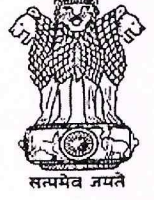




प्रधान महालेखाकार का कार्यालय(लेखाएवंहक) त्रिपुरा, अगरतला  
Office of the Principal Accountant General (A&E),

Tripura Agartala – 799006



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## Tender Document for Airconditioner

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**Section I****Notice Inviting Tender**

Office of the Principal Accountant General (A&E), Tripura invites sealed quotations in the enclosed format for Air conditioner Machine.

Interested parties/firms may submit their requirements duly completed in the prescribed manner as per Annexure and signed in sealed cover and superscripted as "QUOTATION FOR Air conditioner Machine, addressed to the Deputy Accountant General (Administration), Office of the Principal Accountant General (A&E), P.O- Kunjaban, Agartala, Tripura-799006, and send by post/hand so as to reach latest by 07/08/2023 at 12.00 pm (Technical & Financial Bid to be submitted separately by dropping in to respective boxes. Submitting two quotations in a single envelop will not be considered). The Technical Bid will be opened at 01.00 pm on 07/08/2023 & Financial Bid will be opened at 4.30 pm on 09/08/2023. Authorized representative of the participating firms may be present at the time of opening of bids.

Handwritten signature in blue ink with the date 21/8/23 written below it.

Senior Account Officer/Admn

## Section II

### Instructions to Bidders

#### Introduction

#### Definitions

- a. "O/o PAG (A&E), Tripura" means Office of the Principal Accountant General (A&E), Tripura
- b. "The Bidder" or "The Intending Bidder" means the individual or firm who participates in this tender and submits its bid.
- c. "The supplier" means the individual or firm providing/supplying of 11nos of Air Conditioners(10 nos of 2 Ton and 1no of 01 Ton AC Machine).
- d. "The work order" means the order placed by O/o PAG (A&E), Tripura on the supplier approved by O/o PAG (A&E), Tripura including all attachments and appendices thereto and all documents incorporated by reference therein. The work order shall be deemed as "Contract" appearing in the document.
- e. "The Contract Price" means the price payable to the supplier.

#### Vendor Eligibility Criteria

- a. The bidder should possess PAN Card, GST Number, Self-attested copies of the same must be submitted with the bid.
- b. The intending bidders should have minimum of two years' experience in the field of Supplier of AC Machine
- c. The bidder shall not have been blacklisted by any of the Departments/ Ministries/ organization of the Government. A duly signed undertaking to this effect must be submitted with the technical bid.

#### Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid. O/o PAG (A&E), Tripura, will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

#### Submission of Documents

The bidder is expected to examine all specifications and terms& conditions in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of Bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk may result in rejection of the bid at the technical bid open stage.

#### Documents Comprising the Bid

The bid prepared by the bidder shall comprise of:

1. **The Technical bid**

- a. The Technical Bid shall contain the following documents. The documents shall be arranged in the same order as mentioned below with the checklist being on the top.
- b. The check list (as per annexure-IV)
- c. Authorization letter for attending the bid opening (format- Annexure-II).
- d. Valid Income tax clearance certificate /Income Tax Return with PAN.
- e. Copies of GST Registration.

## 2. **Financial bid**

- a. The check list as per Annexure-v
- b. Bid Application Cum Declaration Form as per annexure I
- c. Unit Price of Air conditioners including GST.

Note: All the documents submitted (whether original or photocopy) must be legible and self-attested, otherwise the bid is likely to be rejected.

### **Bid Form**

The Bidder should complete the bid form & appropriate price schedule furnished in the bid document.

### **Bid Prices**

1. The bidder shall give the total composite price inclusive of all taxes.
2. Successful bidder will ensure payment of statutory deduction to the respective authorities.

### **Period of Validity of Bids**

Bid shall remain valid for 45 days after the date of opening of Technical Bid. A bid valid for shorter period shall be rejected by this office as non-responsive.

