



Netarhat Residential School

Netarhat

**An Autonomous Institution under Ministry of School Education & Literacy
Department, Govt. of Jharkhand)**

Invites

Tender Notice No 3577 , Dated - 23.12.2015

Tender Document

**For Supply and Installation High Mast Light with all necessary fittings and
connections at Netarhat Residential School premises at Netarhat-835218,**

District- Latehar

Jharkhand

Sealed tenders are invited from Netarhat Residential School, Netarhat from Manufacturers, Companies, OEMs, Authorized Distributors, Dealers and reputed firms having relevant experience under two bid system i.e. Technical Bid & Financial Bid for Supply and Installation of High Mast Light with all necessary fittings and connections in Netarhat Residential School campus at Netarhat, District- Latehar.

Terms and Conditions

1. Eligibility Criteria

- a. Bidder should be an Original Equipment Manufacturer (OEM)/Authorized distributor /Authorized Dealer/Authorized service provider of the OEM.
- b. The bidders must submit self-attested copies of last 3 years Income Tax return in the name of the firm/proprietor/partner.
- c. 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.
- d. The bidder must have experience of supplying similar orders of items/equipments as mentioned in Annexure V. 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.
- e. The bidder must not be blacklisted either by Netarhat Residential School, Netarhat or any other University/institution/Government department. An affidavit to this effect must be submitted.
- f. Entire work must be implemented within stipulated time from the date of issue of Work Order/Purchase order. Delay in delivery or work completion will have penalty of 0.5 % of order value per week to total of 5% of order value.
- i. Netarhat Residential School, Netarhat reserves the right to cancel or giving the order to some other party who have contested in this tender if it is not deployed even after the date mentioned in the purchase order. Delay due to school would not be considered.
- j. Vendor has to furnish the required for the Installation and commissioning of the project. A detailed layout plan document must be submitted to the school along with the bid.
- k. A Vendor is at liberty to quote for any number of items which are being listed item wise in Annexure V of this tender document. There is no compulsion that a bidder has to quote entire list of items.**
- l. The complete List of items with specification and quantity of requirement is mentioned in Annexure V of this tender document. The bidder has to quote strictly in format of the Financial Bid mentioned in Annexure VI.**

2. Cost of tender

Cost of tender form is Rs. 500.00 which is to be submitted in the form of bank draft from any nationalized bank in favor of the Principal, Netarhat Vidyalaya Samiti payable at Netarhat and must be enclosed with the tender form. Cost of tender form is Non-refundable.

3. Earnest Money Deposit

- a. The interested firms may put the document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 10,000.00 as a demand draft from any nationalized bank of India (for a minimum period of 3 months from the date of opening of tender) drawn in favor of the Principal, Netarhat Vidyalaya Samiti, payable at Netarhat. The details of payable EMD is mentioned below:-
- 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. The EMD will be returned to the successful bidder on providing the security deposit.
- d. EMD will not be waived under any circumstances.
- e. 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 Work order/Purchase order, the vendor shall furnish a security deposit amounting to 10% of the purchase order value in the form of NSC/LIC/Bank Guaranty/Fixed Deposit of any nationalized Bank or Post Office.
- b. The security deposit will be forfeited in the case of non-execution of the order and non-compliance of the terms and conditions provided in the tender document. In case the successful vendor does not submit security deposit, the same would be deducted from the final bill and kept for entire warranty period at the time of payment.

5. Submission of Tender

- a. Separate envelopes for Tender fees, EMD, Technical and Financial Bids duly sealed and superscripted as independent envelopes (Envelop I, II and III) should be placed in one big cover and sealed with the superscription **Tender for Supply and Installation of High Mast Light Connection with all necessary fittings at Netarhat Residential School campus situated at Netarhat, District- Latehar.**
- b. The tender has to be dropped in the TENDER BOX kept for this purpose in the Principal's Office on due date: **18th January, 2016 on or before 11.00 A.M.**
- c. The Institute reserves right to ignore any tender which fails to comply with the above instructions.
- d. The tender not submitted in the prescribed format or incomplete in detail is liable for rejection. The School will not be responsible for the non-receipt of quotation within the specified date and time due to any reason including holidays or delays.

A. Envelope I (Tender fee and EMD)

The Tender fee and 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 Bid)

The technical bid/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 I-V. 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. Comprehensive list of items 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 favor of the **Principal, Netarhat Residential School, Netarhat.**
- viii. 'Tender form' completed in all aspect as mentioned in last of this tender document.

C. Envelope III (Financial Offer)

The Financial Offer (C.O.) should give all relevant price information as per list of items with specifications mentioned in Annexure V. 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 The Principal, Netarhat Residential School, Netarhat on **18th January, 2016 at 11.30 A.M.**
- b. **Financial Bids of only those firms shall be opened which qualify in technical bids and would be opened on 20th January at 11.30 A.M.**
- c. The bidders have to be present or send their authorized a representative to be present in 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 **1 year** from the closing date of the tender. Any offer falling short of the validity period is liable for rejection.

