

Short Term Tender Notice

**Bid Document
For setting of
Silent Generator (15 KVA) in the Department of Chemistry
University of Lucknow
Lucknow**



Non transferable

**UNIVERSITY OF LUCKNOW
LUCKNOW-226007**

Notice No: Lu / Chemistry/Generator-1/2013
Notice:- Inviting Short Term Tenders for setting of Silent Generator
in The Department of Chemistry
University of Lucknow
Lucknow

Sealed tenders on behalf of University of Lucknow, Lucknow are invited from registered, experienced & reputed firms under two bid system i.e. Technical Bid & Financial Bid for **setting of Silent Generator in The Department of Chemistry, University of Lucknow, Lucknow**

Terms and Conditions

1. Eligibility Criteria

- a. Vendor should be a leading name in the field of supplying and maintaining **Generator** with experience in similar work in Educational and R&D Institutions.
- b. Bidder should be Original Equipment Manufacturer (OEM)/Authorized Dealer/service provider of the OEM and a Letter of Authorization from OEM for the same and specific to the tender should also be enclosed.
- c. The bidders must submit self-attested copy of last 3 years Income Tax Return in the name of the firm/proprietor/partner.
- d. The bidder shall provide the Registration number of the firm along with the LST/CST/WCT No. and the PAN Number allotted by the concerned authorities.
- e. The bidder must have experience of supplying 3 similar orders of Generator within the last 3 financial years for any organization preferably to Educational and R&D organizations. The documentary evidence of this regard must be attached. Contact details of the concerned person of institutions where installation have been made by the bidder should also be enclosed.
- f. One OEM can give only one quote either directly or through an authorized dealer or service provider.
- g. The bidder must not be blacklisted either by University of Lucknow, Lucknow or any other University/institution/Government department. An affidavit to this effect must be submitted.
- h. An affidavit, stating the compliance of the conditions should be attached.
- i. Preference will be given to the OEM/Firm/Vendor who has done more than one installation of Generator at same institute/organization.
- j. Entire solution to be implemented within 3 weeks time. Delay in delivery will have penalty of 0.5 % of order value per week to total of 5% of order value. University of Lucknow reserves the right to cancel the order if it is not deployed even after that. Delay due to University of Lucknow will not be considered.
- k. Vendor to provide complete details about Civil Foundation layout, power, and electrical infrastructure required at University of Lucknow along with the bid.
- l. The bidder must have a Class 'A' Electrical Approval License.
- m. Vendor to provide separately the cost of following: (i) Two numbers Earthing, (ii) One number Changeover switch, (iii) PCC Foundation with material for DG Set and (iv) Aluminium Armoured Cable with end termination of suitable

size

- n. The bidder must give undertaking for providing Local service centre.

2. Cost of tender

- a. Cost of tender form is Rs. 1000.00 which is to be submitted in the form of bank draft from any Nationalized bank in favour of the **Finance Officer, University of Lucknow** payable at **Lucknow** and must be enclosed with tender form. Cost of tender form is Non-refundable.
- b. Cost of all stamp papers required for the MOU and undertakings to be borne by the bidder.

3. Earnest Money Deposit

- a. The interested firms may put the document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 8,000/ (rupees eight thousand only) which has to be paid along with the tender as a **Demand Draft** from any Nationalized bank in India (for a minimum period of 6 months from the date of opening of tender) drawn in favour of the **Finance Officer, University of Lucknow**, payable at **Lucknow**.
- b. **The EMD should be enclosed in a separate envelop marked for the same and nothing to be made in the original covering letter.**
- c. This Earnest Money will be returned to the unsuccessful bidder after the final disposal of the tenders. EMD will not carry any interest.
- d. The EMD will be returned to the successful bidder on providing the security deposit.
- e. EMD will not be waived under any circumstances.
- f. Non submission of EMD will lead to rejection of tender at the opening stage itself.

4. Security Deposit

- a. Within fifteen (15) days of the award of contract, the vendor shall furnish a Security Deposit amounting to 10% of the purchase order value in the form of Demand Draft/Bank Guarantee (**from scheduled Bank only**) favoring the **Finance Officer, University of Lucknow, Lucknow**. The Security Deposit should be valid for the warranty period.
- b. All Bank details like Name, address, phone/fax no., e-mail etc. should be mentioned clearly.
- c. The security deposit will be forfeited in the case of non-execution of the order.

5. Submission of Tender

- a. Separate Technical and Financial Bids duly sealed and superscripted '**Quotations for installation of Silent Generator (15 KVA) in the Department of Chemistry, University of Lucknow, Lucknow: Technical Bids**' and '**Quotations for installation of Silent Generator (15 KVA) in the Department of Chemistry, University of Lucknow, Lucknow: Financial Bids**' shall be submitted as per bid details given above.
- b. All the three independent covers (Envelop I, II and III) should be placed in one big cover and sealed with the superscription on the left hand side **Open**

Tender for setting of Silent Generator in The Department of Chemistry, University of Lucknow, Lucknow due on 08 April, 2013 at 2.30 P.M.

- c. The tender has to be dropped in the TENDER BOX kept for this purpose in the Proctor's Office before 2.00 PM on due date: **08 April, 2013 before 2.30 P.M.**
- d. Right is reserved to ignore any tender which fails to comply with the above instructions.
- e. The tender not submitted in the prescribed format or incomplete in detail is liable for rejection. The University of Lucknow will not be responsible for non-receipt of quotation within the specified date and time due to any reason including holidays or delays.
- f. Two bids i.e. Technical Bid and Financial Bid should be identical in all respect except that the Technical Bid should have blank space at the places where prices have been stated in the Financial Bid.
- g. Soft copy of Technical Bid document should also be submitted in the technical bid cover (envelop II).
- h. Soft copy of Financial Bid document should also be submitted in the Financial Bid cover (envelop III).

A. Envelope I (EMD)

The EMD should be enclosed in a separate envelop marked for the same and noting to be made in the original covering letter.

B. Envelope II (Technical Offer)

The technical offer should be complete in all respects and contain all information asked for, except prices. The Technical offer should include all components asked for in Annexure VI. The suggested format for submission of technical offer is as follows:

- i. Covering letter as per Annexure I
- ii. The Company profile as per Annexure II
- iii. Details of 3 major projects as per Annexure III
- iv. Warranty compliance statement as per Annexure IV
- v. Technical Offer with Specifications according to the information given in Annexure V. **It should not contain any price information.**
- vi. Technical Documentation (Product Brochures, leaflets, manuals etc.)
- vii. Undertaking (on stamp paper of Rs. 10.00) that the successful bidder agrees to submit a security deposit amounting to 10% of the purchase order value by way of Demand Draft/Bank Guarantee in favour of the **Finance Officer, University of Lucknow, Lucknow.**

The vendor shall furnish, as part of its tender offer, documents establishing the vendor's eligibility to participate in the tender and its qualifications to perform the contract. The documentary evidence of the vendor's qualifications to perform the contract, must that the vendor is eligible as per the Eligibility Criteria outlined above.

C. Envelope III (Financial Offer)

The Financial Offer (C.O.) should give all relevant price information as per Annexure VII. The Bid Form must be filled in completely, without any errors, erasures or alterations. The Financial offer must not contradict the technical

offer in any way.

6. Opening of Tender:

- a. The tender will be opened in the office of Proctor LU on **08 April, 2013 at 3.00 P.M.**
- b. Financial Bids of only those firms shall be opened which qualify in technical bids.
- c. The tenderers are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date specified in the Schedule.

7. Offer validity Period

- a. The offer must be valid for a period of one year from the closing date of the tender. Any offer falling short of the validity period is liable for rejection.

8. Costs

- a. The offer should include the cost of equipment and all required accessories inclusive of all taxes and statutory levies. Labor/ installation charges if any should be mentioned separately (inclusive of taxes leviable on them).
- b. Vague terms like "packing, forwarding, transportation etc. extra" without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected.
- c. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail.
- d. Discount, if any, should be indicated prominently.
- e. Payment will be made after the successful commissioning (delivery, installation, testing and training) of the project.

9. Memorandum of Understanding

The successful bidder will sign a memorandum of understanding (MOU) with the University of Lucknow, Lucknow on stamp paper of Rs. 100 regarding the acceptance of terms and conditions of this tender as well as the deliverables before receipt of the work order.

10. Clarification of Offers

11. To assist in the scrutiny, evaluation and comparison of offers, The University of Lucknow, Lucknow may, at its discretion, ask some or all vendors for clarification of their offer. The request for such clarifications and the response will be in writing.

12. Technical Inspection and Performance Evaluation

The University of Lucknow, Lucknow reserves the right to carry out technical inspection and performance evaluation (benchmarking) of the offers made by short-listed vendors.

