

INDIAN INSTITUTE OF TROPICAL METEOROLOGY
(An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India)

Dr. Homi Bhabha Road, Pashan, PUNE-411008

Tel (O): 020-25904200 Fax : 020-25865142 E-mail: admin@tropmet.res.in Website: www.tropmet.res.in

Invitation for Bids / Notice Inviting Tender

Date: 05/04/2018

Indian Institute of Tropical Meteorology is an esteemed Autonomous Institute working under Ministry of Earth Science, Govt. of India. It is a premiere research Institute doing research on the Ocean-Atmosphere Climate System required for improvement of Weather and Climate Forecasts. It generates scientific knowledge in the field of meteorology and atmospheric sciences that has potential application in various fields such as agriculture, economics, health, water resources, transportation, communications, etc. It functions as a national centre for basic and applied research in monsoon meteorology. The Director, IITM would like to outsource following Services for Institute's day-to-day activities by inviting offers / bids. The required Scope of work is given in Chapter 3 appended herewith.

Sr. No.	Tender No.	Brief Description of Services	Single / Two Bid
1	IITM/GA/142/02/2018	Supply of Branded Packaged 20 Litre Drinking Water Jars	Two

1. Tender documents can be downloaded from e-procurement web site <http://www.eprocure.gov.in> or from Institute web site <http://www.tropmet.res.in>. The bid has to be submitted online on Institute's e-procurement system hosted at website <http://www.mstcecommerce.com/eprochome/iitm> as per the process mentioned on the same website. Bidder has to register on the above website & to pay the transaction fee directly to MSTC Limited to participate in the bidding process through e-procurement. Bidders are advised to follow the instructions provided in 'Vendor's Guide' available on the said e-procurement website. Bidders can contact at **022-2286 6261** for any technical queries regarding registration and submission of bid on the above portal.

2. The address for submission of bids and for obtaining further information:

LACD-Senior Manager
Indian Institute of Tropical Meteorology,
Dr. Homi Bhabha Road, Pashan,
PUNE-411008. Tel (O): 020-25904200 Fax : 020-25865142

3. The Bid prepared by the Bidder shall include the following:-

i)	Earnest Money Deposit of Rs. 12,000/- (Rs. Twelve Thousand only)
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4. All bids must be accompanied by a Bid Security as specified above and must be delivered to the above office before 05 days from the last date of submission of bid online. In the event of the date specified for bid receipt is declared as a closed holiday, the due date for submission of bids will be the following working day at the appointed time.

5. The Schedule for Submission of Bids is as follows:-

Event	Date	Time in hours (IST)	Venue
Submission of Bids	26 th April, 2018	Up to 1500 hrs.	As detailed at Sr. No.2
Opening of Bids	26 th April, 2018	1530 hrs	

6. The Director, Indian Institute of Tropical Meteorology, Pune reserves the right to accept or reject any or all bids / offers either in part or in full or to split the work order without assigning any reasons thereof.

Indian Institute of Tropical Meteorology, Pashan, Pune – 411 008

(Enclosure to enquiry letter No. IITM/GA/142/02/2018 dt. 05/04/2018)

Supply of Branded Packaged 20 Litre Drinking Water Jars at IITM Pune.

1. SCOPE OF WORK: Supply of Branded Packaged 20 Litre Drinking Water Jar

i. Supply of water jars for all floors of IITM Pune.

ii. The water jars shall be supplied daily uninterruptedly from Basement to all floor of IITM Building every day in sufficient quantity as indicated for each floor. The manufacturer/agency should have either directly or through their representative adequate arrangement of transport for required supply of water to reach IITM Pune office on/before commencement of office i.e. **by 9:00 am on every day.**

2. Materials, Packaging & Liability:

i. The contractor shall maintain the quality, purity and the taste of product same throughout the year.

ii. The quality of jars used for packaging of drinking water should be as per approved BIS Standard norms and every jar should be clean transparent and has no fungus (any green or other colour layer) inside the jar bottle.

iii. If the supplier fails to supply the water jars in the stipulated time or if the quality of the water is not as per the approved / required norms, the IITM Pune shall be free to make necessary arrangement to the procurement of water jars from other sources at contractor's risk. The same shall be recovered from their payment or recovered from security deposit.

iv. IITM Pune shall be free to test the sample of drinking water supplied by the supplier from any independent agency/source for which all required documentation shall be submitted by the supplier.

v. The supplied packaged drinking water jars should be free from manufacturing defects and supplier should offer free replacement for such manufacturing defects.

vi. Every jar should have batch no., date and year of manufacturing on it.

