

REQUEST FOR PROPOSAL FOR
PROCUREMENT OF AIRCONDITIONERS

DIVISIONAL FOREST OFFICER, PURI WILDLIFE DIVISION
CHAKRATIRTHA ROAD: PURI-752002

RFP NO.: Tender/01/Procurement/AC

Date: 13.03.2025

Table of Contents

SECTION 1 – NIT

SECTION 2 – SCOPE OF WORK AND ELIGIBILITY CRITERIA

SECTION 3 – TECHNICAL SPECIFICATIONS AND PAYMENT TERMS

SECTION 4 – LETTER OF TRANSMITTAL

SECTION 5 – TERMS & CONDITIONS

SECTION 6- ARTICLES OF AGREEMENT

SECTION 7- INSTRUCTIONS TO BIDDERS

SECTION 8- CONDITIONS OF CONTRACT

SECTION 9- ADDITIONAL TECHNICAL SPECIFICATIONS

SECTION 10- ANNEXURES

Annexure A1: Bidder's Information

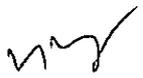
Annexure A2: Declaration Regarding Clean Track by Bidder

Annexure A3: Declaration for Acceptance of RFP Terms and Conditions

Annexure A4: Experience in similar work

Annexure A5: Declaration of Annual Turnover and Income Tax Return

SECTION 11- COMMERCIAL BID FORMAT


Divisional Forest Officer
Puri Wildlife Division, Puri

RFP for Procurement of Air-conditioners

SECTION -1

NOTICE INVITING TENDER

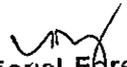
Tender for	Supply, Installation, Testing and Commissioning of 13 Nos. Bluestar Veeti cool 2 Tonne or equivalent/higher specification air Conditioning for Mangrove Retreat, Astaranga
Tender Type	Open Tender
RFP No.	Tender/01/Procurement/AC
Issuance Date of RFP (Date of RFP Issuance)	13.03.2025
Last Date of Submission/ Closing Date (Last Date of Submission of RFP Response)	21.03.2025 by 03:00PM
Date and Time of Technical evaluation	21.03.2025 by 04:30 PM
Place of opening of Bids	Office of Divisional Forest Officer, Puri Wildlife Division, Chakratirtha Road: Puri-752002
Address for communication	Divisional Forest Officer, Puri Wildlife Division, Chakratirtha Road:Puri-752002
Earnest Money Deposit	₹ 30000/- In the form of DD in favour of Divisional Forest Officer, Puri Wildlife Division, payable at Puri. The original DD should submit at our office before opening of bids. Only Manufactures are exempted from the EMD payment on submission of valid Udyam certificate Authorized re-sellers are not exempted from the EMD payment.
Cost of RFP/Tender Fee	Nil
RFP Coordinator	Shri Sambit Panda, ACF, Puri

This RFP document can be downloaded from:

□ website: <https://puri.odisha.gov.in/tender> and <https://odishaforest.in/tenders>

Clarifications, modifications and date of extensions, if any, will be published in website only

Note: Divisional Forest Officer, Puri Wildlife Division does not take responsibility of any bid/offer damaged/lost in transit/delivered at incorrect address prior to its receipt at the Divisional Forest Officer, Puri Wildlife Division designated office.


Divisional Forest Officer
Puri Wildlife Division, Puri

SECTION -2

2. Scope of Work

The work shall include SITC of the new AC unit including necessary hardware, labour for loading, unloading, transport, taxes, scaffolding if needed etc.

Rates shall also be including caballing from the nearest power point using 2.5 sq.mm 3 core copper cable, stand, required copper cabling between indoor and outdoor unit as OEM specifications, earthing connection to IDU & ODU, hardware, 3pin/metal clad top/3 pin top as required or any other hardware, thermally insulated copper pipes (Suction & Vapor line) up to length required on site with hard PVC/flexible drain line to nearest drain point as per direction of Range Officer.

The firm shall ensure the safety of the person working at height, shall work with proper safety equipment/ body harness as and when required.

3. ELIGIBILITY CRITERIA

1. The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described herein. The Bidder should also possess the technical know-how and the financial wherewithal that would be required to complete the scope of work. The Bid must be complete in all respects and should cover the entire scope of work as stipulated in the tender document. Bidders not meeting the Eligibility Criteria will not be considered for further evaluation and bid submitted by them shall be summarily rejected.

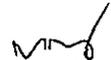
2. This invitation of bids is open to bidders provided they fulfill the minimum eligibility criteria as below. Consortium/Joint Ventures and Special Purpose Vehicles are not eligible for the tender and the bid, if any, submitted by them shall be summarily rejected. Proposals not complying with EMD and minimum eligibility criteria, as enumerated below, will be rejected and will not be considered for evaluation of technical bid.

