

Cost of the tender Document:
Rs. 500/-
(Rupees Five Hundred only)



CENTRAL UNIVERSITY OF KASHMIR

Transit Campus: Sonwar, Near GB Pant Hospital, Srinagar – 190 004 (J&K)
Phone: 0194-2468354, 2468357, Website www.cukashmir.ac.in

Tender No.: CUKmr/Pur/F.No.94/10
Dated: 09.07.2012

1. Name of the Firm/Supplier/Vendor:
.....

2. Address with telephone No. :
.....

3. Earnest Money Deposit (EMD)
(to be deposited along with the
tender document)

- a) Bank Draft No.....
- b) Date.....
- c) for Rs.....
- d) Drawn on

4. Cost of Tender Document:
(to be deposited in case of
downloaded tender document)

- a) Bank Draft No.....
- b) Date.....
- c) for Rs.....
- d) Drawn on

CENTRAL UNIVERSITY OF KASHMIR

TENDER NOTICE FOR THE SUPPLY & INSTALLATION OF SERVO VOLTAGE STATBLIZER

**LAST DATE & TIME FOR SUBMISSION
OF TENDER**

**30th JULY, 2012
by 2 p.m.**

DATE, TIME & VENUE FOR OPENING OF BIDS:

30th July, 2012 at 3 p.m. COMMITTEE ROOM, CENTRAL UNIVERSITY OF
KASHMIR, SONWAR, SRINAGAR – 190 004 (J&K)

TERMS AND CONDITIONS

Sealed tenders under two bid system are invited from reputed manufactures or their authorized suppliers having proper after sale service set up at Srinagar (J&K) for supply & installation of Servo Voltage Stabilizer (Quantity 01) as per specification given in the NIT. Tender Document can be had from the Transit Campus of the University on payment of Rs 500/ or can be downloaded from the University website: www.cukashmir.ac.in. The downloaded form should be accompanied by a DD of Rs 500/ as cost of Tender Document. Part 1(Technical Bid) of the bid comprises of bidders profile in the prescribed format, EMD, application fee and the detailed technical specifications of the item quoted. Part 2 comprises of financial Bid in the prescribed format including all taxes & F.O.R. Both parts should be sealed separately and submitted in a single covering envelope superscripted “supply and initialization of Servo Voltage Stabilizer” on or before 30.07.2012 (02:00 pm). The bids will be opened on 30.07.2012 at 03:00 pm at the Transit Campus. Bidders or their authorized representatives who wish to attend tender opening, may do so.

SALE OF TENDER FORM

1. The interested bidders may obtain the tender form from the University office at Transit Campus, Sonwar, Near GB Pant Hospital, Srinagar, J&K on all working days by payment of non refundable amount of Rs. 500/- through DD of any nationalized bank drawn in favour of Central University of Kashmir payable at Srinagar (J&K). The tender document can also be downloaded from the University Website.: www.cukashmir.ac.in. The cost of tender form (Rs. 500) is to be attached with the Technical Bid as DD along with the downloaded forms. This DD should not be merged with the EMD.

EMD

1. The Technical Bid should be accompanied with EMD of Rs. 5,000 in shape of DD drawn on any nationalized bank favoring central university of Kashmir payable at Srinagar. The EMD of the unsuccessful bidders will be returned after the selection of the successful bidder and that of the successful bidder will be returned after submission of Performance Security to the extent of 10% of Purchase order value. The offers without EMD shall be rejected.

2. All the DD's of the nationalized banks are to be drawn in favour of Central University of Kashmir payable at Srinagar (J&K) issued after the date of tender notification.

TECHNICAL SPECIFICATIONS OF THE SERVO STABILISER

75 KVA Voltage Stabilizer, 3 Phase 4 Wire, Oil Cooled with Input Voltage Range 90-270/phase and Output Voltage $220\pm 2\%$ Unbalanced Type, Frequency Range 50 Hz, Over-load/ Under-voltage/ Over-voltage cut off time delay with short circuit protections, Indications - Mains on, Output on, Low cut-off, High cut-off with Volt-meter (Input & Out-put).

