

IG/RC-87/F&A/
Date: 05-09-2018

2558

To,

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Sub: Invitation for the tender of Air-conditioners (AC)


Dear All,

IGNOU, Regional Centre Deoghar is inviting tender for the 03 Nos. of Window Air-conditioners. The details are uploaded on the website www.rcdeoghar.ignou.ac.in.

Kindly send the hard copy of the quotation by 26th of September 2018 upto 01:00PM. The opening of the tender will done on 26th of September 2018 at 02:00 PM and opening of Financial Bid will be done 03:00 PM in the chamber of the Regional Director (I/c).

Waiting for the same.

Thanks


(Arvind Manoj Kumar Singh)
Regional Director (I/c)

अरविन्द मनोज कुमार सिंह
क्षेत्रीय निदेशक (प्र.)
इग्नू, क्षेत्रीय केन्द्र, देवघर
Arvind Manoj Kumar Singh
Regional Director(I/c)
IGNOU, Regional Centre Deoghar

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
Indira Gandhi National Open University
Website : www.ignou.ac.in, rcdeoghar.ignou.ac.in
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इग्नू क्षेत्रीय केन्द्र, देवघर
IGNOU Regional Centre, Deoghar
Mandakini Sadan, Basuwadih, Rohini Road,
मंदाकिनी सदन, बसुवाडीह, रोहिणी रोड,
Jesidih, Deoghar-814142 Jharkhand, INDIA
जसोडीह, देवघर-814142, झारखण्ड, भारत

IGNOU Regional Center Deoghar
Mandakini Sadan Basuadih, Rohini Road,
Jasidih, Deoghar-814142

TENDER NOTICE

Sealed quotations are invited for the supply and installation of 3 Nos. of Window Air-conditioners (ACs) with all relevant accessories along with relevant technical details on or before September 26, 2018.

The technical specifications are as follows-

1. Type: Window
2. Capacity 1.5 Ton

TERMS AND CONDITIONS:

1. The bidder should have minimum two years experience in supply/sale of Window Air-conditioners (ACs).
2. The Agency should be registered with GST, copy of certificate to be submitted along with bid.
3. The Agency/ firm/ individual must submit a list of firms/Government departments/ Ministries/ institutions of repute for which they have done this type of work.
4. Copy of the PAN card should be enclosed.
5. An Earnest Money deposit of Rs. 3000 by Demand Draft in favour of IGNOU, Payable at Deoghar may be kept in the envelope for technical bid. The bids without Earnest Money will not be entertained.
6. Equipment offered should become a complete system. Any plea by the bidder that an item essentially required to form a complete system but not quoted since not specifically asked for in the tender will not be accepted. An incomplete offer will be summarily rejected.
7. Bidder give an undertaking that all spare parts for the equipment quoted will be supplied as and when ordered for at least a period of 05 years from the date of supply and inability to supply the spares due to obsolescence of the equipment must be provided.
8. Service support available for on-site service of equipment must be provided.
9. The bidder should submit both technical bid of financial bid in separate sealed envelopes, both the envelope being packed inside a bigger sealed envelope.
10. Prices: Separately indicate, basic cost of individual components, taxes, duties, packing & forwarding charges, transport & Insurance charges etc, Wherever applicable.
11. Validity: The rates quoted should be valid for a period of 60 days from the date opening of Tender.
12. Payment will be made to you after satisfactory installation and functioning of the Air-conditioners.
13. Warranty/Guaranty: Warranty details for at least 05 years from the date of installation and terms & conditions of warranty must be given. If any component of the equipment quoted is not covered by the warranty, the same must be specified.
14. Enclose all the literatures in original pertaining to all aspects of the Air-conditioners.
15. If you are an authorized agent, please enclose the agencies certificate given by your principals.
16. The University IGNOU Regional Center Deoghar reserves the right any/all quotations or accept any offer part thereof without giving any reasons. The decisions of the IGNOU Regional Center, Deoghar in this matter will be final.

