



## Notice Inviting Tender (NIT)

IMU-KC/PUR/OFFLINE/3/Pneumatic Parts/H&P Lab/24-25

Date: 03.03.2025

1. Indian Maritime University – Kolkata Campus, located at P-19, Taratala Road, Kolkata-700088 invites offline bid in ***single bid systems*** i.e. Techno-commercial bid from eligible and qualified firms towards supply of Pneumatic Parts / Tools for the Hydraulic & Pneumatic Laboratory at the Campus. Prospective bidders are requested to submit their offers in the format as per Annexure – I complying with all the requisite specifications. **Partial bids shall not be accepted.**
2. **Name of the work:** supply of Pneumatic Parts / Tools for the Hydraulic & Pneumatic Laboratory of Indian Maritime University – Kolkata Campus, located at P-19, Taratala Road, Kolkata-700088.
3. **Description of items, quantity and scope of work:** As per the Price Schedule in Annexure – I.
4. **Tender Schedule is as follows:**

01.	Closing date and time for submission of tender	<b>15.03.2025 / 1800 Hrs.</b>
02.	Tender opening dated & time (Techno-commercial)	<b>17.03.2025 / 1000 Hrs.</b>
03.	Place of Tender opening	Conference Hall of the Administrative Building of IMU-Kolkata Campus P-19, Taratala Road Kolkata – 700088

5. Purchaser: The Campus Director  
Indian Maritime University – Kolkata Campus  
P-19, Taratala Road, Kolkata – 700088
6. Consignee: The Campus Director  
Indian Maritime University – Kolkata Campus  
P-19, Taratala Road, Kolkata – 700088
7. Acceptance Authority: The Campus Director  
Indian Maritime University – Kolkata Campus  
P-19, Taratala Road, Kolkata – 700088

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Indian Maritime University Kolkata  
भारतीय समुद्री विश्वविद्यालय - कोलकाता  
A Central University, Ministry of Ports, Shipping and Waterways, Govt. of India  
केन्द्रीय विश्वविद्यालय, पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार  
P-19, Taratala Road, Kolkata - 700088  
पी-१९, तारातला रोड, कोलकाता - ७०००८८  
Established: 1949



## **TENDER DOCUMENT (TD)**

IMU-KC/PUR/OFFLINE/3/Pneumatic Parts/H&P Lab/24-25

Date: 03.03.2025

### **SECTION – I**

#### **GENERAL INSTRUCTIONS TO BIDDERS**

1. The tender consisting of following documents is to be sent to consignee.
  - i. Tender form duly stamped and signed (i.e. bidder has agreed to all the terms & conditions of tender enquiry document). Bidders shall have to agree/accept all the terms and conditions of tenders including payment etc. Acceptance shall be unconditional and bidders shall have on claim and right in future on their terms if any.
  - ii. **Techno-Commercial proposal as per Annexure - III**
  - iii. **Price Bid**  
The price bid should be signed by authorized signatory.
    - (a) Prices should be quoted in **INR** and as per price schedule format (**Annexure-I**). The bidder shall indicate on the Price Schedule specifying all components of prices shown therein.
    - (b) In case any charges not mentioned in the price bid, it will be treated as all the charges are free of cost for that item.
    - (c) Unless otherwise specified, prices quoted by the bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account except statutory taxes and duties etc., if any, chargeable on the items are payable.
    - (d) If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.
2. **Opening of Tenders:** The purchaser will open the bid at the specified date and time and at the specified place as indicated in the NIT. Authorized representatives of the bidders, who have submitted tenders on time may attend the tender opening, provided they bring with them letters of authority from the corresponding bidders.

#### **3. Security of tenders**

**Unresponsive bids:** The tenders will be scrutinized before further evaluation to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the document. The tenders received, are liable to be treated as non-responsive and will be summarily be ignored, if following documents not attached along with the bid.

- i. Tender Acceptance Form (Annexure – II) not duly signed and stamped. (i.e. all the terms & conditions of tender documents are acceptable.)

- ii. Tender is unsigned and incomplete in any aspect.
- iii. Tender validity is shorter than the required period.
- iv. Price Reasonability Certificate (Annexure – IV) is unsigned and incomplete in any respect.

#### **4. Tender evaluation:**

The bids will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the lowest bidder (L-1) on the basis of total cost provided by each bidder.

### **SECTION – II**

#### **GENERAL CONDITIONS OF CONTRACT (GCC)**

**1. Eligibility Conditions:** Firms submitting bids should send following documents for consideration of their bids for evaluation.

- a. Proof of GST Number
- b. Copy of Pan Card Number
- c. An undertaking that the firm is not blacklisted/debarred from any Govt. organization / Department
- d. Valid Trade License in similar business.

**2. Tender Validity:** The tenders shall remain valid for acceptance for a period of 30 days (Thirty days) after the date of tender opening prescribed in the document.

**3. Warranty:** Warranty should be for minimum 01 (one) year from the date of supply of the items and acceptance thereof.

**4. Test Certificates:** Test Certificates from OEM for the respective individual items should be submitted by the successful bidder at the time of supply.

**5. Detailed specifications must be mentioned in the quotation along with country of origin (made in etc.).**

**6. No old / reconditioned items will be accepted. The penalty may be imposed on such supply.**

**7. Taxes and Duties:**

**Income Tax and Service Tax etc.:** Deduction of Tax at Sources from payment to the suppliers as per existing law in force. The bidders may visit website of Income Tax Department of India for details of Tax Liabilities, Rules and Procedures etc. The bidders shall have to provide their Permanent Income Tax Number (PAN). Firm may also mention the applicable rates of TDS.

**8. Terms and Mode of Payment**

**Payment Terms:** Payment shall be made subject to recoveries, if any, by way of penalty clause/TDS or any other charges as per terms & conditions of contract if not specified elsewhere in the document.

- i. 90% payment will be made after successful supply of items as per Annexure - I and getting satisfactory report from the consignee. The rest 10% will be released after Warranty Period of 1 year.
- ii. The bidder shall submit detailed particulars of his bank account i.e.,  
(a) Account Number (b) Bank Name (c) Branch Name (d) Address (e) IFS (f) MICR No. (g) Telephone No. etc.

**Mode of Payment:** Payment would be made through NEFT.

9. IMU-KC reserves the right to increase or decrease the required quantities upto 10% as mentioned in the document.
10. The items should be supplied within 02 (two) weeks of placing order, failing which LD @ 0.5% per week or part of the week may be imposed upto a maximum of 10% of the value of the Purchase Order.
11. Submission of multiple bids by a single firm will lead to rejection of the bids and IMU-KC may blacklist such firm from future participation.
12. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for supply of Hydraulic Parts / Tools for the Hydraulic & Pneumatic Laboratory of IMU-KC".
13. Notwithstanding anything specified in this letter inviting quotation, IMU-KC at its sole discretion, unconditionally and without assigning any reason, reserves the right:
  - (a) To accept or reject lowest bid or any other bid or all the bids.
  - (b) To accept any bid in full or in part.
  - (c) To reject the bid offer not conforming to the tender conditions.

**14. Arbitration & Jurisdiction:**

Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration administered by the India International Arbitration Centre ("IIAC") in accordance with the India International Arbitration Centre (Conduct of Arbitration) Regulations ("IIAC Regulation") for the time being in force, which regulation are deemed to be incorporated by reference in this clause.

The place/seat of the arbitration shall be Kolkata India

The Tribunal shall consist of Three arbitrators.

The law governing the arbitration agreement shall be Indian Law.

The language of the arbitration shall be English.

**Applicable Law:**

The governing Law of the contract shall be Indian Law.

15. **Acceptance of the Purchase Order:** Within two (02) days from the date of issue of the Purchase Order.

**Annexure – I****PRICE SCHEDULE (Financial Bid Format)**

Sl. No.	Description	Qty. (in nos.)	Rate per unit (in Rs.)	Applicable taxes per unit	HSN / SAC Code	Total rate per unit (including taxes)	Total Amount (in Rs.)
A	B	C	D	E	F	G = D + E	H = G x C
01.	Pneumatic Valve :- stroke 1” , load capacity 200N	08					
02.	Pneumatic rotary actuator Stroke length upto 40mm	04					
03.	Unloader Reciprocating air compressor spare	08					
04.	Safety valve, relief valve Temperature (-200-500deg C),Pressure 100 bar, flow rate 1000kg/hr	08					
05.	Oil separator Material –SS. Application –Air. Used for compressor /reefer compressor pressure upto 30bar	08					
06.	FRC unit Pressure 10bar,Port size G ½ inch ,flow direction left to right	08					
07.	FRL unit Port size ¼ inch , flow rate 2800ltrs/min , Pressure 10 bar	08					

**Total Tender Price:**

(In figures): \_\_\_\_\_

(In words): Rupees \_\_\_\_\_\_\_\_\_\_  
Only.

**Note:**

1. The quote shall be in INR only.
2. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.
3. All applicable taxes must be mentioned against each item. Rate of each applicable tax must be mentioned in price bid.

Signature of Bidder \_\_\_\_\_

Seal of the Bidder \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**TENDER ACCEPTANCE FORM**

(For all the terms & conditions of tender document acceptable to bidder)

To  
The Director  
Indian Maritime University  
(Kolkata Campus)  
P-19, Taratala Road  
Kolkata – 700088

Ref: Your document no. \_\_\_\_\_ dated \_\_\_\_\_

I/We, the undersigned have examined the above mentioned document, including amendment/corrigendum no. \_\_\_\_\_, dated \_\_\_\_\_ (if any), the receipt of which is hereby confirmed. We now offer to arrange the items in conformity with your above referred document.

If tender is accepted, we undertake to arrange the items within time as mentioned in the tender document.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities. I/We confirm that we fully agree to the terms and conditions specified in above mentioned document, including amendment/corrigendum etc. if any.

(Signature with date)

\_\_\_\_\_

(Name and designation)

Duly authorized to sign tender for and on behalf of bidder

**CHECKLIST**

This checklist shall be attached in the beginning of the tender.

S. N.	Activity	Compliance Yes / No / NA
01.	Have you kept validity of tender for acceptance by the purchaser as per the document?	
02.	Have you enclosed duly filled and signed Tender Form accepting all terms and conditions of the tender document Tenders may be ignored if not signed.	
03.	(i) Permanent Account No. of bidding firm with proof.	
	(ii) Is GST Number with registration certificate attached?	
	(iii) Valid Trade License	
04.	Name of the firm with complete address and their bank details who quoted the price.	
05.	Are the all bidding documents properly signed?	

(Signature with date)  
(Seal of the Bidder)



**PROFORMA FOR PRICE REASONABILITY CERTIFICATE  
(Company's/Firm Letterhead)  
PRICE REASONABILITY CERTIFICATE**

It is certified that the rates quoted against Enquiry No. **IMU-KC/PUR/OFFLINE/3/Pneumatic Parts/H&P Lab/24-25 dated 03.03.2025** for supply of Pneumatic Parts / Tools for the Hydraulic & Pneumatic Laboratory of IMU-KC vide our Quotation No. ....dated ..... for (Currency/Value) .....addressed to Indian Maritime University – Kolkata Campus (IMU-KC), located at P-19, Taratala Road, Kolkata – 700088 are exclusively for Government Institutions and are not more than as charged to other Government /PSU/Autonomous Body/Statutory Organization/Universities for same supplies made in recent past.

We would like to certify that the quoted price is the minimum and neither we have quoted the same item on lesser rates than those being offered to IMU Kolkata Campus, to any other customer for same made in recent past, and nor we will do so till the validity of offer or execution of Purchase/Work order, whichever is later.

If these rates are approved by the Director, IMU Kolkata Campus and if at any stage the quoted rates are found higher than the rates applicable to Government /PSU/Autonomous Body/Statutory Organization/Universities, then in such condition IMU Kolkata Campus will have the right to cancel the approved rates/Purchase/Work order and to take legal action against the bidder.

Yours faithfully,

(Signature with date)

Name:

Designation:

Seal:

Duly authorized to sign tender/enquiry for and on behalf of: