



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE PATNA

2ND FLOOR, BISCOMAUN TOWER, WEST GANDHI MAIDAN, PATNA-800 001

No. IG/RC-05/Tender/14/..

1st July, 2014

To

Subject : Limited Tender for supply of Tubular Batteries for UPS Systems of computers.

Sir,

1. Sealed bids are invited from original manufacturer and or their authorized distributor, dealer, or agents for supply & installation of 5 Nos. of batteries (under Buy-back offer) for online UPS of 3 KVA of which details are as under

S.No.	Description of item	Quantity (Nos.)
1	12 Volts 100Ah Tubular Battery	05

2. **The Bid shall consist of:**

- a) Earnest Money of Rs.500/-
- b) Manufacturer's Authorization Certificate
- c) Price Bid in Schedule I

3. **Earnest Money Deposit (EMD):**

3.1 All bids must be accompanied by Earnest Money for an amount of Rs.500/- (Rupees Five Hundred only) in the form of Demand Draft / Bankers cheque drawn in favour of IGNOU and Payable at Patna.

3.2 Bids without Earnest Money as indicated above will be summarily rejected as non-responsive.

4. **Period of Bid Validity**

Bids shall remain valid for 60 days after the date of Bid Opening. Any Bid valid for a shorter period than the period specified shall be rejected as non-responsive.

5. **General Terms and Conditions of the contract:** The terms and conditions of the contract shall be as per Annexure I of the letter.
6. **Last date & Time for receipt of Bids:**
The last date for receipt of Bids is 18th July'2014 (Friday) till 3.00 pm. Bids will opened on the same day at 3.30 pm.
7. **Submission of Bids:**
- 7.1 Manufacturer's authorization certificate and the EMD of Rs.500/- shall be put up in a separate sealed cover super scribing "Earnest Money and Authorization Certificate" and Price Bid in a separate cover super scribing "Price Bid for Online UPS Tubular Batteries". Both these sealed envelopes should be put in a sealed cover super scribing "Limited Tender for Supply of Online UPS Batteries"
- 7.2 Sealed Bid may be submitted in person or by registered post/speed post so as to reach IGNOU Regional Centre, 2nd Floor, BISCO MAUN Tower, Patna-800001 as per the time schedule stipulated for receipt of bids at para 6 above.
8. **Late Bid:**
Any delay, even postal delay, in the receipt of Bid would be considered late submission of Bid and rejected.

Yours sincerely

(Dr.Q.Haider)
Regional Director
Ph:0612-2219539

Enclosures:

1. Annexure I
2. Schedules I

General Terms and Conditions

1. Bid Prices:

- i. The prices shall be quoted in Indian Rupees only.
- ii. The prices shall be quoted for destination and no additional cost for delivery will be entertained.
- iii. All taxes, duties etc. livable should be clearly indicated.
- iv. The prices quoted shall remain firm and fixed for the duration of the delivery and shall not be subject to adjustment on any account.

2. Correction of Errors:

In the process of evaluation of Financial Bids, following procedure will be adopted for correction of errors:

- i. Where there is a discrepancy between the rates in figures and in words, the rate in words will govern.
- ii. Where there is a discrepancy between the unit rate and the total cost, the total cost resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

The amount stated in the Bid will be corrected in accordance with the above procedure for removal of errors and shall be considered bidding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected and the Earnest Money shall be forfeited.

3. Bid Evaluation and Award Criteria:

The price bids of those bidders, who fulfill the eligibility criteria, will be evaluated as under:

- i. The price bids will be evaluated item wise.
- ii. The purchaser shall award the purchase order to the bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the bidding documents, provided further that the bidder is determined to be qualified to perform the Contract satisfactorily.

4. Purchaser's Right to Vary Quantities:

At the time of placing supply order the purchaser reserves the right to increase or decrease the quantity of goods from the quantity originally specified in the Schedule of Requirements.

5. Delivery Period: within 15 days from the date of issue of supply order.

6. Payment Terms:

No advance payment shall be made. Payment will be released against invoice normally within one month after receipt of delivery of the goods as per the prescribed technical specification with delivery challans.

7. Purchaser's right to accept or reject any or all bids:

The purchaser reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to Award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser.

8. Other Terms & Conditions:

- i. All Batteries should be of "original" make and "genuine" only. Recycled Batteries will not be accepted.
- ii. **The date of manufacture of these items should be clearly written on the items or its packing. Items manufacturing date older than three months on the date of delivery will be rejected and bidder shall be liable to supply the same with new one.**

PART-III

DECLARATION BY THE BIDDERS

I hereby certify that-

1. Particulars furnished are true to the best of my knowledge and belief.
2. I have carefully gone through the terms and conditions and specification of the items given in quotation notice and undertake myself/ourselves to abide by them.
3. The rates quoted are inclusive of Taxes/VAT/Service Charge.
4. All supplies will be made strictly as per specification and time stipulations.

Signature of Authorized Signatory
Seal of the bidder

Date :
Place :

Name :
Address :

Tel No. :