

ID DOCUMENT **NOTICE INVITING E-QUOTATION**

IF THERE IS DIFFERENCE IN ANY INFORMATION/DATA MENTIONED IN THE TENDER DOCUMENT AND UPLOADED IN CPP PORTAL, THE INFORMATION/DATA UPLOADED IN CPP PORTAL SHOULD BE TREATED AS FINAL.

Quotation Reference No: IG/CMD/EE(E)/NIQ/2019-20/01
Dated:-27.08.2019

Online bids (Technical & Financial) are invited for and on behalf of the Vice-Chancellor, IGNOU from the eligible contractors registered in appropriate class and category with CPWD/PWD/DOT/DDA/MES/BSNL who have already executed at least one similar work costing 80% or two similar works costing 60% each or three similar works costing 40% each of estimated cost during the last seven years from any Government/ Public Sector Undertaking/ Autonomous bodies.

***Similar work means:- "Repairing switch gears" (ACB/OCB) with providing spares etc.**

Name of work	Quotation document for:- "Repairing of 1000 amp., 4 pole, M-Pact 'GE make' ACB of AMF Panel No.-2 installed at ESS-2, IGNOU Campus, Maidan Garhi, New Delhi-110068.
Estimated cost	Rs.89,566/-
Period of contract	15 DAYS
Earnest money deposit	Rs.2,239/-
Date of publishing	15.11.2019 (10:00 Hrs.)
Clarification start date and time	15.11.2019 (10:00 Hrs.)
Clarification end date and time	18.11.2019 (17:00 Hrs.)
Date and time of pre-bid meeting	19.11.2019 (15:00 Hrs.)
Bid submission start date	20.11.2019 (10:00 Hrs.)
Queries (If any)	No queries will be entertained after clarification end date and time
Last date and time of uploading of bids	02.12.2019 (11:00 Hrs.)
Last date and time of submitting the document physically at IGNOU	02.12.2019 (13:00 Hrs.)
Date and time of online opening of bids	03.12.2019 (15:00 Hrs.)
NOTE: IF THERE IS DIFFERENCE IN DATE AND TIME MENTIONED ABOVE AND MENTIONED ANY WHERE IN TENDER DOCUMENT, THE ABOVE DATES SHOULD BE TREATED AS FINAL.	

Interested parties may view and download the quotation document containing the detailed terms & conditions, free of cost from the website <http://eprocure.gov.in/eprocure/app>.

MANUAL BIDS SHALL NOT BE ACCEPTED

Except for the original documents/instruments as mentioned in this tender.

Bidders should regularly visit the website to keep themselves updated.

INSTRUCTIONS TO THE BIDDERS

Indira Gandhi National Open University (IGNOU) is a Central University located in Delhi, INDIA.

INSTRUCTION FOR e-PROCUREMENT

1. Preparation and Submission of Bids

- a. The detailed quotation documents may be downloaded from <http://eprocure.gov.in/eprocure/app> till the last date of submission of quotation. The Quotation may be submitted online through CPP Portal <http://eprocure.gov.in/eprocure/app>
- b. The bidders should submit the bid online in two parts viz. Technical Bid and Financial Bid. Technical Bid & EMD should be upload online in cover-1 and Financial Bid in “.rar” should be upload online in cover-2.

2. **Technical Bid:** Signed and Scanned copies of the Technical bid documents as under must be submitted online on CPP Portal: <http://eprocure.gov.in/eprocure/app>.

a. List of Documents to be scanned and uploaded (Under Cover-1) within the period of bid submission:-

- i. Scanned copy of the EMD.
- ii. Copy of board resolution/ Power of Attorney/ Authorization letter indicating that the person signing the Bid has the required authority to sign on behalf of the Bidder and Copy of Memorandum of Association & Article of Association of the Bidder.
- iii. The following documents are to be submitted online with the bid in respect of proof of satisfaction of the eligibility conditions laid down in the Quotation document:
 - **Demand Drafts/Pay orders or Banker's Cheques of any Scheduled Bank against EMD.**
 - **Enlistment order of the contractor**
 - **Electrical license**
 - **Attested certificates of work experience.**
 - **Registration certificate of GSTIN Number**

3. Financial Bid

- a. The currency of all quoted rates shall be Indian Rupees. All payment shall be made in Indian Rupees.
- b. In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Quotation document. The financial bids should be uploaded online as per the specified “.rar” format i.e. PriceBid_20151015_IGNCD_AMC in Excel sheet attached as “.rar” with the quotation and based on the scope of work, service conditions and other terms of the Quotation document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.
- c. The Financial Proposal should be inclusive of all applicable taxes, duties, fees, levies, and other charges imposed under the applicable laws. The rates quoted in the Quotation including GST as per schedule ‘A’ (financial bid).
- d. The Financial bid should be according to the format given in the Quotation Document. It should be ensured that no required value against an item is missed. If the bidder does not want to charge for an item the value must be filled as “0” (ZERO). All totals should be correct.

4. Bid Security

- a. The Bidder shall furnish Bid Security of **Rs.2,239/- (Two thousand two hundred thirty nine only)** in the form of the Earnest Money Deposit (EMD). The EMD shall be furnished in the form of Demand Draft of requisite amount, drawn on a scheduled bank and payable to "IGNOU" at New Delhi.

NOTE: Physically original EMD only must be submitted before due date and time on the given address i.e. the office of the Executive Engineer (E), CMD (Opposite Convention Centre), at IGNOU Campus, Maidan Garhi, New Delhi-110068 and Scanned copies of the same must uploaded online in cover 1.

- b. Any Bid not accompanied by an acceptable Bid Security shall be summarily declared non-responsive and the envelope containing financial Bid of such Bidder shall not be opened.
- c. The Bid Security of unsuccessful bidders shall be returned without interest after finalization of the quotation and that of the Successful Bidder shall be adjusted in the security deposit to be recovered in the bill.

5. Bid Validity

- a. All the Bids must be valid for a period of 90 days from the last date of submission of the quotation for execution of Contract.
- b. In exceptional circumstances, prior to expiry of the original time limit, the IGNOU may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 90 days. The request and the bidders' responses shall be made in writing. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their Bid Security.

6. **Rejection of the Bid:** The submitted bid shall become invalid due to followings:-

- a. The bidder is found ineligible.
- b. The bidder does not upload all the documents as stipulated in the bid document.
- c. If physically non-submission of EMD within scheduled time & date.

7. Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.

- a. Firms/Contractors should have satisfactorily completed one similar work of value not less than **Rs.71,653/-** or two similar works each of value not less than **Rs.53,740/-** or three similar works each of value not less than **Rs.35,826/-** during last 7 years ending previous day of last date of submission of bids.

8. Copy of enlistment order and certificate of work experience and other documents as specified in the bid documents shall be scanned and up-loaded to the e-Quotation website within the period of bid submission. **(However, original of all the scanned and up-loaded documents as specified shall be submitted by the lowest bidder within a week physically in the office of e-Quotation authority i.e. Executive Engineer (E), CMD for verification, failing which the quotation shall be rejected).**

9. Online bid documents submitted by intending bidders shall be opened only of those bidders, who has deposited EMD and other documents scanned and uploaded are found in order.

10. Completion certificates are required to be got issued by an officer not below the rank of Executive Engineer/Assistant Executive Engineer/Assistant Engineer of similar works completed by the Firm. The work experience certificates submitted by the bidders shall clearly indicate that:

- a. The similar work executed
 - b. The completed cost of the work
 - c. Actual date of completion of the work
11. Registration of firms/ Contractors as well as authorization certificates of the service dealers must be valid on the day of submission of Quotation or extended date of submission of Quotations whichever is later.
12. Work experience means only work under Government/ Public Sector Undertaking/Autonomous bodies.
13. IGNOU is committed to follow the principle of transparency, equity and competitiveness in public procurement.
14. Contractor can upload documents in the form of JPG format and PDF format.
15. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.
16. The contractor whose bid is accepted will be required to furnish **performance guarantee of 5% (Five Percent)** of the bid amount within 07 days from the date of acceptance of offer. This guarantee shall be in the form of Banker's cheque/ Demand Draft/ Pay order of any Scheduled Bank (in case guarantee amount is less than Rs.1,00,000/-) or Government Securities or Fixed Deposit Receipts or irrevocable Bank Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the specified period, the full Earnest Money Deposited by the contractor shall be forfeited automatically without any notice to the contractor. **The performance guarantee shall be initially valid up to the stipulated date of completion plus 60 (Sixty) days beyond that.**
17. In case of any discrepancy is noticed between the documents as uploaded at the time of submission of the bid online and original document submitted by the L-I bidder for verification at IGNOU, New Delhi, then the bid submitted shall become invalid and the IGNOU, New Delhi shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidder shall not be allowed to participate in the bidding process of the work.
18. **ASSISTANCE TO BIDDERS**
 - a. Any queries relating to the quotation document and the terms and conditions contained therein should be addressed to the Quotation Inviting Authority for a quotation or the relevant contact person indicated in the quotation.011-29534102, 29572306, and 09868154879.
 - b. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232, 91-7878007972 and 91-7878007973.