Accessories like Distribution Board, MCCB, cable etc as per requirement.

ELIGIBLE BIDDERS

1. The bidder must have supplied Servo Voltage Stabilizer of similar specifications as mentioned in this NIT in last three years to Govt funded organisation. A certificate from the consignee indicating the satisfactory working of the item must be enclosed with the technical bid.
2. Bidder must have service presence in Srinagar and in case of fault; the downtime shall not be more than 48 hours. An undertaking to this effect must be enclosed in the technical bid.
3. Bidders must be either Original Manufacturers (OEM) or authorized dealers. Assemblers/Traders are not eligible to participate in the tender. In case of authorized dealers, the authorization letter from the manufacturer should be attached along with the tender.
4. The bid must include latest Tax/VAT Clearance certificate.
5. ISO certification is mandatory for all bidders.

(Note: Failure to meet above requirements shall disqualify the bidder from participation in bidding. Claim of bidder on account of above must be substantiated by suitable documentary evidence).

SUBMISSION OF BIDS

1. The bids should be addressed to the **REGISTRAR**, Central University of Kashmir, Sonwar, Srinagar – 190 004 (J&K) within the dates and time as specified above by hand or by post. PLEASE NOTE THAT THE UNIVERSITY IS NOT RESPONSIBLE FOR ANY POSTAL LOSSES/DELAYS. IN CASE OF BIDS SENT BY POST AND BEING RECEIVED AFTER **2.00 p.m. ON 30th July, 2012** THE UNIVERSITY SHALL REJECT THE SAME AND IN CASE OF ANY DISPUTE IN THE TIMING OF RECEIPT, THE DECISION OF THE UNIVERSITY SHALL BE FINAL.
2. The Bidder is expected to go through all the instructions, terms & condition as specified in the bidding document. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

3. Bidders must also quote charges for extended warranty of 03 years (beyond mandatory warranty of 02 years) in the technical bid. However, University reserves its rights not to utilize the services under this head.
4. Documents such as operation manuals, user manuals and circuit diagrams and other relevant materials shall be provided by the Tenderer along with equipment, free of cost.
5. At any time prior to the deadline for submission of bids, the University may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
6. Quotations received after due date, improperly sealed, or with incomplete marking or with overwriting/corrections in the quotation document are liable to be rejected.
7. The bid will be opened on 30th July, 2012 at 03:00 pm in presence of bidders or their authorized representative. The representative should bring the authorization letter from their vendor for attending the tender opening committee meeting. However, the presence of the bidders is not mandatory.
8. In the event of the date specified for bid receipt and opening being declared as a closed holiday for University's office, the due date for submission of bids and opening of bids will be the following working day at the time fixed above.
9. The bidder should confirm that there are no hidden costs. Any items found necessary to make structure functional will be provided by the bidder without extra cost.
10. The successful Tenderer shall have to deposit (10%) of total payable amount as Security Deposit in the form of DD in favour of Central University of Kashmir as Performance Security for warranty period of two years. In case of unsatisfactory service provided by the bidder, the Performance Security shall be forfeited.
11. The bid security may be forfeited:
 - (a) If a Bidder withdraws its bid during the period of bid validity
 - (b) If at any stage, it is proved that the information given by the bidder is incorrect.
 - (c) In case of a successful Bidder, if the Bidder fails:
 - (i) to sign the Contract;
 - (ii) to furnish performance security
 - (iii) to execute the supply within stipulated time.
12. **Late Bids:** Any bid received by the University after the deadline for submission of bids prescribed by the University, will be rejected/returned unopened to the Bidder.
13. No bid will be allowed to be modified subsequent to the deadline for submission of bids.
14. No bid will be allowed to be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the bid form. Withdrawal of a bid during this interval may result in the forfeiture of the bid security.
15. Bids not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.
16. During evaluation of bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