13. Verification

The University of Lucknow, Lucknow reserves the right to verify any or all statements made by the vendor in the tender document and to inspect the vendor's facilities, if necessary, to establish to its satisfaction about the vendor's capacity to perform the job.

14. No Commitment to Accept Lowest or Any Tender

The University of Lucknow, Lucknow shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete without assigning any reason whatsoever. The University of Lucknow, Lucknow reserves the right to make any changes in the terms and conditions of the work. The University of Lucknow, Lucknow will not be obliged to meet and have discussions with any vendor, and or to listen to any representations.

15. Order Cancellation

The University of Lucknow, Lucknow also reserves the right to cancel the order in the event of one or more of the following circumstances:

- i. Delay in installation of the work beyond 3 weeks from the date of issue of the work order.
- ii. Breach by the tenders of any of the terms and conditions of the tender.
- iii. Any action by the vendor, which is in breach of law or accepted practices in the commercial transactions.
- iv. If the Firm/Vendor goes into liquidation voluntarily or otherwise.

16. Completeness of the Contract

The contract will be deemed as incomplete until the system becomes fully operational. Until then the installation will be termed as incomplete and the warranty period will not commence. The warranty period will commence only on acceptance (based on acceptance test) of the installation.

17. On-site Warranty/ Comprehensive Maintenance

The vendor shall undertake comprehensive on-site maintenance for at-least 3 (three) years. This would cover the equipment and accessories supplied by vendor at the place of installation and also complete installation and satisfactory operation of the supplied facility.

18. Annual Maintenance contract:

Annual Maintenance Contract (AMC) rate (after expiry of warranty period) is to be clearly indicated – preferably in both comprehensive and non-comprehensive terms, failure to which the offer may not be considered even if it turns out to be at the lowest price.

19. Pre-installation requisites:

Pre-installation requisites (electrical/floor/space etc.), if any should invariably be mentioned clearly. Installation/ Training will be the full responsibility of the supplier/ Agent.

20. Installation and Commissioning:

Free of cost at University of Lucknow, Lucknow.

21. Training:

Free training on operation, maintenance and troubleshooting solution should be imparted to at least 2 persons at the site of installation.

22. Compliance List:

The firm/vendor must submit a table indicating the compliance of the features of the model of the components being quoted with those given in the indent. In case of non-compliance against a particular item, the vendor should justify that.

23. Post-sale service:

The firm/vendor must submit the name/s of the service engineer/s employed by them who are competent to service the Generator in The Department of Chemistry, University of Lucknow, Lucknow, installation along with their contact details in Lucknow.

24. Tender updates:

Prospective bidders please refer to our website www.lkouniv.ac.in for any changes which may appear from time to time.

25. Signing of Tender:

The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and important conditions referred to in Annexure enclosed herewith. Each page of the tender documents required to be signed and bears the official seal of the tenderers.

26. Transit Insurance:

The Purchaser will not pay separately for Transit Insurance.

27. Amendment in tender conditions

The Vice-Chancellor, University of Lucknow, Lucknow reserves all right to amend or withdraw any of the terms and conditions contained in tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Vice-Chancellor, University of Lucknow, Lucknow in this regard shall be final and binding on all.

28. Number of items

The number of items mentioned in the tender may vary as per requirement and budget.

29. Jurisdiction:

The court at Lucknow alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this Agreement/Contract. It is specifically agreed that no court outside and other than Lucknow court shall have jurisdiction in the matter.

30. Enquiry:

All query and clarifications regarding this tender can be had from the Registrar, University of Lucknow, Lucknow.

Registrar
University of Lucknow
Lucknow – 226007

Annexure I

(Letter on the vendor's/OEM letterhead)

To,
The Registrar
University of Lucknow
Lucknow – 226007

Dear Sir,

Sub: Your tender for Quotations for purchase and installation of Silent Generator in the Department of Chemistry, University of Lucknow, Lucknow.

With reference to the above tender, having examined and understood the instructions, terms and conditions forming part of the tender, we hereby enclose our offer for the supply of the following items as detailed in your above referred tender.

Item No.	Item Description	Brief Technical Details

We further confirm that the offer is in conformity with the terms and conditions as mentioned in your tender documents and its enclosures. We also understand that The University of Lucknow, Lucknow is not bound to accept the offer either in part or in full and have a right to reject the offer in full or in part without assigning any reasons whatsoever. We also hereby undertake that this firm or the OEM represented by us have not been black listed by either by University of Lucknow, Lucknow or any other University/institution/Government department.

Yours faithfully,

Authorized Signatories
(Name and Designation, seal of the firm)
Date:

Annexure II

(Letter on the vendor's/OEM letterhead)

Company Profile

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

S.No.	Item	Details
1.	Name of Company	
2.	Corresponding Address	
3.	Telephone and Fax numbers	
4.	Email	
5.	Website	
6.	Date of Registration of the Company	
7.	Year of Commencement of Business	
8.	Name and designation of the person authorized to make commitments to the University	
9.	Contact details of the person authorized to make commitments to the University	
10.	Sales Tax Number /Registration with VAT	
11.	Brief description of post installation service facilities available with the vendor.	

Signature
(Name and Designation)
Date:

Annexure III

(Letter on the vendor's/OEM letterhead)

Details of 3 projects executed in the last 3 years.

Name of the Vendor _____

S.No.	Name of Client / institution/University/ Govt. Department	Details of work carried out	Clients contact Details (including name, email phone and fax no. and address)	Remarks
1.				
2.				
3.				

Signature
(Name and Designation)
Date:

Annexure IV

(Letter on the vendor's/OEM letterhead)

To,
The Registrar
University of Lucknow
Lucknow – 226007

Dear Sir/Madam,

Subject: **Your tender for Quotations for purchase and installation of Silent Generator in the Department of Chemistry, University of Lucknow, Lucknow.**

This bears reference to our quotation Ref. _____ Dated _____

1. We warrant that everything to be supplied by us shall be brand new, free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and quality and consistent with the established standards for materials specification, drawings or samples if any, and shall operate properly. We shall be fully responsible of its efficient operation.
2. We would provide free on-site maintenance of the installed system for a period of three years.

Yours faithfully

Signature
(Name and Designation)
Date

Annexure V**Specifications of the Silent Generator are mentioned below****Option- I**

Air-cooled Silent DG Set 15KVA, 12KW AC, Single phase 230 V, Engine Model HA294 or equivalent, with 12 Volt Self Start, two cylinder, 20.5 BHP, 1500 rpm with Brushless AVR type 0.8 P.F. Alternator-15 KVA on M.S. base with fuel tank of suitable capacity having manual control panel, fuel tank and one Number 12Volt Battery with all safety devices having sound proof canopy as per CPCB approval.

Additional Requirements

1. Earthing two Numbers
2. Changeover switch one Number
3. PCC foundation with material for 15KVA DG set.
4. Aluminium armoured cable with end termination of suitable size

Option- II

Water cooled Silent DG Set 30 KVA, comprising of Engine Model 3R1040 or equivalent developing 42 BHP Water Cooled 1500 RPM coupled with 30 KVA Single Phase, Alternator complete with Base Frame, Std. Control Panel, Fuel Tank, Battery & Leads & acoustic Enclosure confirm to CPCB.Norms

Additional Requirements

1. Earthing three Numbers
2. Changeover switch one Number
3. PCC foundation with material for 30KVA DG set.
4. Aluminium armoured cable with end termination of suitable size

Annexure VI

Financial Bid:

Kindly give detailed costing and terms of payment for the proposal submitted in technical bid, along with detailed bill of material with their costing.

Your proposal should include the cost for the entire solution on turnkey basis and should be inclusive of all costs.

Signature
(Name and Designation)
Date:

Tender Form

The bidders should furnish the under mentioned information and also enclose the copy of the respective document as mentioned below failing which their bids will not be considered.

1. Name of the Firm along with Full Address:
2. Name of the Proprietor:
3. Telephone / Mobile Number:
4. Email:
5. Website:
6. Bank Account Number:
7. Income Tax Permanent Account Number (Please enclose photocopy):
8. Registration with Trade Tax :
 - a. Trade Tax Reg. No.
 - b. C.S. T. No.
 - c. ST/VAT No.
 - d. TIN No.
9. Income Tax Return for the past three years (Please enclose photocopy):
10. Firm deed and Registration of the firm: (Please enclose photocopy):
11. (a) Demand Draft towards the cost of the Tender Form (Rs. 1000.00):
 - a. Draft No.
 - b. Name of the issuing Bank with Date:
12. Demand Draft for the Earnest Money Deposit (EMD, Rs. _____):
 - a. Draft No.
 - b. Name of the issuing Bank with Date:

Demand Draft should be drawn in favour of the Finance Officer, University of Lucknow, Lucknow, payable at Lucknow. Tenders/Bids not accompanied by the requisite Demand Drafts shall not be considered and shall be rejected.