Name of work:- Repairing of 1000 amp., 4 Pole, M-Pact, GE make ACB of AMF Panel No.-2 installed at ESS-2, IGNOU Campus, Maidan Garhi, New Delhi-68.

SPECIAL TERMS AND CONDITIONS

1. The work shall be carried out as per CPWD specifications for electrical works amended up to date and conforming to statutory Act, Rules, Regulations Standards and safety rules etc.
2. All precautionary measures should be adopted for carrying out the subject work. If any untoward mishap occur then the contractor shall be responsible for the same.
3. The rates quoted by the agency shall be inclusive prevailing taxes (GST), loading, un-loading, transportation. If any taxes amended by the Govt. after call of quotation, then the amended taxes will be applicable.
4. During the execution of work, if any, damage occurs to the building, doors, road, paths, machines, appliances, fixture and fitting by the agency or his staff, then the same shall be repair/replaced to make good to the damage by the agency. If the agency fails to do so, then the same shall be rectified by the university at the risk and cost of the agency.
5. The electricity and water for the purpose shall be made available by the department free of cost to the agency for the subject work subject to availability; otherwise the agency shall arrange the same for carrying out the work and necessary T&P required shall be arranged by the agency.
6. The agency has to supply, fix, overhauling i/c testing & commissioning the items in the LT ACB of AMF panel installed in ESS-02 at IGNOU Campus, Maidan Garhi, New Delhi.
7. The dismantled/defective items shall be handed over to the department by the agency.
8. No sub-standard work will be accepted and no payment will be made for the same.
9. No advance payment will be made for execution of the work & nothing extra shall be paid on this account.
10. The agency has to submit GST invoice along with job report for release of payment.
11. The agency has to submit necessary proof of purchase of items from the authorized dealer/ distributor/ company of the make.
12. Necessary deduction will be made from the bill as per Govt. rule for releasing payment.

Executive Engineer (E)

SCHEDULE 'A'						
<u>SCHEDULE OF QUANTITY</u>						
Sub:- Repairing of 1000 amp., 4 pole, M-Pact 'GE make' ACB of AMF Panel No.-2 installed at ESS-2, IGNOU Campus, Maidan Garhi, New Delhi-110068.						
Sl. No.	Description	Qty.	Unit	Rate	Amount	Whether Negative (Y/N)
1	Supply of isolating contact 1000 Amp., 4 Pole, for M-Pact GE make ACB.	3	Each			
2	Supply of isolating Beam 1000 Amp., 4 Pole, for M-Pact GE make ACB.	2	Each			
3	Supply of top fix contact 1000 Amp., 4 Pole, for M-Pact GE make ACB.	1	Each			
4	Supply of hardware kit 1000 Amp., 4 Pole, for M-Pact GE make ACB.	1	Each			
5	Supply of cluster contact 1000 Amp., 4 Pole, for M-Pact GE make ACB.	3	Each			
6	Supply of bottom fix contact 1000 Amp., 4 Pole, for M-Pact GE make ACB.	1	Each			
7	Supply of CT 1000 Amp., 4 Pole for M-Pact GE make ACB.	2	Each			
8	Labour charges for repairing of 1000 Amp., 4 Pole ACB complete with dismantaling of damaged top fix contact, bottom fix contact and isolating contact complete with dismantaling of bus bar connections and re-fixing of above mentioned spares parts along with tightening of bus bar connections, testing and commissioning etc. in all respect.	1	Job			

Executive Engineer (E)