

GENERAL INSTRUCTIONS & BID DOCUMENT

FOR

**THE PROCUREMENT OF
DIESEL GENERATOR SET**

DUE ON

31st Jan, 2012

**DIRECTORATE OF TECHNICAL EDUCATION,
VOCATIONAL & INDUSTRIAL TRAINING,
HIMACHAL PRADESH,
SUNDERNAGAR, DISTT. MANDI**

**DIRECTORATE OF TECHNICAL EDUCATION,
VOCATIONAL & INDUSTRIAL TRAINING,
HIMACHAL PRADESH
SUNDERNAGAR, DISTT. MANDI (HP)**

Telephones: 01907-266722

Fax: 01907-266120

INVITATION FOR BIDS (I.F.B.)

BID REFERENCE : **HP/DTE/12-01**

PRE-BID ON : 30-1-2012 at 11:30 A.M.

LAST DATE AND TIME FOR
RECEIPT OF BIDS : 31-1-2012 upto 1.30 P.M.

TIME AND DATE OF OPENING OF BIDS : 31-1-2012 at 3:30 P.M.

PLACE OF OPENING OF BIDS : Directorate of Technical Education,
Vocational & Industrial Training,
Himachal Pradesh, Sundernagar
Distt.Mandi -174401

ADDRESS FOR COMMUNICATION : Directorate of Technical Education,
Vocational & Industrial Training,
Himachal Pradesh, Sundernagar
Distt.Mandi -174401

SECTION I: INVITATION FOR BIDS (IFB)

SECTION I. INVITATION FOR BIDS (IFB)

Date : 31st Jan, 2012

IFB No. : HP/DTE/12-01

The Directorate of Technical Education, Himachal Pradesh, invites sealed bids from eligible bidders for supply and installation of Diesel Generator Set as per detail listed below:

Sr. No	Name & Specification of the Item	Estimated cost	Earnest money
1.	Diesel Generator Set (As per Annexure "A")	Rs. 800000.00	Rs. 16000.00

- (a) Pre-Bid on : 30-1-2012 at 11:30 A.M.
- (b) Last date and time for receipt of bids : 31-1-2012 upto 1.30 P.M.
- (c) Date & Time of opening of bids : 31-1-2012 at 3.30 P.M.
- (d) PLACE OF OPENING OF BIDS : Directorate of Technical Education,
Vocational & Industrial Training,
Himachal Pradesh, Sundernagar
Distt.Mandi -174401

SECTION II: INSTRUCTIONS TO BIDDER

1. Clarification of Bidding Documents

- 1) A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing or by telex or cable or fax at the Purchaser's mailing address indicated in the Invitation for Bids. The Purchaser will respond in writing to any request for clarification of the bidding documents which it receives no later than 15 days prior to the deadline for submission of bids prescribed by the Purchaser. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders which have received the bidding documents.

2. Amendment of Bidding Documents

- 1) At any time prior to the deadline for submission of bids, the Purchaser 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.
- 2) All prospective bidders who have received the bidding documents will be notified of the amendment in writing or by fax or by cable or by fax, and will be binding on them.
- 3) In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

3. Documents Constituting the Bid

The bid prepared by the Bidder shall comprise the following components:

- 1) a Bid Form and a Price Schedule.
- 2) bid security furnished in accordance with ITB Clause 6.

4. Bid Prices

- 1) The Bidder shall indicate on the Price Schedule the unit prices and total bid prices of the goods it proposes to supply under the Contract.
- 2) Prices indicated on the Price Schedule shall be entered separately in the following manner: the price of the goods, including all duties and sales and other taxes already paid or payable:
- 3) any Indian duties, sales and other taxes which will be payable on the goods if this Contract is awarded;

5. Bid Currencies

- Prices shall be quoted in Indian Rupees:

6. Bid Security

1. Pursuant to ITB Clause 3.2, the Bidder shall furnish, as part of its bid, a bid security in the amount as specified.
2. The bid security shall be denominated in Indian Rupees and shall:

- (a) at the bidder's option, be in the form of either a **FDR (Pledge in the name of Director Technical Education), a demand draft**, from a nationalized/scheduled bank located in India or by a reputable banking institution selected by the bidder and located abroad in any eligible country; (**No self Cheque & Cash will be accepted.**)
- (b) be submitted in its original form; copies will not be accepted; and
- (c) remain valid for a period of 45 days beyond the original validity period of bids, or beyond any period of extension subsequently.
- 3. Any bid not secured in accordance with ITB Clauses 6.2 above will be rejected by the Purchaser as non-responsive.
- 4. Unsuccessful bidder's bid security will be discharged/returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity prescribed by the Purchaser.
- 5. The successful Bidder's bid security will be discharged upon successful completion of the Contract.
- 6. The bid security may be forfeited:
 - a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form.