17. **Period of Validity of Bids:** Bids shall remain valid for a minimum 90 days after the date of bid opening prescribed by the University. A bid valid for a shorter period shall be rejected by the University as non-responsive.
18. In exceptional circumstances, the University may solicit the Bidder's consent to an extension of the period of validity of bid. The request and the responses there to, shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting his bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

EVALUATION OF BIDS

1. The evaluation of bids shall be a two stage process. In Stage – 1, Technical bid (Part –I) shall be opened and only those bidders shall qualify for stage – 2 of bidding, whose technical bid meets the requirements set by the university as eligibility as mentioned in the fore going clause and the specifications mentioned in this NIT. Only those bidders shall qualify for Stage – 2 of bidding, whose Technical Bid is declared accepted by the University. The University reserves the right to reject the sample of the bidder on the basis of justifiable reasons.
2. In stage – 2, financial bids (Part B) of the qualified bidders shall be opened and on the basis of the comparative statement, the contract shall be awarded to the L1.
3. The University's evaluation of a financial bid will be based on the landing cost at the site taking in to account all the taxes, duties, transportation and assembling charges etc.
4. No Bidder shall contact the University on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the University, it should do so in writing.
5. Any effort by a Bidder to influence the University, in its decisions on bid evaluation, bid comparison or contract award may result in rejection of bid.
6. Failure of the successful bidder to comply with the requirements of the University constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the University may make the award to the next lowest evaluated bidder or call for new bids.
7. If required, the University will grade the bidders on the basis of their service backup, market repo, technical specifications of the item quoted etc. Comparative statement of the financial bids shall, in that case be prepared for each grade separately.

General Terms & Conditions

1. Prices shall be quoted in Indian Rupees only.
2. The amount to be quoted both in figures and in words, in case of a discrepancy the amount quoted in words will be taken as valid.
3. The supply, transportation, installation & commissioning etc, of Servo Voltage Stabilizer/s will be on the risk of the firm till the acceptance of the University.
4. The item is to be delivered & installed at Mujgund, Zainakote, Srinagar (F.O.R)
5. The quoted rates should be final and should include taxes, levies, freight, insurance, forwarding, installation, transportation etc. Any extra amount over the quoted rates will not be entertained.

6. Detailed specifications, catalogue/ literature of the item quoted may be attached with the technical bids. Incomplete bids in any respect are liable to be rejected.
7. The supply and installation of equipments and other accessories should be made strictly in accordance with the specifications given in the Technical bid. The warrantee period takes effect from the date of satisfactory installation. The Tenderer shall be liable to make good the loss (free of cost) by replacing/repairing the equipment or other accessories found defective during the minimum warranty period of two years.
8. **Payment terms:** All the payment will be made in Indian rupees. Payment (100%) shall be made by the University after successful installation & testing of the item and furnishing of performance security equal to 10% of total payable amount as DD favoring central university of Kashmir. The Performance Security shall remain with the university for a period of **two years** to cover the warranty obligations. Performance Security without any interest, will be returned to the supplier after the expiry of the warranty period. However, in case of unsatisfactory service during the warranty period, the Performance Security will be forfeited. The decision of declaring the service unsatisfactory will be the discretion of the University and shall prevail on all other judgments made thereto.
9. The amount payable to the supplier against supplies shall be subject to the TDS/GST etc, as may be applicable, if any.
10. The actual quantity to be purchased can be increased or decreased by the Competent Authority of the University at the time of the placement of purchase orders in favour of successful bidder. The purchase orders in favour of successful bidders may also be issued in a phase wise manner depending upon the requirement of the University.
11. The University may at any time, by written order given to the supplier, make changes within general scope of the Contract in any one or more of the following:
 - (a) Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the University;
 - (b) The method of shipping or packing;
 - (c) The place of delivery; and/or
 - (d) The Services to be provided by the Supplier
12. The supply of Servo Voltage Stabilizer has to be made within a **period of 30 days from the date of the issue of Purchase Order** by the University. In case firm fails to supply within the stipulated time, the University may impose the penalty as decided by the University Committee
13. All the supplies made under this tender notice will be inspected by a Committee specially constituted for the purpose and in case the Committee is of the opinion that the supplies are not of the required specifications, the supplies shall be rejected and responsibility of lifting back the supplies will devolve upon the supplier. Besides, in such event the EMD shall stand forfeited and the extra cost incurred in arranging the supply from the alternative sources shall also be recovered from the defaulting supplier apart from initiating the proceedings for blacklisting.
14. Item offered in the tender can be re-ordered at the same rate, under same terms & conditions within a period of twelve months of the tender opening.