### **Format & Signing of Bid**

The Bidder shall prepare the Technical and Financial bids separately. The copy of the Bid shall be typed or printed and shall be numbered consecutively. All pages of the bid shall be signed & stamped by the vendor signing the bid. The bids submitted shall be sealed properly. The bid shall contain no interrelations, overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person(s) authorized for signing the bid.

### **Submissions of Bids**

#### 1. **Scaling & Marking Bids**

- a. The bidders shall seal the technical and financial bids in separate envelopes and keep them in a bigger sealed envelope. The Technical Bid shall bear the name "TECHNICAL Bid for Air Conditioner Machine" on the envelope, while the financial

Bid shall bear the name "FINANCIAL" Bid for AC Machine" on the envelope for avoiding any mismatch.

- b. The sealed envelope, containing Technical and Financial bids in separate sealed envelopes, shall be addressed to: Deputy Accountant General (Administration), Office of the Pr. Accountant General (A&E), PO Kunjaban, Agartala, Tripura-799006, and send by post/hand so as to reach latest by 07/08/2023 at 12.00 pm.
- c. If the envelope is not sealed and marked as required in Point "a" above, the bid shall likely be rejected.
- d. Bids must be received by this office at the address specified in point "b" above not later than the prescribed time on due date.
- e. This office may, at its discretion, extend the deadline for the submission of the bids.

## 2. **Late Bids**

Any bid received by this office after the deadline for submission of bids prescribed by this office, shall be rejected and returned unopened to the bidder.

## **Bid Opening & Evaluation**

### 1. **Opening of Bids**

The technical bid shall be opened by purchase committee in the presence of bidders or his authorized representatives who choose to attend on opening date and time. A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.

### 2. **Technical Evaluation / Technical Bid opening**

- a. Purchase committee shall the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order as per the checklist given at the last.
- b. Prior to the financial Bid opening, pursuant to clause 3 below, Purchase Committee will determine technical qualification of each technical bid to the Bid documents. For purposes of these clauses, a technically qualified bid is one, which conforms, to all the terms and conditions of the Bid Documents without requirement deviations. Purchase Committee's determination of bid's technical qualification is to be based on the contents of the bids itself without recourse to extrinsic evidence.
- c. A bid determined as technically non-qualified, will be rejected by Purchase Committee and shall not subsequently qualify for the financial bid opening.

### 3. **Financial Evaluation/Financial Bid Opening of Technically Qualified Bidders**

- a. Purchase Committee shall open financial bids and evaluate the bids previously determined to be technically qualified pursuant to clause 2 above. Only technically qualified successful bidders or his authorized representatives would be called to attend opening of financial bids. The financial bids of non-qualified technical bidders shall not be opened.
- b. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and

quantity, the unit price shall prevail and the total price shall be corrected by Purchase Committee. If there is a discrepancy between words and figures, the amount in words shall prevail. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

**4. Award of Contract**

Purchase Committee shall consider placement of orders for AC Machine on that bidder whose offers have been found technically, commercially and financially acceptable.

**6. Right to vary quantities at time of award**

This office reserves the right at the time of award of contract or during the continuance of the contract to decrease or increase the quantity of items offered for AC Machine on the basis of reduction by virtue of expiry of life of the asset or addition after expiry of warranty period and services specified in the schedule of requirements without any change in unit price for similar configured items on the same terms and conditions.

**7. Right to accept any Bid and to Reject any or all Bids**

This office reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of this office's action.

*A. K. M.*  
*31/1/23*

Senior Accountant Officer/ Admn  
Ph. 0381 299-9366

**Section-III**

**General (Commercial) Conditions of Contract**

1. The General Conditions shall apply in contracts made by this office for AC Machine rendered by the bidder.
2. **Payment Terms:** The payment will be made on satisfactory completion of supply AC Machines as per specification.
3. **Termination for Default:** The competent authority of this office reserves the right to cancel the order at any time, if the items are found defective or unsatisfactory.
4. All disputes and differences arising out of or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Agartala and will be interpreted under Indian law.

A handwritten signature in blue ink, followed by the date '2/8/23' written in the same ink.

Senior Accounts Officer/Admn.

**Annexure I****Bid Application cum Declaration Form**

(On bidder's letter head)

To  
Sr. Accounts Officer (Admn.)  
O/o the Pr. Accountant General (A&E)  
Tripura, P.O. - Kunjaban, Agartala,  
PIN-799006

Subject: Procurement of AC Machine.

Dear Sir,

With reference to your tender notice No.  
.....Dated....., I am to submit my tender documents for  
supplying AC Machines in your office along with annexure of Tender Notice.

**Declaration:**

1. I/We, the undersigned affirm and certify that I have examined the terms & conditions mentioned in the Tender Notice and agree to abide by all the term and conditions.
2. The rates quoted for AC Machine are valid for 90(ninety) days from bid opening date as per existing market rate.

Signature & Seal of Bidder

Date-  
Name of the Firm:-  
Mobile No :-  
Email Address :-



**Annexure II**

**Letter of Authorization for attending bid opening**

Subject: Authorization for attending bid opening on .....(date) in the tender of .....

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of .....(Bidder) in order of preference given below.

Order of preference	Name	Specimen signature
I		
II		

Signature of bidder (s) with seal

Date-

Name of The Firm:-

Mobile No:-

Email Address:-

**Note:**

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative is not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

**Annexure III****Financial bid Format**

Sl. No	Brand Name	Specification	Unit Price including GST	Remarks

Signature of bidder (s) with seal

Date-

Name of the Firm:-

Mobile No :-

Email Address :-

**Annexure IV**

**CHECK LIST and the order in which the documents are to be submitted for the Technical Bid**

Please check whether all the below mentioned Documents have been enclosed along with tender documents. The documents to be submitted in descending order with item no. 1 on top of all. Please also mention the page no. of the Technical Bid where these documents are given.

Sl. No.	Documents	Page No.
1	Authorization letter for attending the bid opening (format-Annexure II)	
2	Technical specification (Annexure-B)	
2	Valid Income Tax Clearance Certificate/ Firm Registration Certificate as the case may be	
3	Copies of GST Registration	

Bidder to ensure:

- A. That all pages have been stamped and signed by the authorized Person(s)
- B. That all the pages submitted have been numbered.
- C. That all the documents are legible.

**Annexure V**

CHECK LIST and the order in which the documents are to be submitted for the Financial Bid

Sl. No.	Documents	Page No.
1	Annexure VI- Details of the bidder	
2	BID APPLICATION CUM DECLARATION FORM as per Annexure – 1	
3	Price Schedule as per Annexure – III	

Bidder to ensure:

- A. That all pages have been stamped and signed by the authorized Person(s).
- B. That all the pages submitted have been numbered.
- C. That all the documents are legible.

Signature & Seal of Bidder

Date-

Name of the Firm :-

Mobile No :-

Email Address :-

Annexure-B

**Specifications of split Air Conditioner (1.5 Ton).**

Sl. No	SpecificationName	BidRequirement	Offere d Bid
1.	AvailabilityofBIS/ISIMarkcertification	Yes	
2.	AirConditionerCompliance	GreenAC	
3.	BEE Star rating of theproduct	5.0	
4.	NominalMarketingcapacityas per BEE Star RatingLabel	1.5 Ton	
5.	Technology of airconditioner	InverterAC-VariableSpeed	
6.	UnitMountingArrangement	IndoorUnit-WallMounttype	
7.	ISEERRating	5.2	
8.	Ratedvoltage(inVolts)	230V,1Phase,50Hz,AC	
9.	Classificationby function	Coolingonly	
10.	MaterialofEvaporator	Copper	
11.	MaterialofCondenser	Copper	
12.	AC Machine warranty(inYears)	1	
13.	Warrantyoncompressor(inYears)	10Years	
14.	Installation	Standardinstallation (ScopeofinstallationasperSTCattached)	