3. Eligibility Criteria:

Tenderers who fulfill the following requirements shall be eligible to apply.

i. Only reputed manufacturers such as Bisleri, Kinley, Oxyrich, Mount Kailash, Bailey, Mc Dowells, etc. supplying packaged drinking water of 20 ltrs. jar as per standards indicated above are only eligible and who have satisfactorily carried out supply of packaged drinking water of 20 Ltrs. Jars and CAMC for hot and cold water dispensers in the office of Govt, State Govt, PSU etc. during last 3 (three) financial years with the experience of minimum supply of 1,500 Jars per month for single organization.

ii. The tenderers shall have their manufacturing/bottling/processing unit and administrative office based in Pune.

iii. The tenderer should have ISO certification / BIS license (IS 14543:2004) for manufacture and supply of packaged drinking water (copy of valid license to be submitted with tender documents).

iv. Company profile & Turnover details of the company/contractor/firm etc.

- vii. Name & address of the clients for whom the jobs were executed as per **format given in Annexure-II.**
- viii. Certificates from the clients for satisfactory performance.
- ix. True copy of PAN and GST registration.
- x. The bidder should also furnish the following information regarding eligibility criteria **as per Annexure I.**

4. Earnest Money Deposit:

- A. Earnest Money Deposit (EMD) for supply of branded packaged 20 litter jar of drinking water of is **Rs. 12,000/- (Rupees Twelve Thousand only)**

5. Security Deposit:

- i. An amount of security deposited is 10% on award of contract value is to be deposited in the form of BG/ DD/ TDR by the successful bidder within 14 days from the date of award of contract. The security deposit will not bear any interest and will be returned only on completion of the contract. The EMD furnished by the bidder at the time of submission of the tenders will be returned on submission of the security deposit stated above. Failure of the bidder to submit the above-mentioned Security Deposit shall constitute sufficient grounds for the annulment of the contract award.
- ii. On the absence and/or not deposit the security deposit amount within time limit after awarding of contract, the IITM Pune will have to right to not process of monthly payments of the equivalent value of 10% of award of contract.

6. SPECIAL CONDITIONS OF CONTRACT

6.1 Engagement terms of labour:

- i. The agreement between IITM Pune and the contractor shall be purely on the basis of service agreement. The Contractor shall make his own arrangements for the engagement of the labour.
- ii. Workers engaged for the purpose of transportation/supply of water should be covered under E.P.F., and other statutory and insurance covers.
- iii. In respect of the engagement, employment, wages, transport, paying, feeding, housing and working conditions of labour and of all matters connected therewith, the contractor shall be solely responsible and liable.
- iv. During the continuance of the Contract, the contractor shall at all times be liable to obligations imposed on him by the provisions and requirements of any Central or State Statute ordinance or other law or any Regulation or Bye-law of any local or other duly constituted authority which may be applicable including any such law regulation or order passed or made or coming into force during the period of the Contract.

v. The successful bidder shall have to take necessary insurance coverage for his workmen, vehicle, driving license etc and keep IITM Pune indemnified against risk. Copy of such insurance premium receipt shall be submitted to the IITM before the release of first payment.

6.2 Accidents:

i. The Contractor shall within 24 hours of the occurrence of any accident or mishap at or about the Site or in connection with the execution of the work shall report such incident to IITM Pune. The Contractor shall also report such accident to the competent authority whenever such report is required by law.

ii. Contractor shall work under the supervision of IITM Pune authorized officers / Care takers as may be nominated from time to time.

iii. The work is to be carried out in occupied office premises in IITM Pune and hence the contract shall be governed by the rules of the IITM Pune regarding the working hours, supply & removal of materials etc. The contractor and his men shall not cause disturbance to the customers/ staff of the IITM Pune as well as other personnel in IITM Pune Campus.

iv. The random sample from supplies is liable to be tested from any government approved/ National Accreditation Board for Testing and Calibration Laboratories (NABL) accredited laboratory. In case of failure of sample, penalty will be imposed as decided by IITM Pune and remaining contract will be cancelled and the firm will be debarred from participation in future tender and supply to IITM Pune.

v. IITM Pune authorities may visit your plant to inspect entire process and norms adopted during the manufacturing of packaged drinking water.

