

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, SAHARSA**

Naya Bazaar, Saharsa-852201 (Bihar)

Ph.: 06478-219015, Email: rcsaharsa@ignou.ac.in,

Website: www.ignourcsaharsa.ac.in & www.ignou.ac.in

F.No.IG/RC-86/Procurement/DG Set/14/806

Date: 19th September, 2014

To,
M/s _____

Sub: Invitation of sealed tender for Silent Diesel Generator Set 10 KVA for IGNOU Regional Centre, Saharsa-reg.

Sir/ Madam

Sealed tenders are invited in two bid system i.e. Technical Bid and Financial Bid by the undersigned from manufacturers or their authorized distributors and also from Government/Semi-Government Organizations and Public Sector Undertaking for supply, installation and commissioning of following items/articles through registered post, speed post, courier or these can be put personally at the Dak Section of the undersigned located at IGNOU Regional Centre Saharsa, Naya Bazar, Saharsa, Bihar-852201 latest by **02:30 PM on 13th October, 2014.**

Sl. No.	Name of the item	QTY.	Delivery Period	Application fee
1.	Supplying, Installation, Testing and Commissioning of Silent Diesel Generator Set of 10 KVA, 220 Volt, 50 Hz, (Three Phase) air cooled, water proof, Canopy type, Noise Free, four stroke, Manual start with Key (Self Start) with all necessary items as on display of Digital Multi-parameter (like volt-meter, ampere-meter, frequency meter, KW meter etc.) and other features as per company design. The offered DG Set should be as per CPCB norms.	01 No.	30 days	Rs.500/- (Non-refundable)

The technical specifications of required Diesel Generator Sets are enclosed with this tender form at Annexure 'B'. Tenderers are advised to quote their Rate after

careful study of the tender's technical specifications as well as the following terms and conditions:-

1. Separate envelope should be used for Technical Bid as well as for Financial Bid. The word "TECHNICAL BID/FINANCIAL BID for Diesel Generator Sets due to open on **13th October, 2014 at 03:00 PM.** shall be prominently marked on the top of envelope and both these sealed envelopes (Technical Bid and Financial Bid) should further be put in a bigger envelop duly sealed and super scribed properly before being handed over to Mr. Ojha Jai Prakash, AR at RC Saharsa.
2. Tender envelope(s) must be sealed and super scribed "**TENDER FOR DIESEL GENERATOR SETS**" which shall be addressed to Regional Director, IGNOU Regional Centre Saharsa, Naya Bazar, Saharsa, Bihar-852201.
3. The tenders should reach this office by **02:30PM on 13.10.2014** as per tender notice.
4. The Technical Bids will be opened first on **13.10.2014 at 03:00 PM** and the Financial Bid will be opened only after scrutiny of technical bid and technical evaluation of the Diesel Generator Sets. In case the office is closed on this date due to any of the reasons or it is not possible for us to open the quotations on this date because of any of the reasons, the quotations will be opened at **10:00AM** on the next working day.
5. Only manufacturers, authorized distributor can participate in the tender, the firm should submit proof of their manufacturing issued by any Govt. Agency like NSIC, DGS&D, Ministry of Industries etc. & authorized distributorship. This is subject to verification if necessary.
6. Only authorized representatives will be allowed to attend the meeting of the Purchase Committee.
7. The tender fee is non refundable. The demand draft of **Rs.500/-** as tender fee in favour of "IGNOU" payable at "SAHARSA" should be attached with the Technical Bid.
8. **In case the firm fails to attach the demand draft of tender fee, the tender shall be rejected straightway.**
9. **Incomplete tender will not be accepted.**
10. **Conditional tender will not be accepted.**
11. **Optional tender will not be accepted.** The firm should have to quote only one model. The option either in model or in rates will not be accepted and the tender will be rejected straightway.
12. The price must be quoted as per proforma price schedule Annexure "A". Nothing over and above the quoted price would be payable to the successful

bidder. The Tenderer must quote the price both in words as well as in figures. Any over writing/cutting etc. render the tender invalid. **The option in the rates will not be entertained and the tender will be rejected straightway.**

13. Tenderer would not be permitted to alter or modify their bids after submission of their Bids at the RC Saharsa.
14. If the supply is found inferior to the sample approved by the Purchase/Technical Committee, the consignment will be rejected. The supplier will have to take back the consignment at his own cost and replace it with fresh consignment as per approved samples within 15 days.
15. The purchase committee, in order to satisfy itself can order on the spot enquiry to verify the soundness, capability, viability and any other information given by the tendering firms.
16. **The Bid shall remain valid for six calendar months from the date of opening of the tender.**
17. 100% payment shall be made within 30 days of submission of bills duly supported by the consignee's receipt with satisfactory performance report and as governed by the following:
 - No part of the contract price shall become due or payable until the tenderer has delivered, installed and commissioned the items to the complete satisfaction of IGNOU. Payment shall be made subject to recoveries, if any.
 - A pre-receipted bill shall be submitted in duplicate in the name of IGNOU. It shall be done soon after the delivery, installation and commissioning of the items along with a copy of the duly receipted delivery challan of the consignee certifying satisfactory commissioning.
18. The payment will be made after receipt/acceptance of goods in good condition. No advance payment will be made. Under no circumstances, sub-standard material will be accepted.
19. The Purchase Committee reserves the right to relax any terms and condition in the govt. interest with the approval of Competent Authority.
20. The purchase committee reserves the right to reject any tender or all tenders without assigning any reasons thereof.
21. The Competent Authority can terminate/recall the tender due to administrative reasons.
22. All disputes are subject to the jurisdiction of the Courts at **Saharsa (Bihar)**.
23. A copy of terms and conditions duly signed & stamped by the tenderer, as a token of acceptance of the same should be attached along with the tenders.

24. Only Sales Tax/VAT payee agencies are eligible to fill this tender. Interested agencies must quote their Sales Tax No./VAT in their quotation and also attach documentary proof of having registered with sales Tax/VAT Deptt. for sale of items etc. with technical bid.
25. The copy of latest VAT/Sales Tax Return must be attached with the technical bid.
26. The tender will be rejected straightway without assigning any reasons if the firm has been declared black listed by any Govt./Semi govt. department/agencies etc.
27. Tenderer(s) shall indicate complete technical specifications and all features of the quoted Diesel Generator Set(s) and also submit its literature/brochures with the technical bid.
28. The tendering firm will also submit a **certificate** that the product offered by them is as per technical specifications of the tender.
29. All the bidders whose technical bid is declared qualified by the Purchase Committee will demonstrate their product before the Technical Evaluation Committee at a short notice.
30. The bidder should carry an onsite **comprehensive warranty/guarantee** of Diesel Generator Set(s) for a period of at least 24 (Twenty Four) months.
31. If the performance of any individual equipment or System fails to meet the contract specifications then the same shall be replaced by the Supplier free of cost during the term of the warranty/guarantee period.
32. The maintenance services shall be **free of cost** during the warranty/guarantee period.
33. During the term of warranty/guarantee the service/repair calls will have to be attended by the Supplier within forty eight hours from the time of such calls. The defective card/item/ equipment should be repaired the same day at Purchaser's location. In case of major defects requiring the defective card/item/equipment to be taken to the Supplier's workshop, it should be returned within a week duly repaired and an immediate substitute card/item/equipment will be provided by the Supplier for the smooth operation of the System. The to and fro transportation of the card/item/equipment will be the responsibility of Supplier.
34. Apart from the service/repair calls, the service engineer deputed by the Supplier will visit the site once every month to assess the service ability of the System and once in every 03 months to carryout the Preventive Maintenance and diagnostics of the system during the Warranty Period.
35. The bidder should submit copy of certificates regarding IS/ISI as indicated in the technical specifications [Annexure "B"] and attached with technical bid.

NOTE :-

(A) DOCUMENTS REQUIRED TO BE ATTACHED WITH TECHNICAL BID IN THE FOLLOWING ORDER :-

1. The Demand draft of application fee must be attached with tender form.
2. Certificate regarding registration with DGS&D, NSIC, if any.
3. Sale Tax/VAT Registration Certificate.
4. Latest Sales Tax Clearance Certificate/Latest VAT deposited receipt.
5. Copy of authorized distributorship/Manufacturer.
6. Technical specifications of the product offered alongwith literature/brochure.
7. Copy of terms and conditions duly signed with seal of the firm, in token of acceptance of terms and conditions.
8. All the firms/company participating in the tender must submit a list of their owners/partners/directors etc. and a Certificate to the effect that the firm not blacklisted by any Govt. Department.
9. All other supporting documents as required in the tender shall be attached.

(B) DOCUMENTS REQUIRED TO BE ATTACHED WITH FINANCIAL BID IN THE FOLLOWING ORDER :-

FINANCIAL BID shall contain price only and no other documents shall be enclosed with the Financial Bid.

Rates including of all taxes of the item quoted by the tenderer shall be submitted on their Letter Pad as per Annexure "A" format in clear terms, in words and in figures. The cutting & over-writing in the Financial Bid is not valid. The price quoted in Financial Bid should be inclusive of all taxes as per Annexure "A". **The option in the rates will not be entertained.**

Regional Director
IGNOU, RC SAHARSA

TENDER FORMAT

PART-1 TECHNICAL BID

TENDER FOR PURCHASE OF DIESEL GENERATOR SETS FOR IGNOU RC SAHARSA, NAYA BAZAR, SAHARSA-852201 (BIHAR)

1. NAME OF THE FIRM : _____
 2. CORRESPONDENCE ADDRESS WITH
TELEPHONE NO. AND E-MAIL ID : _____
 3. LOCAL ADDRESS WITH TELEPHONE
NO. AND E-MAIL ID : _____
 4. WHETHER REGISTERED WITH NSIC/
DGS&D, IF YES ATTACH COPY : _____
 5. SALES TAX/VAT REGISTRATION
PROOF : _____
 6. LATEST SALES TAX/VAT RETURN
: _____
: _____
: _____
 7. APPLICATION FEE : Demand Draft No.:
Date:
Bank: Amount
: _____
 8. COPY OF TERMS AND CONDITION
DULY SIGNED : _____
- Signature and Seal OF TENDERER _____
- NAME IN BLOCK LETTERS: _____
- FULL ADDRESS : _____

PART-2 FINANCIAL BID

PROFORMA FOR PRICE SCHEDULE

TENDER FOR PURCHASE OF DIESEL GENERATOR SET(S) FOR USE AT IGNOU RC SAHARSA

S. No.	Description of work/ item	Qty.	Model Number	Unit Price in Indian Rupees (Including all taxes/ govt. levis/ freight/ supply/ Earthing/ installation and commissioning etc.) In Figure as well as in words
A	B	C		D
1.	Supplying, Installation, Testing and Commissioning of Silent Diesel Generator Set of 10 KVA, 220 Volt, 50 Hz, (Single Phase) air cooled, water proof, Canopy type, Noise Free, four stroke, Manual start with Key (Self Start) with all necessary items as on display of digital Multi-parameter (like volt-meter, ampere-meter, frequency meter, KW meter etc.) and other features as per company design.	01		

- NOTE:**
1. **RATES SHOULD BE OFFERED ONLY FOR ONE MODEL.**
 2. **OPTIONAL BID WILL NOT BE ENTERTAINED AS CLARIFIED IN CLAUSE NO.12 OF TENDER TERMS & CONDITIONS.**
 3. **NO CONDITION SHOULD BE INSERTED IN THE FINANCIAL BID AS CLARIFIED IN CLAUSE NO.11 OF TENDER TERMS & CONDITIONS.**

It is hereby certified that we have understood all the terms and conditions specified in the tender document and are thoroughly aware of the nature of job required to be done and goods/items to be supplied. We agree to abide by all the tender terms and conditions.

We hereby offer to supply the goods/items detailed above as you specify in the notification of award.

Place: _____ **(Signature and seal of Bidder)**

Dated:

NAME IN BLOCK LETTERS: _____

FULL ADDRESS : _____

TECHNICAL SPECIFICATIONS OF OF NOISELESS AUTO DIESEL GENERATOR SET 10 KVA

S.No	Parameter	Specification
1	Rating	10KVA(+ 10% upwards variations)
2	Excitation	Self excited and self regulated
3	Speed	1500 RPM
4	Cooling System	Water Cooled
5	Start	Electric Start
6	Speed / Frequency	1500 RPM/50Hz
7	Environment protection	The DG set must meet all environment protection rules & regulations of Govt. of India in respect of noise and emission norms.
8	Standards	Alternator and Generator and other items used in the DG set should conform to ISI standards.
9	Installation	Vendor must quote for installation, Earthing and commissioning of the DG set at the site.
10	Warranty	All inclusive warranty of 24 months.
11	Documents	All manuals for operation and maintenance of the DG set must be provided.
12	Output Voltage Variation on load	220 Volt $\pm 5\%$
13	Output Frequency on load	50 Hz $\pm 0.25\%$
14	Comprehensive Warranty	Two Year at site