**Additional Specifications of split Air Conditioner (1.5 Ton).**

<b>Sl. No.</b>	<b>Specification Name</b>	<b>Bid Requirement</b>	<b>Offered Bid</b>
1.	Condenser Coil	Copper CondenserCoil	
2.	KeyFeatures	CoolingCapacity@43°C:100%; NoiseLevel:38db(A);AmbientOperation:54°C	
3.	SpecialFeatures	TripleDisplay(Power consumption percentage,Set/RoomTemperature&Autoerrorcode);Dew cleantechnologythat cleansindoorunitcoilwithapressofbutton	
4.	Refrigerantgas:	R32Environmentallyfriendly-noozonedepletionpotential	
5.	VoltageandWattage	230Voltsand1325Watts.	
6.	Material	IDU:HIPS(Highgradeplastic);ODU:HDZPSteelSheet	
7.	ISEERRating	ISEERRating5.4	
8.	Special features	Inverter Compressor, Turbo cooling, 3D Airflow, Remote Control, DewClean Technology, Triple Display, Automatic Moisture Adjustment, PM 2.5Filter, Dust Filter, Adjustable, Fast Cooling, High Ambient Operation up-to54°C,AirPurificationFilter,AutoClean	

**Specifications of split Air Conditioner (2 Ton).**

Sl. No	SpecificationName	BidRequirement	Offere d Bid
1.	AvailabilityofBIS/ISIMarkcertific ation	Yes	
2.	AirConditionerCompliance	AC	
3.	BEE Star rating of theproduct	5.0	
4.	NominalMarketingcapacityas per BEE Star RatingLabel	2.0 Ton	
5.	Technology of airconditioner	InverterAC-VariableSpeed	
6.	UnitMountingArrangement	IndoorUnit-WallMounttype	
7.	ISEERvaluesforcomplianceofGreenAC	4.5	
8.	Ratedvoltage(inVolts)	230V,1Phase,50Hz,AC	
9.	Classificationby function	Coolingonly	
10.	MaterialofEvaporator	Copper	
11.	MaterialofCondenser	Copper	
12.	AC Machine warranty(inYears)	1	
13.	Warrantyoncompressor(inYears)	10Years	
14.	Installation	Standardinstallation (ScopeofinstallationasperSTCattached)	

**Additional Specifications of split Air Conditioner (2 Ton).**

<b>Sl. No.</b>	<b>Specification Name</b>	<b>Bid Requirement</b>	<b>Offered Bid</b>
1.	Condenser Coil	Copper Condenser Coil	
2.	Key Features	Cooling Capacity @ 43°C: 100%; Noise Level: 38db(A); Ambient Operation: 54°C	
3.	Special Features	Triple Display (Power consumption %age, Set/Room Temperature & Auto error code); Dew clean technology that cleans indoor unit coil with a press of button	
4.	Refrigerant gas:	R32 Environmentally friendly - no ozone depletion potential	
5.	Annual Energy Consumption	785.67 Kilowatt Hours Per Year	
6.	Special Features	Inverter Compressor, Turbocooling, 3D Airflow, Remote Control, Dew Clean Technology, Triple Display, Automatic Moisture Adjustment, PM 2.5 Filter, Dust Filter, Adjustable, Fast Cooling, High Ambient Operation up to 54°C, Air Purification Filter, Auto Clean	
7.	Voltage and Wattage	230 Volts and 1325 Watts	
8.	Material	IDU: HIPS (High grade plastic); ODU: HDZP Steel Sheet	
9.	ISEER Rating	ISEER Rating 4.5 for 2 Ton AC	

Signature and seal of the Vendor