7. Period of Validity of Bids

- 1. Bids shall remain valid for **three months** after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
- 2. In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable or telex or fax). The bid security provided under ITB Clause 6 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

8. Format and Signing of Bid

- 1. The Bidder shall prepare one copy of the original bid & one copy of Duplicate Bid, clearly marking each "Original Copy" and "duplicate Copy", as appropriate.
- 2. The Both bids shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The latter authorization shall be indicated by written power-of-attorney accompanying the bid. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 3. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the persons or persons signing the bid.

9. Sealing and Marking of Bids

- The Bidders shall seal the Original bid and Duplicate bid in separate inner envelopes, duly marking the envelopes as "Original Bid" and "Duplicate Bid". He shall then place all the inner envelopes in an outer envelope.

10. The inner and outer envelopes shall:

- (a) be addressed to the Purchaser at the following address: **Director,
Technical Education,
Vocational & Ind.Trg
Sundernagar, Mandi (H.P.)**

- 1. Bear the Project Name, the Invitation for Bids(IFB) title and number, and a statement "Do not open before **3.30 P.M.** on **31-1- 2012**

2. The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".
3. If the outer envelope is not sealed and marked as required by ITB Clause 9, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.
4. Telex, cable or facsimile bids will be rejected.

11. Deadline for Submission of Bids

1. Bids must be received by the Purchaser at the address specified under ITB Clause 10 (a) no later than the time and date specified in the Invitation for Bids (Section I). In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received upto the appointed time on the next working day.
2. The Purchaser may, at its discretion, extend this deadline for submission of bids by amending the bid documents.

12. Late Bids

- Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser will be rejected and/or returned unopened to the Bidder.

13. Modification and Withdrawal of Bids

- No bid may be modified subsequent to the deadline for submission of bids.

14. Opening of Bids by the Purchaser

The Purchaser will open all bids, in the presence of Bidders' representatives who choose to attend, at **3.30 P.M. on 31-1-2012** and in the following location:

**Directorate of
Technical Education,
Vocational & Ind.Trg
Sundernagar, Mandi (H.P.)**

The Bidders' representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for the Purchaser, the Bids shall be opened at the appointed time and location on the next working day.

- The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.

15. Clarification of Bids

- During evaluation of bids, the Purchaser 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.

16. Purchaser's Right to Accept Any Bid and to 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 contract award, without thereby incurring any liability to the affected Bidder or bidders.

Annexure –“A”

Detail of Specifications

Sl. No.	Name & Specification of the Item	Qty.
1.	<p>Providing/fixing, installation and commissioning of Diesel Generator Set 100 KVA : It should be silent, compact and light weight, Three Phase and fuel tank suitable for min. 8 hours operation, Engine Specifications : Min BHP 124, Cooling : Water cooled, Aspiration: Turbocharged, RPM: 1500, Fuel consumption (Ltr/hr)@75% load with radiator and fan : 16.9, Governor: Mechanical/Auto, Battery capacity/Rating : 150 AH 12 V Alternator Specifications : Voltage: 380/415, RPM/frequency : 1500/50Hz, class of insulation : Minimum H Class Make/Model : Kirloskar/Sudhir/Crompton Greves or equivalent.</p>	1
	<p>Providing/fixing, installation and commissioning of Diesel Generator Set 50 KVA : It should be silent, compact and light weight, Three Phase and fuel tank suitable for min. 8 hours operation, Engine Specifications : Min BHP 69, Cooling : Water cooled, Aspiration: Turbocharged, RPM: 1500, Fuel consumption (Ltr/hr)@75% load with radiator and fan : 8.6, Governor: Mechanical/Auto, Battery capacity/Rating : 120 AH 12 V Alternator Specifications : Voltage: 415 V, RPM/frequency : 1500/50Hz, class of insulation : Minimum H Class Make/Model : Kirloskar/Sudhir/Crompton Greves or equivalent.</p>	1
2	<p>Lump sum amount in respect of Earthing, Sub-main wiring, civil work and (as per the requirement of actual site) alongwith full tank diesel in generator.</p>	-

Terms & Conditions:-

1. All the bidders will have to attend Pre-Bid meeting on 30-1-2012 at 11:30 A.M.
2. The bidder(s) shall have to submit copy of Registration certificate alongwith latest copy of CST/VAT and income tax clearance certificate alongwith the bid.
3. The bidder(s) shall have to submit audited balance sheets of preceding three years alongwith bid document.
4. The bidder(s) shall have to furnish an undertaking to the effect that the firm is not black listed.
5. The bidder(s) should submit the make, full specification/ illustrative technical literature & catalogue etc. dully signed with the bid.
6. All bids must be accompanied by a bid security as specified in the bid document.
7. The period for supply/ installation of material would be six weeks from the issue of firm order. If the supplier fails to supply the items within this stipulated period, the supply order will be cancelled & the earnest money forfeited.
8. The bidder(s) shall give affidavit on stamp papers of Rs 5/- regarding three year guarantee of material.
9. In the event of the date specified for bid receipt and opening being declared as a closed holiday, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
10. The quantity mentioned above can vary.