



Netarhat Residential School
Netarhat

(An Autonomous Institution under Societies registration Act 1860,
Ministry of HRD,
Govt. of Jharkhand

Invites

Tender Notice No- 301, Dated 26.02.2015

Tender Document
For Supply, Installation, Commissioning and Comprehensive
Maintenance for 5 years of three Silent Power Generator Sets
in Netarhat Residential School premises at Netarhat-835218,
District- Latehar
Jharkhand

Sealed tenders are invited on behalf of Netarhat Residential School, Netarhat from Companies, OEMs, Authorized Distributors, Dealers and reputed firms having relevant experience under two bid system i.e. Technical Bid & Financial Bid for setting of three Silent Power Generators in The Netarhat Residential School campus situated at Netarhat, District-Latehar.

Terms and Conditions

1. Eligibility Criteria

- a. The Bidder 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 an Original Equipment Manufacturer (OEM)/ Authorized distributor/ Authorized Dealer/ Authorized service provider of the OEM. **A Letter of Authorization from the OEM for the same and specific to this tender should also be enclosed.**
- c. The bidders must submit self-attested copies 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 distributor/ dealer /service provider.
- g. 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.
- h. Entire work must be implemented within 3 weeks time from the date of issue of Work Order/Purchase order. Delay in delivery 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 the order if it is not Deployed even after that. Delay due to school would not be considered.
- j. Vendor has to furnish the required Civil Foundation work, power, and Electrical infrastructure for the Installation and commissioning of the project. A detailed layout plan document must be submitted to the school along with the bid.
- k. Vendor has to provide the cost of following:
 - (i) Required numbers of Earthing at three different places where the three generator sets has to be installed.
 - (ii) Required numbers of Changeover switch for three generator sets.
 - (iii) PCC Foundation with material for Generator Sets and aluminum armored Cable with end termination of suitable size.
- l. **The Companies/Brands of Generator sets allowed to participate in this tender are- Kirloskar ,Mahindra, Tata, Cummins, Crompton & Greaves and Ashok Leyland only.**
- m. An affidavit, stating the compliance of the conditions should be attached.
- n. **The bidder has liberty to quote for 75 KVA Generator sets specification or 82.5 KVA Generator specification or both.**

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 favor of the Principal, Netarhat Vidyalaya Samiti payable at Netarhat must be enclosed with the 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. 50,000/- (Rupees fifty thousand only) which has to be paid along with the tender as a demand draft from any nationalized bank of India (for a minimum period of 6 months from the date of opening of tender) drawn in favor of the Principal, Netarhat Vidyalaya Samiti, payable at Netarhat.
- 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 Principal, Netarhat Residential School, Netarhat. The security deposit should be valid for the entire 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 and non-compliance of the terms and conditions provided in the tender document.

5. Submission of Tender

- a. Separate envelopes for Tender fees, EMD, Technical and Financial Bids duly sealed and superscripted **'Tender for Supply, Installation, Commissioning and Comprehensive maintenance for 5 years of three silent power generator sets in Netarhat Residential School, Netarhat'** shall be submitted.
- b. All the three independent envelopes (Envelop I, II and III) should be placed in one big cover and sealed with the superscription **'Tender for Supply, Installation, Commissioning and Comprehensive maintenance for 5 years of three silent power generator sets in Netarhat Residential School, Netarhat'** shall be submitted.
- c. The tender has to be dropped in the TENDER BOX kept for this purpose in the Principal's Office on due date: **20th March, 2015 on or before 2.30 P.M.**
- d. The Institute reserves right 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 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.
- f. 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 (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 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 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. 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 **Principal, Netarhat Residential School, Netarhat.**

C. Envelope III (Financial Offer)

The Financial Offer (C.O.) should give all relevant price information as per Annexure VI. 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 **20th March, 2015 at 3.30 P.M.**
- b. Financial Bids of only those firms shall be opened which qualify in technical bids.
- c. The bidders 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 Netarhat Residential School, Netarhat 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

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.

12. Technical Inspection and Performance Evaluation

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

13. Verification

The School 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 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. The school reserves the right to make any changes in the terms and conditions of the work. The School will not be obliged to meet and have discussions with any vendor, and or to listen to any representations.

15. 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 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 and Comprehensive Maintenance

The vendor shall undertake comprehensive on-site warranty of the project 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. After the warranty period, comprehensive maintenance of next 2 years has to be done by the bidder and this would also 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 Comprehensive maintenance period of 5 years is to be clearly indicated in a separate sheet along with the financial bid for maintaining the project after the completion of comprehensive maintenance period of 5 years.

19. Pre-installation requisites:

Pre-installation requisites (electrical/floor/space etc.), if any should invariably be mentioned clearly. Installation/ Providing Training with study materials both in hindi and English will be the full responsibility of the successful bidder. .

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. 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 region/area wise i.e Netarhat, then Lohardaga, then gumla ,then Ranchi and finally Jharkhand.

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

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

29. Enquiry:

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

1. Prof. B.S Mallik,
Principal,
Netarhat Residential School,
Netarhat-835218
Latehar
Ph no- 06569- 277644

2. Mr. Suharsh Kumar
Administrative Officer,
Netarhat Residential School,
Netarhat-835218
Latehar
Ph no- 06569-277644

Annexure I

(Letter on the vendor's/OEM letterhead)

To,
The Principal,
Netarhat Residential School,
Netarhat

Dear Sir,

Sub: Your tender for Quotations for Supply, Installation, Commissioning and Comprehensive maintenance of Silent Generator 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	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 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 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

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: **Sub: Your tender for Quotations for Supply, Installation, Commissioning and Comprehensive maintenance of Silent Generator in the Netarhat Residential School premises at Netarhat.**

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 maintenance for next two years.

Yours faithfully

Signature
(Name and Designation)
Date

Annexure V

Specifications of the Silent Generator are mentioned below

OPTION-1

TECHNICAL SPECIFICATION OF SILENT POWER DIESEL GENERATOR SET- 75 KVA

S. No	Parameter	Specification
1	Power Rating	75 KVA
2	No. Of Phases	3
3	Output Voltage	415 V
4	Frequency	50 Hz
5	Power Factor	0.8 Lagging
6	Speed	1500 RPM
7	No. Of Cylinders	Min. 4
8	Fuel	Diesel
9	Fuel tank Capacity	Min 150 Lts.
10	Cooling System	Water Cooled
11	Starting system	12 V DC Electrical
12	Insulation Class	H
13	Certifications	Strict Compliant of CBCB 2 (Attach self attested relevant certificate).
14	Environment protection	The DG set must meet all environment protection rules & regulations of Govt. of India with respect to noise and emission norms (Attach Self attested relevant certificate)
15	Standards	Engine, Alternator and all other items used in the DG set should conform to ISI standards (Attach Self attested relevant certificate)
16	Warranty	3 years onsite warranty of the whole project.
17	Documents	Relevant Brochures and all related manuals for complete operation and maintenance of the DG set must be provided in a separate folder at the time of hand over of the project.
18	Installation	Vendor must quote for installation, Earthing ,and electrical works if any for the commissioning of the DG set at the site.
19	Maintenance	2 Years on site Comprehensive maintenance.
20	Earthing	Proper earthing has to be done.
21	Coverage	Sound Proof individual Canopies.

OPTION-2**TECHNICAL SPECIFICATION OF SILENT POWER DIESEL GENERATOR SET- 82.5 KVA**

S. No	Parameter	Specification
1	Power Rating	82.5 KVA
2	No. Of Phases	3
3	Output Voltage	415 V
4	Frequency	50 Hz
5	Power Factor	0.8 Lagging
6	Speed	1500 RPM
7	No. Of Cylinders	Min. 4
8	Fuel	Diesel
9	Fuel tank Capacity	Min 150 Lts.
10	Cooling System	Water Cooled
11	Starting system	12 V DC Electrical
12	Insulation Class	H
13	Certifications	Strict Compliant of CBCB 2 (Attach self attested relevant certificate).
14	Environment protection	The DG set must meet all environment protection rules & regulations of Govt. of India with respect to noise and emission norms (Attach Self attested relevant certificate)
15	Standards	Engine, Alternator and all other items used in the DG set should conform to ISI standards (Attach Self attested relevant certificate)
16	Warranty	3 years onsite warranty of the whole project.
17	Documents	Relevant Brochures and all related manuals for complete operation and maintenance of the DG set must be provided in a separate folder at the time of hand over of the project.
18	Installation	Vendor must quote for installation, Earthing ,and electrical works if any for the commissioning of the DG set at the site.
19	Maintenance	2 Years on site Comprehensive maintenance.
20	Earthing	Proper earthing has to be done.
21	Coverage	Sound Proof individual Canopies.

Annexure VI
Financial Bid:

Option-1

Name of Work- Supply, Installation, Commissioning and Comprehensive maintenance of Silent Generator in the Netarhat Residential School premises at Netarhat.

Work	Brand quoted with Model No. of Silent Power Generator sets (Kirloskar, Mahindra, Tata, Cummins, Ashok Leyland, Crompton Greaves- Any One)	Total Amount (In figure and words)
1. Supply of 75 KVA Silent Diesel Generator Set as per specification mentioned in Page 11 of annexure V.		
2. Installation, Earthing , Electrical works, Canopy and Commissioning of 75 KVA Silent Diesel Generator Set as per specification mentioned in Page 11 of annexure V.		
3. Comprehensive Maintenance for total 5 years (Warranty for 3 years and Comprehensive maintenance for next 2 years).		
4. Other cost, if any (Please specify)		
5. Grand Total (In figure and words)		

Financial Bid:

Option-2

Work	Brand quoted with Model No. of Silent Power Generator sets (Kirloskar, Mahindra, Tata, Cummins, Ashok Leyland, Crompton Greaves- Any One)	Total Amount
1. Supply of 82.5 KVA Silent Diesel Generator Set as per specification mentioned in Page 11 of annexure V.		
2. Installation, Earthing , Electrical works, Canopy and Commissioning of 75 KVA Silent Diesel Generator Set as per specification mentioned in Page 11 of annexure V.		
3. Comprehensive Maintenance for total 5 years (Warranty for 3 years and Comprehensive maintenance for next 2 years).		
4. Other cost, if any (Please specify)		
5. Grand Total (In figure and Words)		

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 Principal, Netarhat Residential School, Netarhat payable at Netarhat. Tenders/Bids not accompanied by the requisite Demand Drafts shall not be considered and shall be rejected.

(Bimalanshu Shekhar Mallik)
Principal
Netarhat Residential School
Netarhat