3. The proposal should adhere to the following minimum eligibility criteria:

S.No	Minimum Eligibility Criteria
1	<p>The Bidder should have satisfactorily completed similar works during last 3 (Three) years ending last day of the month of March 2025 with Reputed Private Organization/ Central/State Government Department/Central Autonomous Body/Central Public Sector Undertaking/City Development Authority/Municipal Corporation of City formed under any Act by Central/State Government and published in Central/State Gazette or its subsidiaries should be either of the following: -</p> <ol style="list-style-type: none">1. One similar nature work amounting to ₹ 12.00 Lacs Or2. Two similar nature work amounting to ₹ 7.50 Lacs Or3. Three similar nature work amounting to ₹ 6.00 Lacs <p>Similar work means, Supply, Installation, Testing and Commissioning of Air Conditioning Unit for one organization / client at one site under one work order /</p>


Divisional Forest Officer
Puri Wildlife Division, Puri

	<p>agreement. Cumulative works executed under rate contract shall not be treated as one work.</p> <p>Components of work executed other than those included in definition of similar shall be deducted while calculating cost of similar work. Bidder shall submit abstract of cost of work in support of the same.</p> <p>Certificates of satisfactory completion of similar work should be issued by competent Authority.</p> <p>Bidders should enclose copy of work orders/ completion certificate or TDS certificate from organization where work has been executed.</p> <p>In case the similar work/s is of private nature other than Central/State Government/Central Autonomous Body/Central Public Sector undertaking/City Development Authority/ Municipal Corporation of city, they shall be required to submit T.D.S. Traces / Certificates for such works issued by respective Principal Employer/ Clients.</p>
2	<p>The bidder should be authorized dealer/Agency/ Distributor / Integrator or Agents authorized by OEM for SITC of AC units authorized through OEM's Manufacturer's Authorization Form (MAF) for any of the makes specified in the tender.</p> <p>➤ Bidders who are Dealers/Agents, must furnish bid specific Manufacturer's Authorization Form (MAF) separately.</p>
3	<p>The minimum average annual turnover of Bidder for the last three financial years i.e. 2021-22, 2022-23 & 2023-24 must not be less than ₹ 7.0 Lakhs. Bidder to submit audited Balance sheet with UDIN, Profit & Loss statement and trading account details for these financial years, if applicable.</p>
4	<p>The Applicant should not have been black-listed/ barred by any department of Govt. of India or any state Governments and company does not feature in the debarment list of any of these departments. Further, similar eligible works should not have been carried out on Back to Back basis and the Applicant shall have to furnish undertaking as under. An undertaking in this regard is to be submitted to DFO Puri by Bidder (on firm's letterhead):</p> <p>1. <i>"I/We have not been black-listed/ barred by any department of Govt. of India or state governments and my company does not feature in the debarment list of any of these departments.</i></p> <p>2. <i>"I/ We undertake and confirm that eligible similar work(s) has/have not been got executed through another agency on back-to-back basis.</i></p> <p><i>Further that, if such a violation comes to the notice of the DFO Puri, then I/we shall be debarred for bidding in any department of the Government of Odisha in future forever. Also, if such violation comes to the notice of the tender inviting authority before date of start of work, it shall be at liberty to forfeit the entire amount of Earnest Money Deposit."</i></p>
5	<p>Bidder should have service Centre for regular maintenance at Puri. Bidder to furnish address for the stated service location in Puri or nearby location.</p>
6	<p>Bidder must have valid PAN No. and GST No. Copy of PAN Card and GSTIN to be submitted.</p>


 Divisional Forest Officer
 Puri Wildlife Division, Puri

SECTION -3

4. Technical Specification

4.1. Tower AC:

- Capacity: 2 TR (18000 BTU/hr)
- Category: Tower (vertical) Air Conditioners
- Compressor type: Inverter with variable speed
- Star rating: BEE 1 Star or above
- 100% Copper, Stabilizer free operation
- Self-Diagnosis feature, Rotary Compressor with 05 Years Warranty on Compressor
- Refrigerant: R-32 Eco-Friendly Refrigerant, Single Phase

Cost of minor civil/ Electrical works as per site condition should be done without any extra charge.

4.2. Power cabling:

- All wires used should be FRLS PVC insulated.
- Conductor material: Copper stranded conductor
- Colour code should be followed as follows Phase- Red/ Yellow/ Blue Neutral- Black Earthgreen
- PVC wires should be routed through ISI marked, medium class PVC conduit/ bends/ coupling etc. of suitable size, such that wires inside the conduit won't get crowded.
- Minimum size of conduit: 20mm dia., Medium class conduit. Conduits should be clamped on wall at regular interval with heavy duty saddles.
- Preferably power/circuit, light point should be routed separately with clips saddles.
- Flexible PVC conduit should be provided wherever necessary
- Wiring should be carried out in neat manner following good engineering practice as directed by the engineer.

Any associated civil work as per site condition should be carried out

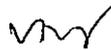
5. Payment Condition:

- 100% payment shall be made to the contractor only after the successfully installation, commissioning & testing of complete work. The standard deduction of TDS, TDS on GST if any as per Govt guidelines will be applicable. **5% of total bill will be kept as security to attend the defects in DLP.** The same will be release after DLP over if defect rectification work was carried out satisfactory as per Divisional Forest Officer, Puri Wildlife Division.
- Bill/s are liable to deduction of Taxes as per the latest guideline

6. DELIVERY:

The successful BIDDER should deliver the material as per tender document/purchase order to the following location:

S.No	Particular	No. of AC to be installed at Mangrove Retreat, Astaranga
1	Tower AC 2 Tonne Capacity or equivalent/higher specification at Mangrove Retreat, Astarang	13 Nos.
Total		13


Divisional Forest Officer
Puri Wildlife Division, Puri

To be filled by the all-participating contractor:

Sl.NO	Particulars	Tower AC 2 Tonne or equivalent/higher specification
1	Make	
2	Model (Inverter model only)	
3	Star rating	
4	Compressor type	
5	Compressor warranty in years	
6	PCB warranty in years	
7	Refrigerant type	
8	Condenser coil material	
9	Evaporator coil material	
10	Nominal Air flow	
	i) Cooling capacity	
	ii) Rated power supply	
11	a. voltage	
	b. frequency	
	c. phase	
12	iii) Power consumption in watts	
	iv) fan speed	
	v) Dimensions	

**** Technical Data sheet must be enclosed with this document in support of above filled information.**

Place:

Date:

Signature & seal of Successful Bidder with seal


Divisional Forest Officer
Puri Wildlife Division, Puri

SECTION -4

6. Letter of Transmittal

Letter of Transmittal

(To be submitted on Firm's Letterhead)

**Divisional Forest Officer,
Puri Wildlife Division
Chakratirtha road : Puri-752002**

Reg: _____

Dear Sir,

1. Having examined the details given in Notice for Tender for _____ documents for the above works, I/we hereby submit my / our qualification and relevant documents.
2. I/ We understand that pre-qualification under this application is not a guarantee of award of work in any kind.
3. I/ We confirm that the credentials, information and documents submitted as a part of this application are bona-fide and any discrepancy observed at any stage shall render our application null and void and liable to be debarred from pre-qualification / tendering / taking up of work in DFO, Puri Wildlife Division. and / or removal from any / all lists of Pre-qualified contractors in all disciplines and categories.
4. I/ We hereby agree that DFO, Puri Wildlife Division has the right to approach individuals, employers, firms and corporations to verify my/our submittals, competency and general reputation, and I/we have no objection to the same. Further, we understand that DFO, Puri Wildlife Division also has the right to scrutinise this application for pre-qualification, based on our performance during previous engagements / pre-qualification, with various offices of Government.
5. I/We hereby confirm that I/we have read and understood all the stipulations given in this prequalification documents and the decision of DFO, Puri Wildlife Division with regard to my/our prequalification shall be final and binding on me/us.
6. I/ We understand that any engagement by the DFO, Puri Wildlife Division under this pre-qualification process shall be on principal to principal basis. I/We also agree that DFO, Puri Wildlife Division reserves it's right to appoint / engage one or more agencies / service providers / firm / company etc. to provide the like works / services or / and work concurrently during the currency of the engagement.
7. I/ We have submitted the following certificates in support of our meeting the minimum qualifying criteria of completed work(s) specified eligibility criteria for having successfully completed the following works:


**Divisional Forest Officer
Puri Wildlife Division, Puri**

RFP for Procurement of Air-conditioners

S. No.	Name of Work	Certificate From
1		
2		
3		

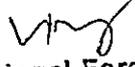
8. I/ We have deposited EMD amounting to ₹ _____ (Rupees _____ Only) by Demand Draft/NEFT/RTGS in terms of RFP condition.

Dated this day of _____ 2025.

Signature _____ in the capacity of _____ duly authorised to sign documents for and on behalf of _____ (IN CAPITALS).

Application submitted on _____ before _____ P.M.

Seal of the firm:


Divisional Forest Officer
Puri Wildlife Division, Puri

SECTION -5

GENERAL TERMS & CONDITIONS:

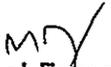
1. On receipt of intimation from the Tender Inviting Authority of the acceptance of his tender, the tenderer should start the work within 3 days. The work is to be completed within **10 days**. The work will be carried out as per the guidance of Range Officer. The model and make of proposed supply must be obtained within 10 days of award of work.
2. The rates quoted in the tender shall include, GST, excise duty, sales tax, octroi and any other taxes or expenditure for carrying out the employment. The invoice to be generated by using back calculation of applicable GST.
3. No escalation in rates will be allowed under any circumstances.
4. The entire EMD amount will be forfeited in the event if tender is accepted and contractor fail to execute the contract when called upon to do so.
5. The successful tenderer is bound to carry out entire work within the period stipulated. The tenderer will have to pay liquidated damages @ Rs.500.00 per day for non-completion of job within stipulated time subject to maximum of 10% of the contract value.
6. The sample/make of materials of approved make to be submitted & prior approval must be obtained before delivery of material at site.
7. **DEVIATION FOR TENDER QUANTITIES UPTO 25% & ABOVE 25%-**

The tender rates shall hold good for any increase in the tendered quantities up to variation of 25%. In case tender quantities of an individual item exceeds the deviation limit of 25% the rates for the excess quantities over and above the deviation limit shall be payable as per market rates analysis or quoted rates in tender, whichever is lower. The market rate will be sustained by purchase vouchers / bill using constant only of materials, Labour, T&P etc. from all Indian Standard analysis of rates published by Odisha Analysis of Rates with 15% towards Contractors profit. & Overheads and taxes. For non-schedule items, constant of material, labour, T&P etc. shall be decided by the Range Officer of Employer, based on the actual observation at site.