8. Costs and Payment Terms

- 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 delivery, installation and commissioning of the scope of work mentioned in respective work/purchase orders. However, Principal, Netarhat Vidyalaya reserves the right to consider any appeal with regard to amendment in payment terms if any.**

10. Clarification of Offers

To assist in the scrutiny, evaluation and comparison of offers, The School administration 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.

11. No Commitment to Accept Lowest rate in the Tender procedure.

(i) The School 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.

(ii) The school reserves the right to make any changes in the terms and conditions of the work.

(iii) The School will not be obliged to meet and have discussions with any vendor, and or to listen to any representations.

12. Order Cancellation

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

i. Delay in work beyond the stipulated time mentioned in the work order 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 and Comprehensive Maintenance

The vendor shall undertake comprehensive on-site replacement warranty of entire work for **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 warranty period of 3 years is to be clearly indicated in a separate sheet along with the financial bid.

19. Pre-installation requisites:

Pre-installation requisites (electrical/floor/space etc.), should be done from the vendor on their own cost at site before submission of tender.

20. Installation and Commissioning:

Free of cost at Netarhat Residential School, Netarhat.

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.

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 region/area wise i.e Netarhat, then Lohardaga, then gumla, then Ranchi and finally Jharkhand. The Bidder has to submit a **hierarchy matrix** of the officials in a separate sheet for sales and service purposes with complete name, designation, Mobile no. , phone no., address and individual e-mail-id.

24. Tender updates:

Prospective bidders please refer to our website www.netarhatvidyalaya.com 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 bidders.

26. Transit Insurance:

The Purchaser will not pay separately for Transit Insurance.

27. Amendment in tender conditions

The Principal , Netarhat Residential School, Netarhat 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 Principal in this regard shall be final and binding on all.

28. Number of items and Placement of Order

The number of items mentioned in the tender may vary as per requirement and budget. The work order of items as mentioned in Annexure- V could be placed in two parts depending on the readiness of the site.

29. Enquiry:

All query and clarifications regarding this tender can be had from the

1. **Mr. Ram Naresh Singh,**
Principal,
Netarhat Residential School,
Netarhat-835218
Latehar
Ph no- 06569- 277644

2. **Mr. Suharsh Kumar**
Administrative Officer,
Netarhat Residential School,
Netarhat-835218
Latehar

(Letter on the vendor's/OEM letterhead)

To,
The Principal,
Netarhat Residential School,
Netarhat

Dear Sir,

Sub: Your tender for Quotations for Item Sl No- _____, Item Name- _____ as mentioned in Tender notice no _____, Dated _____ in the Netarhat Residential School premises at Netarhat.

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	Brand/Specification /Model No.

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 Netarhat Residential School, Netarhat 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 your institution 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	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 projects executed.

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

Signature
(Name and Designation)
Date:

Annexure IV

(Letter on the vendor's/OEM letterhead)

To,
The Principal,
Netarhat Residential School,
Netarhat-835218

Dear Sir/Madam,
Subject: **Your tender ref no** _____, **dated** _____.

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 warranty of the installed system for a period of three years and subsequent AMC rate.

Yours faithfully

Signature
(Name and Designation)
Date

Annexure V
Comprehensive list of Items with specifications and Quantity

Item Sl. No- 01
High Mast Light with necessary fittings and connections

S. No	Item Name	Brand/Specification	Total Quantity	Instruction/s
1.	Led Beam Light (Round) 200w-6500k&280mm Dia.	Hevells/ Philips/ Anchor/ Orient/ Bajaj/ Siska	12	Catalogue is necessary
2.	Supply, Installation, Testing and commissioning of Main Panel of 440 Volts AC, 3phase,50Hz with 50KA fault level for 1 second, 18swg powder coated MS sheet in off white colour including switchgear & MCB mentioned below of approved make with internal wiring of proper gauge & lugging and civil work for fixing it to the ground. Electrical Main panel a)125amp MCCB 3phase a) 200Amp Busbar b) Timer c) Lux 25amp 6pcs d) Lux 10amp 12 pcs e) Connector 4 pcs f) MCB 40amp 3 pcs g) DB MCB 40 amp 2 pcs h) DB MCB 25 amp 2 pcs	All items should be of reputed make.	2	
3.	<u>EARTH STATION</u> Supply installation, Testing & Commissioning of ground earth Pit with 3'*3'*1/4" Earth copper buried at a depth of 10 feet below from the ground surface and 1'*8' long GI pipe with arrow socket, funnel 8SWG copper wire in 1/2' GI pipe, nut & bolt etc and covering with 2"*12" heavy duty C.I earth cover including chambering and filling the boring area with charcoal and salt (40Kgs each) as per IS 3043 specification including wiring from earth pit to the UPS & panel and earth bus bar. (Earth resistance should not exceed 2 ohm at the earth terminal at UPS)	All items should be at reputed make.	2	

4.	20/5 Copper patti strip earth point to High must pole	All items should be at reputed make.	40ft	
5.	5hp 3 Phase wall mount motor to bring the high mast up and down immediately as when required	All items should be at reputed make.	1	
6.	Complete Installation & Commissioning			
7.	3 Years Comprehensive replacement warranty of complete work			

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. 500.00):
 - 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:

Sd/-
 (Ram Naresh Singh)
 Principal
 Netarhat Residential School
 Netarhat