17. IGNOU Regional Center, Deoghar will not be held responsible for postal/courier delay.
18. Send your tender(s)/quotation(s) only in sealed covers giving the enquiry reference number, date and address clearly written on the cover. The sealed tenders/quotations complete in all respects will be accepted upto 01:00 PM, September 26, 2018 in the Office of the IGNOU Regional Center, Mandakini Sadan, Basuadih, Rohini Road, Jasidih, Deoghar-814142, Jharkhand.
19. Incomplete tenders and tenders received after the due date and sent through fax/email will be summarily rejected.
20. The other terms & conditions will be as per IGNOU Regional Center, Deoghar Purchase policy & Procedures.

Performa for submission of Technical bid (Part A)
Refer to Annexure A2

Performa for submission of Financial bid (Part B)
Refer to Annexure A3

· All tenders strictly in the prescribed form should be submitted before the Date & Time of submission, as specified, along with this tender, duly signed and stamped, as a token of acceptance of terms and conditions of this tender.

· The IGNOU shall have the right to accept or reject any or all tenders without assigning any reason thereof.

Yours sincerely

(Arvind Manoj Kumar Singh)

Regional Director (I/C)

अरविन्द मनोज कुमार सिंह

क्षेत्रीय निदेशक (प्र.)

इग्नू, क्षेत्रीय केन्द्र, देवघर

Arvind Manoj Kumar Singh

Regional Director(I/c)

IGNOU, Regional Centre Deoghar

Annexure A1
Article/equipment to be supplied

Sl.No.	Partiulars	Specifications	Quantity
1	Window Air-conditioners (ACs)	Capacity 1.5 Ton	03

Annexure 2

APPLICATION LETTER

(On the letter head of the Bidder)

Date:

To
The Regional Director (I/c)
IGNOU Regional Centre
Mandikini Bhawan
Rohini Road
Basuadih
Jasidih
Deoghar-814142
Jharkhand
SUB: Bid for supplying 3 window 1.5 ton ACs

Dear Sir,

Being duly authorized to represent and act on behalf of..... (Hereinafter referred to as "the Bidder"), and having reviewed and fully understood all of the requirements of the Regional Centre, the undersigned hereby apply for the project referred above.

I/We are enclosing the following documents with the details as per the requirements of the tender document

- (i) Earnest Money of Rs.3000/- (Rs. One Thousand only) (Vide Demand Draft no. of <.....Name of Bank.....> dated drawn in favour of IGNOU payable at Deoghar.
- (ii) All other document, information relating to Technical Bid (Part A) and financial bid (Part B) with supporting documents wherever necessary.

I/We understand that concerned authorities of IGNOU reserves the right to reject any application without assigning any reason.

I/We also understand that application along with annexure and formats not completed in all respects is liable to rejection.

Yours Sincerely

Signature

Name (Authorized Signatory)

<Company/Consortium Name>

Date:

Encl:

Annexure A2
TECHNICAL BID

1. Name of the Bidder
2. Full Address of the Bidder with Pin Code, Telephone number, Fax number, e-mail address
3. Local Address of the Bidder, (if any) with Pin Code, Telephone number, Fax number, E-mail address
4. Annual turnover in last 2 years
5. GST registration no. & place
6. PAN (Documents be attached)
7. Detail profile of Bidder
8. Proof of Experience of at least two years in supplying/selling ACs.
9. Details of Earnest money deposit (Amount Rs., Bank Draft No., Bank Draft Issuing Date Drawn on (Bank))

Annexure3
FINANCIAL BID

Please specify your prices of the below particulars.

S.No WORK DESCRIPTION TOTAL AMOUNT
(in Rupees)

Sl. No	Particulars	Specification	Quantity	Other Charges (Rs) @installation etc	Amount (in Rupees)	GST	Total Amount(Rs)
Grand Total		(in figure)					
		(in words)					

Date: [Signature of authorized signatory]
with Seal of the Firm
Name:
Designation: