

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

06, Subhash Colony, Karnal - 132001

**Phone No : 2271514; Email: rckarnal@ignou.ac.in; Website:
<http://rckarnal.ignou.ac.in>**

IGNOU/RC-Karnal/Gen-Set/2015/

Date: 10.4.2015

To,

M/s _____

**Sub: Invitation of quotation for Silent Diesel Generator Set 10 KVA for
IGNOU Regional Centre, Karnal, Haryana**

Sir/ Madam

Sealed tenders are invited in two bid system i.e. Technical Bid and Price 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 submitted personally at IGNOU Regional Centre, 06, Subhash Colony, Karnal, Haryana - 132001 latest by 5.P.M. of **05.05. 2015** :

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, (Single Phase) air/ water 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.	45 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 Price Bid. The word "TECHNICAL BID/PRICE BID for Diesel Generator Sets" due to be opened on **08.05.2015** shall be prominently marked on the top of envelope and both these sealed envelopes (Technical Bid and Price bid) should further be put in a bigger envelop duly sealed and super scribed properly before putting in tender Box.
2. Tender envelop(s) must be sealed and super scribed "**TENDER FOR DIESEL GENERATOR SETS**" which shall be addressed to Regional Director, 06, Subhash Colony, Karnal, Haryana – 132001.
3. The tenders should reach this office by 5 P.M. of 5.5.2015 as per tender notice.
4. The Technical Bids will be opened first on **08.05.2015 at 11.00 A.M.** and the Price 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 11.00A.M. 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. *The tendering firm will demonstrate their products i.e. Diesel Generator Set before Technical Committee for assessing its suitability/compatibility as per tender's Technical Specifications within short period.*
7. Only authorized representatives will be allowed to attend the meeting of the Purchase Committee.
8. The tender fee is non refundable. The demand draft of **Rs.500/-** as tender fee in favour of "IGNOU" payable at "Karnal" should be attached with the Technical Bid.
9. **In case the firm fails to attach the demand draft of tender fee, the tender shall be rejected straightway.**

10. **Incomplete tender will not be accepted.**
11. **Conditional tender will not be accepted.**
12. **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.
13. 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.**
14. Tenderer would not be permitted to alter or modify their bids after expiry of the deadline for receipt of Bids.
15. 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 stock as per approved samples within 15 days.
16. 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.
17. The Bid shall remain valid for six calendar months from the date of opening of the tender.
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 Delhi.

23. A copy of terms and conditions duly signed & stamped by the tenderer, as a token of acceptance of the same should be attached alongwith 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 is 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 serviceability 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 along with 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/companies participating in the tender must submit a list of their owners/partners/directors etc. and a Certificate to the effect that the firm is 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 PRICE BID IN THE FOLLOWING ORDER :-

PRICE BID shall contain price only and no other documents shall be enclosed with the price 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 price bid is not valid.

The price quoted in price bid should be inclusive of all taxes as per Annexure "A". **The option in the rates will not be entertained.**

Regional Director
IGNOU, RRegional Centre,
Karnal

TENDER FORMAT

PART-1 TECHNICAL BID

**TENDER FOR PURCHASE OF DIESEL GENERATOR SETS FOR
IGNOU, RC, Karnal, Haryana - 132001**

- 1 NAME OF THE FIRM : _____
.
- 2 CORRESPONDENCE ADDRESS : _____
. WITH TELEPHONE NO. AND E-MAIL ID : _____
MAIL ID _____
- 3 LOCAL ADDRESS WITH : _____
. TELEPHONE NO. AND E-MAIL ID : _____

- 4 WHETHER REGISTERED WITH : _____
. NSIC/ DGS&D, IF YES ATTACH COPY : _____
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 KARNAL**

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 / water 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 PRICE 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)**
 NAME IN BLOCK LETTERS: _____

Dated: 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/ Air 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 on site