specified for the purpose at National Cooperative Development Corporation, Regional Office, 3<sup>rd</sup> Floor, KHB complex, NGV, Koramangala, Bengaluru and the supplier may inspect the site / locations of installation of split ACs and units thereof, before submission of tender.

Signature and seal with date

19. The payment will be made by crossed cheque on submission of tax invoice, subject to supply & installation of split Air Conditioners along with stabilizers and accessories to the satisfaction of NCDC at its Regional Office, 3<sup>rd</sup> Floor, KHB complex, NGV, Koramangala, Bengaluru. No part payment will be made against any part supply and installation. No advance payment will be made for the said work.
20. The masonry work for the installation of Split Air Conditioners will include cutting & making good the wall with plaster & matching paint, sealing the holes made for piping and cutting of iron rods/angles and fixing of accessories as required as per site condition.
21. NCDC reserves the right to reject any one or all the tenders without assigning any reasons
22. Any damage to window / glass / frame due to installation of ACs, are to be made good by the supplier at his / her own cost.
23. NCDC will not reimburse any charges for losses/damages suffered by the firm while transporting the Air Conditioners to the site of installation or while carrying out the said work.
24. No interest will be paid on EMD on whatsoever grounds & reasons.
25. After approval of tender, EMD demand drafts of unsuccessful tenderers would be returned and the unsuccessful tenderer would acknowledge the same. EMD of the successful bidder will be refunded along with payment of the bill after supply & installation of split ACs, to the satisfaction of NCDC, at Regional Office, 3<sup>rd</sup> Floor, KHB complex, NGV, Koramanagala, Bengaluru.
26. In case the firm fails to complete the supply & installation work within 20 days from the date of issue of purchase/work order, the work order shall stand cancelled without any notice and EMD shall be forfeited.
27. Bidders are liable to be disqualified at any time during bidding process in case any of the information furnished by them is not found to be true. The decision of NCDC in this respect shall be final and binding.
28. The tender submitted on behalf of a firm, shall be signed and stamped by authorized person otherwise the tender is liable to be rejected.
29. The quantities included in the tender for split ACs, stabilizer, accessories, etc. can be increased or decreased at the discretion of NCDC.

Signature and seal with date

30. Item offered in the tender can be re-ordered at the same rate, terms & conditions within a period of six months from the date of supply order.
31. The entire job of supply and installation of split Air Conditioners along with stabilizer & accessories will be awarded to single firm based on overall (total) lowest rate.
32. The NCDC will not provide any statutory forms/ road permit for the supply of Air Conditioners.
33. Income tax/sales tax/works contract tax/VAT as applicable shall be deducted from the bills as per the various Acts.
34. Arbitration: Except where otherwise provided in contract all questions and disputes relating to the meaning of the specifications (technical, general) and instructions herein before mentioned or failure to supply and install the same whether arising during the progress of the supply or installation thereof shall be referred to the sole Arbitration of the person appointed by the Managing Director, NCDC.
35. Warranty : The supply and installation of split Air Conditioners supplied should be with onsite comprehensive warranty for minimum period of one year and five years' warranty on compressor from the date of supply & installation. During warranty the purchaser will not bear the cost of the item(s), which may come as a replacement of the original stores or spares as a result of faults noticed at the time of inspection during the warranty period. The seller/supplier is required to eliminate the fault(s) occurring during the warranty period without delay by improvement / replacement as may be necessary, at their own cost. The supplier must ensure after sale service facility on site during warranty period.
36. The successful bidder will have to enter into agreement with NCDC for supply and installation of air conditioners along with accessories as per the format at **Annex-IV**.

(Signatures of the tenderer)

Name:

Full Address:

Telephone No:

Signature and seal with date

# PRICE BID

Signature and seal with date

**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION  
REGIONAL OFFICE, BENGALURU**

Supply and installation of 4 Split Acs of 2 Ton each Voltas inverter air conditioners, V-Guard Stabiliser, condensor stand with accessories at Regional Office, National Cooperative Development Corporation, 3rd Floor, KHB Complex, NGV, Koramangala, Benaluru

Sl. No	Name of item and specifications	Qty (No of units)	Rate incl. all taxes per unit (Rs)	Total for 4 units (Rs)	
1	<b><u>Voltas Inverter 2 ton 3 star Air Conditioner Model No.243V EY</u></b>	4			
	Tonnage				2 ton
	Star Rating				3 star & above
	Power Supply				230/50/1 phase
	ISEER				3.9 and above
	Air Flow Volume - Indoor (H/M/L) CMH				1200/1040/880
	Noise Level - Indoor (H/M/L) db(A)				46/42/39
	Compressor Type				High EER Rotary-BLDC
	Compressor warranty				5 years
	Connecting Pipe				Cu-Cu
	Filter				Anti Dust
	Dehumudification				Yes
	Anti fungal & Anti dust				Yes
	Remote				LCD display
	Indoor Unit Dimension(W*H*D) mm				1130*315*232
Outdoor Unit Dimension (W*H*D) mm	940*650*368				
2	<b><u>Stabiliser</u></b>	4			
	5 KVA V-Guard Stabiliser				
3	<b><u>Condensor Stand</u></b>	4			
	MS Iron stand, fasteners for installation of outdoor units with anti corrosive paint				
4	<b><u>Other accessories</u></b>	4			
	Copper pipe with insulation and drain pipe and other accessories as per the site requirement				
Grand Total (1+2+3+4)					

Signature  
Name & Address of firm

Seal of firm with date

**Annex-IV**

**AGREEMENT FORMAT**  
(Stamp Paper of requisite value)

Article of Agreement made this .....of..... 2017 between National Cooperative Development Corporation. (briefly known as NCDC), Regional Office, 3rd Floor, Karnataka Housing Board Complex, National Games Village, Koramangala, Bengaluru – 560 047 (hereinafter called the Corporation of Employer of Owner) and M/s.....whose registered office is situated at .....(hereinafter called "the Supplier") for supply and installation of air conditioners items with accessories at NCDC, Regional Office, 3rd Floor, Karnataka Housing Board Complex, National Games Village, Koramangala, Bengaluru and whereas owner has caused make/qualities, schedule of quantities, terms and conditions, describing the make of supply to be made as per tender document containing pages from 01 to 16 pages have been indicated in typed figures and/or ink and have been signed by or on behalf of the parties hereto.

AND WHEREAS the Supplier has agreed to execute upon and subject to the conditions set forth wherein (hereinafter referred to as conditions) the work described in tender document containing General terms and conditions, make/qualities, schedule of quantities and other instructions given in work order for an amount of Rs.....(Rupees .....only) hereinafter referred to as contract amount.

**NOW IT IS HEREBY AGREED AS FOLLOWS**

1. In consideration of the said contract amount to be paid at the time and in the manner set forth in the said conditions, the Supplier shall upon and subject to the said conditions described in the tender document and written instructions as may be given through order also given from time to time during execution.
2. The employer shall pay the contract amount or such sum as shall become payable at the time and the manner hereinafter specified in the conditions.
3. The Owner reserves to himself the right of altering the quantities and nature of air conditioners adding to or omitting any item(s) or having portions of the same carried out by the Owner or otherwise and such alterations or variations shall be agreed to without prejudice to this contract.

4. The said conditions for supply and installation of air conditioner items general terms and conditions, schedule of quantities and rates, qualities/makes specifications, special conditions, clauses, instructions hereto shall be read and construed as forming integral part of this agreement and the parties hereto shall abide by, submit themselves to the conditions and perform the agreements on their part respectively in such conditions as contained.
  
6. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Bengaluru and the decision of the Regional Director, NCDC, Bengaluru will be final and binding on the firm (tenderer)
  
7. The several parts of the Contract have been read by us and fully understood by us.
  
8. In witness whereof we set out hand this.....day of.....Signed by the said \_\_\_\_\_

Signed by the Supplier

Signature  
Name

Address

Witness:

Signature  
Name  
Address

Signed by the Employer

Signature  
Name

Address

Signature  
Name  
Address