8. SUBSTITUTION

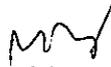
Should the Contractor desire to substitute any materials and workmanship, he/they must obtain the approval of the Employer in writing for any such substitution well in advance. Materials designated in this specification indefinitely by such terms as "Equal" or "other approved" etc., specific approval of the Employer has to be obtained in writing

9. The liquidated damages as mentioned above may not be enforced if the Contractor applies for extension of time mentioning the reasons for extension. The DFO, Puri Wildlife Division will grant extension of time in days if it is proved that contractor is not at fault for extending the work beyond stipulated date of completion.
10. The successful tenderer is bound to carry out items of work necessary for completion of job even though the same are not included in the schedule of quantity. Rates of extra items will be derived from the tender. In case the rates do not exist in the tender and extra item is not similar to tender item, then the rates will be worked out on the prevailing market cost of material and labour, including wastage, taxes plus 15% towards contractor's profit.


Divisional Forest Officer
Puri Wildlife Division, Puri

RFP for Procurement of Air-conditioners

11. The contractor shall make adequate arrangement for watch and ward of his material and shall ensure the safety, breakage and any theft of material fixed or unfixed by him or other sub-contractors.
12. The work executed should be got approved by the DFO Puri and contractor shall rectify any bad workmanship pointed out at any stage and remove from site all the rejected materials immediately.
13. The contractor shall be responsible for application of labour laws, compensation for injury and accident to person, whether employed by him or by his sub-contractor.
14. The contractor will take necessary precautions for carrying out the work, avoiding any damage to structures/decorative parts of the property. The contractor will rectify any damages done at his cost.
15. The contractor shall ensure that workmen employed by him for execution of work are suitably covered against workmen's compensation Act, ESI and other legislative enactments applicable to such works and workmen shall be to the contractor's account.
16. The works will be carried out as per DFO, Puri Wildlife Division instructions and drawings and specifications to the entire satisfaction of the DFO, Puri Wildlife Division. Work is to be carried out in a functional office. Notice/Disturbance creating jobs are to be done in non-office hours and nothing extra on this account will be paid.
17. In case of non-completion or delay in completion of work or removal of defects in time, the DFO, Puri Wildlife Division shall be free to appoint another agency to get the job done at contractor's risk and cost.
18. TDS and any other tax applicable will be deducted from all the payments due to the contractors as per rules.
19. Defect liability period: **One year** from the date of satisfactory completion & handing over of the work to DFO, Puri Wildlife Division
20. The quoted price of tenderer should include removal of the malba or garbage materials during any work related to this job by the contractor and dispose of the same outside the premises/complex of Mangrove Retreat, Astarang at the approved area. No malba or garbage material shall be kept anywhere adjoining to the building, failing which the same will be got done by DFO, Puri Wildlife Division at contractor's risk & cost. No damage of Mangrove Retreat properties to be ensured by the vendor during execution of work otherwise suitable recovery to be done for the losses by the DFO, Puri Wildlife Division.
21. If the delay pertains to the DFO, Puri Wildlife Division in respect of progress of work, DFO, Puri Wildlife Division grant such extension of time for the completion of the contract as it may think proper and sufficient in consequence of such delay and the contractor shall not make any claim for compensation or damage in relation thereof.
23. The contractor will not execute any extra item without DFO, Puri Wildlife Division permission in writing.
24. The quantities mentioned in the schedule of quantities are approximate. Payment will be made on actual work done by the contractor. However, the contractor should not deviate the quantity without DFO, Puri Wildlife Division's permission.


Divisional Forest Officer
Puri Wildlife Division, Puri

RFP for Procurement of Air-conditioners

25. A conditional tender is liable to be rejected.
26. The DFO,Puri Wildlife Division has a right to alter the nature of work and to add or omit any items of work or to have the option of the same carried out departmentally or otherwise and such alterations shall be carried out without prejudice to this contract.
27. The DFO,Puri Wildlife Division has right to terminate the contract, if the contractor abandons the work, or fails to commence and complete the work in time, or fails to abide by the contract conditions.
28. The DFO,Puri Wildlife Division will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
29. In case of any dispute between DFO,Puri Wildlife Division & contractor, the decision taken by the Arbitrator who will be appointed by the DFO,Puri Wildlife Division will be final & binding to the contractor. The case will be filed in the Delhi Court only.
30. Part payment shall be made during execution after accessing the progress of the work by DFO,Puri Wildlife Division. However, the contractor has to submit their bill for the same.
31. Suitable scaffolds shall be provided for workmen for all works that cannot safely be done from the ground, or from solid construction except in the case of short duration work which can be done "safely from ladders" when a ladder is used, it shall be of rigid construction made either of good quality wood or steel. The steps shall have a minimum width of 450 mm and a maximum rise of 300 mm. Suitable hand hold of good quality wood or steel shall be provided and the ladder shall be given an inclination not steeper than 1/4 to 1 (1/4 horizontal and 1 vertical).
32. The invoice will be generated in favour of DFO, Puri Wildlife Division of our respective branch where air- conditioner installation is proposed.
33. The contractors are advised to visit the site and familiarized/acquaint with the job before submitting the price bid. No extra rate shall be paid on this account. It will be the responsibility of the contractor to complete the job to the satisfaction of DFO, Puri Wildlife Division.
34. **DISPUTES AND ARBITRATION:** All disputes or differences, whatsoever, arising between the parties out of or in relation to the terms and conditions, meaning and operation or effect of this Agreement or breach thereof shall be settled amicably. In case they are not able to settle the disputes or differences between them amicably, the matter may be referred to a sole arbitrator mutually agreed upon after issue of at least thirty (30) days' notice in writing to the other party clearly setting out there in the specific disputes and the same shall be settled by arbitration in accordance with the Indian Laws relating to arbitration, i.e. in accordance with the provision of the Indian Arbitration and Conciliation Act, 1996 and Rules and Regulations framed thereunder including all amendments up to date and the award made in pursuance thereof shall be binding on the parties. The matter may be referred to a sole arbitrator nominated by DFO, Puri Wildlife Division, who shall give a reasoned award and the award made in pursuance thereof shall be binding on the parties.
35. Warranty will be applicable to the product offered by the OEM for the same supplied product.
36. The successful bidder has to execute the following agreement on Non-Judicial Stamp Paper of Rs.100/-


Divisional Forest Officer
Puri Wildlife Division, Puri

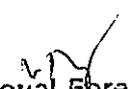
SECTION -6

ARTICLES OF AGREEMENT

This agreement is made at on..... Day of.....2025 between the DFO, Puri Wildlife Division (Hereinafter referred to as "The DFO, Puri Wildlife Division " which expression shall be deemed to mean and include its successors, administrators and permitted assigns) of the one part & (herein after called "the Successful Bidder/Contractor" which expression shall be deemed to mean and include its successors, administrators and permitted assigns) of the other part. WHEREAS the DFO, Puri Wildlife Division is desirous of executing work of "Supply, Installation, Testing and Commissioning of 13 Nos. Stand Air Conditioning Units at Mangrove Retreat, Astarang" and has by letter of acceptance dated.....accepted a tender by the Contractor for the execution, completion & maintenance of such work. After discussion, the DFO, Puri Wildlife Division and the bidder agree to enter into this agreement on the terms and condition set out hereunder:

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

35. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the said conditions of contract hereinafter referred to:
36. The following documents, terms and conditions contained therein shall form and construe as integral part and parcel of this agreement and be read as part and parcel of this agreement, viz.
 - a. Original tender document duly signed and stamped on each page by the authorised signatory of the bidder;
 - b. Relevant correspondence letters / communications forming parts of contract and referred to in acceptance letter;
 - c. Acceptance of Award of Work;
 - d. Bill of quantities;
 - e. Corrigendum/Addendums (if published); and
 - f. Other additional documents as may be required.
37. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities of discrepancies the latest documents issued by the DFO, Puri Wildlife Division shall prevail over the earlier documents.
38. In consideration of payment to be made by the DFO, Puri Wildlife Division to the successful bidder as hereinafter mentioned, the successful bidder hereby covenants with the DFO, Puri Wildlife Division to perform execute, complete and maintain the work in due respects and in conformity with the provision of the contract and tender documents.
39. The DFO, Puri Wildlife Division hereby covenants to pay the Contractor/successful Bidder in consideration of the execution, completion of the work such sums as shall become payable hereunder at the time(s) and in the manner prescribed in the said conditions and price schedule of quantities / bill of quantities prescribed in the contract.


Divisional Forest Officer
Puri Wildlife Division, Puri

RFP for Procurement of Air-conditioners

40. All disputes or differences whatsoever arising between the parties shall be settled amicably. If parties are not able to solve amicably, the same shall be settled by arbitration by a sole Arbitrator to be nominated by the competent authority of DFO, Puri Wildlife Division in accordance with Arbitration and Conciliation Act 1996 and the Rules and Regulations framed thereunder, as may be amended from time to time. The award made in pursuance thereof shall be binding on the parties. Venue of arbitration shall be at Puri and the language shall be English. The Parties to the arbitration shall bear their own costs. The Arbitrator shall give a reasoned award.
41. All disputes arising out of or in connection with this agreement shall be deemed to have arisen in Puri and only the courts of Puri shall have the jurisdiction to determine the same.
42. Notices as required by the agreement that shall be entered with the successful bidder shall be sent to the addresses as would be mentioned first therein or such other addresses as the Parties may designate from time to time, and shall be sent by certified or registered mail with acknowledgement due on receipt.

SIGNED AND SEALED AND DELIVERED BY THE

Said

Said

(Name)

(Name)

on behalf of the Contractor

on behalf of the DFO, Puri Wildlife Division

In the presence of

In the presence of

Name:

Name

Address:

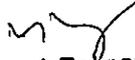
Address:


Divisional Forest Officer
Puri Wildlife Division, Puri

RFP for Procurement of Air-conditioners

This form is included in the tender documents only for the information of the bidders. Only the successful bidder will be in due course, required to complete the form.

Approved Make list Item	Make
Tower AC	Daikin/Mitsubishi Electric/ Mitsubishi Heavy /Hitachi/Voltas/O'General/ Bluestar/Toshiba
Electric Cables/wires	Havells/ Polycab/ Finolex/ RR kabel
PVC drain pipe/ bends/ coupling etc	Finolex/ Aashirvad/ Astral


Divisional Forest Officer
Puri Wildlife Division, Puri

RFP for Procurement of Air-conditioners

DOCUMENTS TO BE SUBMITTED

1. Enclose Bidder Information. Annexure A1
2. Bidder must submit the EMD payment details
3. The bidder must not be blacklisted/Suspended or any service-related dispute with any organisation/Govt. Organisations in India or outside India. Annexure-A2.
4. The bidder should accept RFP Terms & Conditions- Annexure -A3.
5. The bidder must have experience of supplying air conditioners to various Government/Semi-Government/PSU during last three years. Enclose copy of 0 purchase orders or completion certificates/invoices. – Annexure A4.
6. The bidder must have Annual Business Turnover of minimum Rs.7.0 Lakhs business in last three financial years i.e. 2021-22, 2022-23 and 2023-24 Annexure A5. (Enclose copy of Audited Annual Accounts or Chartered Accountant certificate for turnover for the last three years).
7. The bidder should have submitted ITR copy filed for last three financial years i.e. 2021-22, 2022-23 and 2023-24. Annexure A5. (Enclose copy of Acknowledgments.)
8. Enclose copy of valid GST Registration certificate.



Divisional Forest Officer
Puri Wildlife Division, Puri

SECTION 7 – INSTRUCTIONS TO BIDDERS

A) COST OF BIDDING :

1. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the DFO, Puri Wildlife Division shall not be responsible or liable for those costs.

B) VALIDITY OF THE BID: 90 Days from the date of submission of bid.

C) AMENDMENT OF BIDDING DOCUMENTS:

1. At any time prior to the deadline for submission of bids, DFO, Puri Wildlife Division may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document.
2. All prospective BIDDERS who have downloaded the bidding document may visit Puri district website for amendments / modifications if any which will be binding on them.
3. Financial bids of only those bidders, whose bids are found technically qualified

D) CONFIDENTIALITY:

1. Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
2. Any attempt by a Bidder to influence the DFO, Puri Wildlife Division in the evaluation of the Bids or Contract award decisions may result in the rejection of their Bid.

E) DEVIATION, RESERVATIONS AND OMISSIONS:

1. During the evaluation of Bids, the following definitions apply:
 - “Deviation” is a departure from the requirements specified in the Bidding Documents;
 - “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
 - “Omission” is the failure to submit part or all of the information or documentation required in the Bidding Documents.

F) CORRECTION OF ARITHMETICAL ERRORS:

1. Provided that the Bid is substantially responsive, the DFO, Puri Wildlife Division shall correct arithmetical errors on the following basis:
 - if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the DFO, Puri Wildlife Division there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
 - if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in


Divisional Forest Officer
Puri Wildlife Division, Puri

which case the amount in figures shall prevail subject to (a) and (b) above.

2. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with the same, shall result in the rejection of the Bid.

G) EVALUATION OF BID :

1. Purchase Committee will evaluate technical and commercial acceptable offers on landed net Price basis.
2. In case any BIDDER is silent on any clauses mentioned in this tender documents, DFO, Puri Wildlife Division shall construe that the BIDDER has accepted the clauses as per the invitation to tender and further claim will not be entertained.
3. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.
4. Evaluation of price bid shall be considered on L1 price basis in each category/Capacity of air-conditioner mentioned in the tender document. Only L2 & L3 bidders will be allowed to match L1 rates incase L1 bidder backs out (initially L2 will be allowed to match L1 rates if not agreed on L1 rates then L3 will be allowed to match L1 rates).

H) PRICE BID:

1. Quoting of Price (s): Price quoted should be in Indian Rupees, free delivery at our branches in Puri.
2. In case of multiple options of same product, bidders are requested to quote only one best option and not multiple options.

I) CORRUPT & FRAUDULENT PRACTICES:

1. DFO, Puri Wildlife Division requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,

• The terms set forth below are defined as follows:

- Corrupt practice”means the offering, giving, receiving, or soliciting, directly or in directly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- “Fraudulent practice”means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- “Collusive practice”means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non- competitive levels; and
- “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;

• The DFO,Puri Wildlife Division will reject a proposal 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.

J) TRANSFER AND SUBLETTING :

1. The seller shall not sublet, transfer, assign or otherwise part with the acceptance to


Divisional Forest Officer
Puri Wildlife Division, Puri

the tender or any part thereof, either directly or indirectly, without the prior written permission of the DFO,Puri Wildlife Division.

K) CANCELLATION OF TENDER:

1. Notwithstanding anything specified in this tender document, DFO,Puri Wildlife Division in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:

- a) To accept OR reject lowest tender or any other tender or all the tenders.
- b) To accept any tender in full or in part.
- c) To reject the tender offer "not confirming" to the tender terms.
- d) To cancel the tender at any stage.

2. To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/Guidelines.

3. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:

a) Non-submission of complete offers.

4. Conditional Tenders and Unsigned Tenders will also be rejected.


Divisional Forest Officer
Puri Wildlife Division, Puri

SECTION 8 – CONDITIONS OF CONTRACT

L) INDEMNITY CLAUSE:

1. The firm shall indemnify the DFO, Puri Wildlife Division against all actions, suits, claims and demands brought or made against it in respect of anything done or committed to be done by The firm in execution of or in connection with the work of this contract and against any loss or damage to the DFO, Puri Wildlife Division in consequence to any action or suit being brought against the firm for anything done or committed to be done in the execution of this contract. The firm will abide by the job, safety measures prevalent in India and will free the DFO, Puri Wildlife Division from all demands or responsibilities arising from accidents or loss of life, the cause of which is the firm's negligence. The firm will pay all indemnities arising from such incidents, without any extra cost to DFO, Puri Wildlife Division and will not hold the DFO, Puri Wildlife Division responsible or obligated. The DFO, Puri Wildlife Division may at its discretion and entirely at the cost of the contractor/vendor defend such suit, either jointly with the firm or singularly in case the later chooses not to defend the case.

M) FORCE MAJEURE :

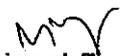
2. Force Majeure will be accepted on adequate proof thereof.

N) LEGAL MATTER :

3. In the event of any dispute over this contract, DFO, Puri Wildlife Division decision shall be final and binding. The jurisdiction will be Delhi only.

O) ADDITIONAL TERMS & CONDITIONS:

4. Product catalogue for the model quoted is to be attached
5. Product code is to be mentioned clearly in the quotation.
6. Installation charges will include total unit with 3 m of wire (3-core, double insulated 2.5/4 sq.mm (approved make), insulated copper pipe (approved make) (combined), drain pipe (approved make) plumbing grade PVC) with specification. Rate per mtr., for extra length (more than 3m.) for wire insulated, cu-pipe (combined) and PVC drain pipe with specification should be quoted separately.
7. The copper pipe, electrical wire & Drain pipe shall be supported with proper support i.e 0.5 mm thickness aluminum cladding at a distance of every meter for Tower AC/Cassette Unit.
8. The installation shall be done neat & clean, no extra hanging wires/copper pipe should be left out. The copper pipe shall have proper nitrile insulation on both the pipe liquid & suction with insulation tape.
9. The measurement of copper will be done for combined circuit i.e suction & liquid line together.


Divisional Forest Officer
Puri Wildlife Division, Puri

RFP for purchase of Air-conditioners

SECTION 10- ANNEXURES

ANNEXURE A- 1: BIDDER INFORMATION
(On Company / firm's Letterhead)

Details of the bidders :		
1.	Name of the bidder (M/s)	
2.	Address of the bidder	
3.	Status of the Company (Public Ltd./ Pvt. Ltd.)	
4.	Valid GST Registration No.	
5.	Details of the Incorporation of the Company	Date: Ref. Document-
6.	Permanent Account No. (PAN)	
7.	Name & Designation of the Contact person to whom all references shall be made regarding this tender.	
8.	Telephone No. (with STD Code)	
9.	Email Address of the Contact person	
10.	Fax No. (with STD Code)	
11.	Main Partner Name & Contact No.	

Yours faithfully

(Signature of the bidder)

Printed Name
Designation and Seal

Date :
Business Address :


Divisional Forest Officer
Puri Wildlife Division, Puri

RFP for purchase of Air-conditioners

ANNEXURE A-2 – DECLARATION REGARDING CLEAN TRACK RECORD

Declaration of Clean Track Record (On Company / firm's Letterhead)

To,

Date :

Divisional Forest Officer,
Puri Wildlife Division
Chakratirtharoad:Puri-752002

Sir,

Re: RFP No.----- dated -----for procurement of Air Conditioners.

I/we carefully gone through the Terms & Conditions contained in the above referred RFP. I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent official in my company /firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred/ blacklisted / case is pending	Black listed / debarred by Government/ Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm /the Partner / Director of the firm was blacklisted and the reason/s for the same)

(Signature of the bidder)

Printed Name
Designation and Seal

Date :
Business Address :

Divisional Forest Officer
Puri Wildlife Division, Puri

RFP for purchase of Air-conditioners

ANNEXURE A-3: DECLARATION FOR ACCEPTANCE OF RFP TERMS AND CONDITIONS
(On Company / firm's Letterhead)

To,

Date :

Divisional Forest Officer,
Puri Wildlife Division
Chakra Tirtharoad:Puri-752002

Sir,

Re: RFP No.----- dated -----for procurement of Air Conditioners”.

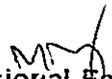
I/we carefully gone through the Terms & Conditions mentioned in the above referred RFP document. I/we declare that all the provisions of this RFP are acceptable to me/my company. I/we further certify that I'm the authorized signatory of my company and am therefore, competent to make this declaration.

(Signature of the bidder)

Printed Name
Designation and Seal

Date :

Business Address :


Divisional Forest Officer
Puri Wildlife Division, Puri

RFP for purchase of Air-conditioners

ANNEXURE A-4 : EXPERIENCE IN SIMILAR WORK DONE/ENGAGED
(On Company / firm's Letterhead)

To,

Date :

Divisional Forest Officer,
Puri Wildlife Division
Chakratirtha Road:Puri-752002

Sir,

Re: RFP No.----- dated -----for procurement of Air Conditioners”.

Brief particulars of the similar supply done in last five years: (Please attach copy of at purchase orders or completion certificates or invoices).

Sr. No.	Name of Organization	Purchase Order No. & Date	Amount of Purchase order	Details of Contact person (Name, Address & Contact No.)

(Signature of the bidder)

Printed Name
Designation and Seal

Date :
Business Address :


Divisional Forest Officer
Puri Wildlife Division, Puri

ANNEXURE A-5 : DECLARATION OF ANNUAL TURNOVER
AND INCOME TAX RETURN
(On Company / firm's Letterhead)

To,

Date:

Divisional Forest Officer,
Puri Wildlife Division
Chakratirtha Road: Puri-752002

Sir,

Re: RFP No.----- dated ----- for procurement of Air Conditioners”.