6.3 Loading Unloading, Transporting of Jar / Machines:

The contractor shall not be allowed to take water dispensers outside the IITM premises, however for loading, unloading and transporting of the jar/ machines inside the workshop he should make his own arrangement.

6.4 Sub-Contracting of the Contract:

Sub-contracting of the contract in any form will not be permitted. If for any unavoidable reasons, any work in part or in full is got executed by the contractor from any other agency, then no separate payments will be released except to the contractor with whom the agreement has been signed.

6.5 Cost of Work:

The cost of work shall be the overall cost of works as quoted by the contractor in the price schedule for item (A) & (B) and as accepted by the IITM, Pune authority.

6.6 Penalty for the Loss/Damage of the Materials:

In case of the loss/damage of the IITM Pune property, the equivalent amount so lost by the contractor, IITM Pune will be recovered from security deposit and/or pending on account bills or forfeit the performance security.

6.7 Variation Clause:

No price variation clause shall be applicable.

6.8 Contract Tenure:

The contract will be initially for a period of one year and shall be extendable on year to year basis for maximum up to two extensions i.e. 1+2 years, subject to satisfactory performance of the contractor. The terms and conditions and rates approved for the first year will remain applicable to the 'first' and 'second' extension also.

6.9 Payment Terms & Conditions.

- a. The payment will be made on Monthly basis for supply of 20 liter jar.
 - b. The CAMC payment will be made on quarterly basis after completion of each successful quarter with certification of the concerned divisions.
 - c. No advance payment. Payment would be made on actual work basis by end of the quarter.
- 1) Contractor should ensure the safety of its workmen through suitable insurance cover. Institute will not be responsible for payment to any injury to any worker.
 - 2) The contractor has to pay for any damage occurs to the institute properly through his workers during the execution of work.

(योगिता कड / Yogita Kad)
उप प्रबंधक / Deputy Manager
कृते निदेशक / for Director
संपर्क क्र. / Contact No. : (020) 25904441/322/206

PRICE SCHEDULE

(Bidder should quote in this format however, if quoted in different format; all parameters given below should be covered)

Tender No: _____ Tender Date: _____
 Quotation No. _____ Date: _____ Quotation Valid Upto: _____

NAME OF WORK :- (A) Supply of Branded Packaged 20 Litre Drinking Water Jars

Sr. No.	Description	Name of Brand	(a) Rates/ 20 Ltr Jar (Rs.)	(b) Taxes in % (GST)	(c=a+b) Total/20 Ltr Jar (Rs.)
1	Supply of Branded Packaged 20 Ltr. Drinking Water Jars as per approved BIS (IS 14543:2004) standard.				

NOTE: Detail Taxes structure schedule should be clearly mentioned.

SIGNATURE OF AUTHORISED PERSON

Documents supporting Eligibility criteria and Qualification requirement

Sr. No.	Item	Compliance Yes / No	Remarks
1	Bidder should not have any record of having been black listed by any Govt. / Public sector organization in the last Three years.	Yes / No	
2	Bidder should be a company registered under the Companies Act, 2013 since last 3 years.	Yes / No	
3	Bidder must have GST Registration Certificate. (GST certificate should enclose with Technical bid)	Yes / No	
4	Bidder should possess PAN card in the name & style of the Company. The copy should be attached along with the technical	Yes / No	
5	Bidder should have a dedicated & well-equipped, Pune based Office of operation that will also act as a spare parts stocking	Yes / No	

Date:

Signature of the Tenderer

Bidder Information Form

(a) [The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]

Date : [Insert date (as day, month and year) of Bid Submission]

Tender No : [Insert number from Invitation for bids]

01.	Bidder's Legal Name [Insert Bidder's legal name]	
02.	PAN No./GST Regd. No.	
03.	In case of JV, legal name of each party: [Insert legal name of each party in JV]	
04.	Bidder's actual or intended Country of Registration: [Insert actual or Intended Country of Registration]	
05.	Bidder's Year of Registration: [Insert Bidder's year of registration]	
06.	Bidder's Legal Address in Country of Registration: [Insert Bidder's legal address in country of registration]	
07.	Bidder's Authorized Representative Information Name: [Insert Authorized Representative's name] Address: [Insert Authorized Representative's Address] Telephone/Fax numbers: [Insert Authorized Representative's telephone/fax numbers] Email Address: [Insert Authorized Representative's email address]	
08.	Attached are copies of original documents of: Articles of Incorporation or Registration of firm named in 1, above.	
09.	Turnover of the company. Please provide the details for the last 3 (three) FY years 2014-2015	
	2015-2016	
	2016-2017	
10.	Other information applicant might like to give in support of the application	

Signature of Bidder _____

Name _____

Business Address _____

MANUFACTURERS' AUTHORIZATION FORM

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]

Date : *[Insert date (as day, month and year) of Bid Submission]*

Tender No. : *[Insert number from Invitation For Bids]*

To : *[Insert complete name and address of Purchaser]*

WHEREAS

We *[Insert complete name of Manufacturer]*, who are official manufacturers of *[Insert type of goods manufactured]*, having factories at *[Insert full address of Manufacturer's factories]*, do hereby authorize *[Insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[Insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 13 of the terms and condition, with respect to the Goods offered by the above firm.

Signed: *[Insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[Insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[Insert title]*

Duly authorized to sign this Authorization on behalf of: *[Insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[Insert date of signing]*

Eligibility Certificate

This is to certify that we are not associated or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids / Tender No. _____ dated _____.

Authorised Signatory

Name: _____

Designation: _____

Non-Black listing Self Certificate

This is to certify that M/s. _____ has not been blacklisted by any Central / State Government Department / organization in last 3 years.

Authorised Signatory

Name: _____

Designation: _____

SERVICE SUPPORT DETAIL FORM

Sr. No.	List of similar type of equipments serviced in the past 3 years	Address, Telephone Nos., Fax No. and e-mail address of the buyer	Nature of training Imparted/ service provided	Name and address of service provider

Signature and Seal of the manufacturer/Bidder.....

Place :

Date :

PERFORMANCE STATEMENT FORM

Details of similar equipment / systems supplied & installed during past 3 years

Name of the Firm _____

Order Placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered equipment	Value of order	Date of completion of deliver as per contract	Date of actual completion of delivery	Remarks indicating reasons for late delivery, if any	Has the equipment been installed/ working satisfactory? (Attach a certificate from the purchaser / Consignee)	Name of Contact person along with Telephone No., FAX No. and e-mail address

Signature and Seal of the manufacturer/Bidder

Place :

Date :

DEVIATION STATEMENT FORM

PART -I

The following are the particulars of deviations from the requirements of the tender specifications:

CLAUSE	DEVIATION	REMARKS (INCLUDING JUSTIFICATION)

Place:

Date:

**Signature and seal of the
Manufacturer/Bidder**

NOTE:

Where there is no deviation, the statement should be returned duly signed with an endorsement indicating “No Deviations”.

This is an E- Procurement event of IITM, Pune. The E-Procurement service provider is MSTC Ltd., 225C, A.J.C. Bose Road, Kolkata-700 020.

Bidders are requested to read the terms & conditions of this tender before submitting their online tenders. Bidders who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender process for opening of Commercial bid.

Process of E-Tender :

A) Registration: The process involves Bidder's registration with MSTC E- Procurement portal which is free of cost. Only after registration, the Bidder(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Bidder should possess Class III signing type digital certificate. Bidders have to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE TECHNICAL BID, COMMERCIAL BID HAVE TO BE SUBMITTED ON-LINE AT

www.mstcecommerce.com/eprochome/iitm

- Bidders are required to register themselves online with www.mstcecommerce.com/eprochome/iitm/ -> Register as vendor -- Filling up details and creating own user id and password and submit the details.
- Bidders will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any clarification, please contact IITM, Pune /MSTC, (before the scheduled time of the e- tender).

Contact person (IITM):

G.A. Incharge

Telephone No. : 020 25904441/322/321

Contact person (MSTC Ltd):

1. Shri Tejas V

Executive

Tel: 022 22882854 / +91-9535718617

e-mail: ganeshyadav@mstcindia.co.in

3.Smt. Lisbeth Dias

Sr. Manager

Tel No: 022 22883501 / +91-9820158988

email: lpaadickan@mstcindia.co.in

2.Shri Ganesh Yadav

Sr. Manager

Tel. No.: 022 22022096 / +91-9869043055

B) System Requirement:

System Requirements are indicated under **Vendor Guide** available on Login Page of Website:

www.mstcecommerce.com/eprochome/iitm

Latest version of Java software to be downloaded and installed in the system.Security level should be medium

To enable ALL active X controls and disable 'use pop up blocker' under Tools->Internet Options-> custom level (Please run IE settings from the page www.mstcecommerce.com once). **Prospective vendors are suggested to refer to "Vendor Guide" at www.mstcecommerce.com/eprochome/iitm.**

- Part I Technical bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.
- Part II Commercial bid will be opened electronically of only those bidder(s) whose Part-I Technical Bid is found to be acceptable by IITM, Pune. Such bidder(s) will be intimated date of opening of Part-II Commercial bid, through valid email confirmed by them.
- All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

D) Special Note towards Transaction fee: Transaction fee is to be paid by RTGS/NEFT to **MSTC Limited**. Vendor required to use link "Transaction Fee Payment" for generating. The detail procedure and to generate Challan for bank account details can be checked under **Vendor Guide** provided on Login Page of Website :

OR

Vendor Guide Can be Downloaded from below URL:

<http://www.mstcecommerce.com/eprochome/Vendor-Guide-V5.pdf>

- **NOTE:** The bidders should submit the transaction fee **ON OR BEFORE THE PRESCRIBED DATE** as they will be authorized for bid submission only after receipt of transaction fee by MSTC.
- **Click on Transaction Fee Payment -> Select event no from the drop down box -> Select NEFT/ RTGS or Online Payment.**
On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. Take the printout of the challan and make the payment. There shall be auto authorization of payment. Bidder shall be receiving a system generated mail.
- Bidders may please note that the transaction fee should be deposited by debiting the A/C of the bidder only; **transaction fee deposited from or by debiting any other party's a/c will not be accepted. Transaction fee is**

nonrefundable.

- In case of failure to submit the payment towards Transaction fee for any reason, the Bidder, will not have the access to online E-Tender.

E) All notices. /corrigendum and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by IITM, Pune. Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of Bidder with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).

F) E-Tender cannot be accessed after the due date and time mentioned in NIT.

G) Bidding in E-Tender:

- Bidder(s) need to submit necessary Transaction fees to be eligible to bid online in the E-Tender. Transaction fees are non refundable.

- The process involves Electronic Bidding for submission of Technical and Commercial Bid

- The bidder(s) who have submitted the above fees can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com/eprochome/iitm/ → Vendor Login → My menu→ Auction Floor Manager→ live event →Selection of the live event

- The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that clicking on the Technical bid. If this application is not run then the bidder will not be able to save/submit his Technical bid.

- After filling the Technical Bid, bidder should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to filled up and then bidder should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the bidder can click on the "Final submission" button to register their bid

- Bidders are instructed to use 'Attach Docs' link to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.

H) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.

I) During the entire E-Tender process, the bidders will remain completely anonymous to one another and also to everybody else.

J) The E-Tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.

K) All electronic bids submitted during the E-Tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply.

L) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.

M) Purchaser reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.

N) Submission of bid in the E-Tender floor by any bidder confirms his acceptance of terms & conditions for the tender.

- Unit of Measure (UOM) is indicated in the E-Tender. Rate to be quoted should be as per UOM indicated in the E-Tender floor.

- The Purchaser has the right to cancel this E-Tender or extend the due date of receipt of bid(s) without assigning any reason thereof.

- The online tender should be submitted strictly as per the terms and conditions and procedures laid down on website www.mstcecommerce.com/eprochome/iitm/ of MSTC Ltd.

- The bidders must upload all the documents required as per terms of NIT / Tender Document. Any other document uploaded which is not required as per the terms of the NIT / Tender Document shall not be considered. The bid will be evaluated based on the filled-in technical & commercial formats.

- The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, appropriate punitive action / legal action can also be taken against defaulting bidders.

- Bidders are requested to read the Bidder guide and see the video in the page www.mstcecommerce.com/eprochome/iitm/ to familiarize them with the system before bidding.