15. All the items supplied through this tender shall be covered by a warranty of two years. During the period of warranty, no charges will be paid by the University on any kind of service or repairment carried by the supplier.
16. The selected firm will be required to enter into an Agreement with University by submitting an Instrument of Agreement on a non-judicial stamp paper of Rs. 50/. Necessary clauses mentioned in this NIT shall be incorporated in the said agreement.
17. The University reserves the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
18. Once the bidder submits the tender, it would be presumed to have understood and accepted all the terms and conditions given in NIT. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
19. The University reserves the right to relax any condition enumerated or arising out of this Tender notice, without assigning any reason thereof.
20. The University reserves the right to place the order for limited number of items or to out-rightly cancel the tender without assigning any reason thereof.
21. If the supply, installation and commissioning of the systems are not effected before the specified period from the date of purchase order, the University shall have the authority to cancel the order or to take any such action which will be deemed fit in the circumstances.
22. In case of any dispute, the same shall be resolved initially by mutual discussion between the parties with in a period of 60 days failing which appropriate courts at Srinagar will have the jurisdiction to adjudicate upon the matter.

Sd/-

REGISTRAR
Central University of Kashmir

No.: CUKmr/Pur/F.No.94/10

Date: 09.07.2012

BIDDER'S PROFILE
(PART -I)

- 1. Name of the bidder
- 2. Name of the authorized signatory (whose photograph is affixed)
Mr/Ms/Mrs.....
- 3. Permanent address of the firm/Supplier.....
.....
Tel. No. (with STD Code) (O) (Fax)
(R) (Mobile)
- 4. Registration & incorporation particulars of the firm.
4.1 Proprietorship
4.2 Partnership
4.3 Private Limited
4.4 Public Limited
(Please attach attested copies of documents of registration/incorporation of your firm with the competent authority as required by business law).
- 5. Name proprietor/partners/directors
- 6. Bidders bank, its address and his current account number
.....
.....
- 7. Permanent Account Number, Income Tax Circle.....
- 8. TIN.....

Passport size photograph of the tenderer/authorised signatory holding power of attorney

I/We hereby declare that the information furnished above is true and correct. At any stage if the above information is found incorrect, University may cancel my/our empanelment.

Name and sign of the authorized person
of the firm along with seal

Place:
Date:

**PROFORMA FOR FINANCIAL BID
(PART –II)**

Name of the bidder:.....

Tel Nos.....

S. No	Description of the Item	Brand	Amount/Unit in figures	Amount/Unit in words
1	75 KVA Voltage Stabilizer as per the specifications given in the Technical bid.	<i>To be mentioned</i>	Rs.	
2	Supply of Distribution Board, MCCB etc as per the requirement on turn-key basis	Legrand or an equivalent brand	Rs.	
3	Supply of cable 3.5 core 95mm ³ Steel armored aluminum		Rs./meter	
4	Installation & Commissioning charges of Stabilizer along with above accessories.	<i>NA</i>	Rs.	
5	Taxes, freight & other incidental charges	<i>NA</i>	Rs.	
6	Total (excluding S.No.3)		Rs.	
7	Extended Warranty of 03 years (Beyond initial warranty of 02 Years) – OPTIONAL FOR THE UNIVERSITY		Rs	

Note: The comparative statement of the financial bids shall not include the charges for Cable (S.No. 03)

Declaration:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....

XXXXXXXX.....XXXXX.....XXXXXXXX