- 1) I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also submitting Audited Accounts for your references:

F.Y- 2021-22	F.Y- 2022-23	F.Y- 2023-24

And,

- 2) I/we hereby declare that, our firm had filed Income Tax Returns for last three years i.e. 2021-22, 2022-23 & 2023-24. Supported by copy of ITR filed acknowledgments of last three years.

Yours faithfully,
(Signature of the bidder) Name
Designation with Seal

Date:
Business Address:

Encl: As above

Section 11

COMMERCIAL BID FOR TOWER ACs

Item	Specification	Actual
Tower AC, 2 ton AC	Model Number Combined	
	Exact Model Number indoor	
	Exact Model Number Outdoor	
	Precise Cooling Capacity (watt) 6500 (-5% +10%)	
	Noise Level indoor	
	Beyond 3 mtr copper pipe, Rates per meter	
	Beyond 3 mtr Electrical Cable, Rates per meter	
	Eco Friendly Refrigerant	
	4KVA stabiliser	
	Compressor Warranty in year	
	Star Rating as per BEE	

*Rate includes GST and all other incidental charges.

Terms & Conditions:

1. The machine cost shall include loading, unloading, transportation charges, etc. Free delivery without any extra charges shall be made to Mangrove Retreat Astaranga.
2. BEE certified 1-star rating or above Tower Air Conditioner as described above with cordless remote operation. The Tower AC unit shall comprise of a single vertical floor-mounted indoor unit and an outdoor unit with refrigerant gas filling as required. The scope includes placing and installing the indoor unit in the designated area, interconnection with refrigerant piping and control wiring, installation of ODU on the floor or provided stand, etc.
 - o The condenser unit shall be complete with a hermetically sealed rotary compressor and air-cooled condenser with a fan.
 - o The evaporating unit shall consist of a fan section with a dynamically balanced centrifugal fan driven by an FHP motor, multi-row deep cooling coil of copper tubes with aluminum fins, thermostatic expansion valve, etc.
 - o The evaporating unit shall be equipped with a synthetic fiber filter, insulated drain pan, and safety single-phase units.
 - o The Tower AC unit shall be suitable for operation on 230 V, 50 Hz Single Phase A.C. power supply, capable of performing Cooling, Dehumidifying, Air Circulating, and Filtering.
 - o The condenser fan and blower motor should have copper winding.
3. The agency shall ensure that the machine cost includes a minimum of 3 running meters of Copper pipe, Electrical cable, and PVC Drain pipe.
 - o If the manufacturer does not provide any free material, the agency should include that in the machine cost. Any separate claim for material will not be considered.
 - o The electrical cable must be joint-free and continuous.
4. AC machine coil must be made of 100% Copper, and the fins can be Aluminum with rust-proof coating.


 Divisional Forest Officer
 Puri Wildlife Division, Puri

5. The new AC will be covered under a 1-year comprehensive warranty from the date of installation. The Inverter Compressor will have a minimum of 5-year warranty from the date of installation.
 6. **Copper Pipe Specification:**
 - o The copper refrigerant pipe (both liquid and gas lines) shall be of **20-gauge thickness** with **19/20 mm Nitrile rubber insulation** with proper adhesive tape and saddling works.
 7. **Electrical Cable / Communication Cable:**
 - o Three/Four core copper stranded 2.5 sq.mm Electrical Cable with proper termination without any joints.
 - o Approved makes for electrical cable: **Havells, Finolex, KEI** or as approved.
 8. **UPVC Drain Pipe:**
 - o Single unit installation: **25mm pipe**, Two or more units: **32mm/40mm pipe** with saddling, connectors, unions, T-joint, L-bend, etc. Joints must be sealed with proper adhesive.
 - o Approved makes for UPVC Drain Pipe: **Prince, Finolex** or as approved.
 9. **Stabilizer:**
 - o The stabilizer shall have overload protection, voltage boost, and regulation functions. It should protect the Tower AC from voltage fluctuations and sudden overloads.
 - o In case of high/low voltage, the stabilizer shall automatically regulate the voltage within a safe operating range.
 - o Approved makes for Stabilizer: **V-Guard, Microtek** or as approved.
 - o Bidder should ensure that the Tower AC should have stabilizer-free operation.
10. **Refrigerant Gas:**
- All the Tower AC units shall be filled with **R-410A, R-32, or any other eco-friendly refrigerant.**
 - Refrigerant **R-22** is strictly **not acceptable.**
11. Any additional work (civil, electrical, or any other) required during the installation of the Tower AC units must be approved by the DFO Puri prior to execution. No additional claim without prior approval will be entertained.
 12. Supply, fabrication, and installation of MS base frame/stand for the indoor and outdoor units shall be done with proper epoxy painting, vibration isolation pads, supports, brackets, etc.
 - o The base frame shall be fabricated using high-quality MS angle/pipe and coated with 2 coats of epoxy primer and 2 coats of epoxy paint.
 - o Outdoor unit stand shall be customized as per site conditions and approved by the DFO Puri.

Place :

Signature :

Date :

Name :

Office Address


 Divisional Forest Officer
 Puri Wildlife Division, Puri