



Ref: ATDC/NHO/RP/SMART/05/21/TE-03 Dated:20/06/2014

**TENDER NOTICE FOR ANNUAL CONTRACT FOR
PROCUREMENT OF DG SET 15 KVA & 30 KVA
ON PAN INDIA BASIS**

CLIENT:

APPAREL TRAINING AND DESIGN CENTER
(Under the aegis of, APPAREL EXPORT PROMOTION COUNCIL)
P-50, Paridhan Vikas Bhawan Sec-44, Gurgaon - 122003,
Haryana (India) Phone: 0124-4659511 / 4659507
Fax: 0124-4659500

NAME AND ADDRESS OF TENDERER:

SEAL:

PART 1

TECHNICAL

BID

NOTICE INVITING TENDER
FOR PROCUREMENT OF DG SET 15 KVA
ON PAN INDIA BASIS


HOD (RP/PP) on behalf of Director General, Apparel Training Design Centre, P-50, Sec-44, Institutional Area, Gurgaon-122003, invites bids for Supply of items as per the following details on PAN India basis for its ATDC-SMART Centres. Various OEMs and their authorised dealers/distributors/Channel Partners/vendors/Firms may submit their Techno-Financial bids. The items details are as follows:

SL No.	Item description	Unit	Qty	Remarks
1.	DG Set 15 KVA	Each	20	
2.	DG Set 30 KVA	Each	05	

Specifications of DG SET 15 KVA & 30 KVA

SL No.	Specifications	Parameters	Specifications of item quoted
1.	Capacity	15 KVA/30 KVA	
2.	No. of phase	3	
3.	Volts	415	
4.	Dimension	1650X900X1220	
5.	Weight	700-850 kgs	
Engine			
6.	RPM	1500	
7.	HP Rating	22-25	
8.	No. of Cylinders	2-4	
9.	Type of Engine Cooling	Air Cooling	
Alternator: The alternators shall be screen-protected drip proof with Min.IP-21 degree of protection as per IS: 4691/85.			
10.	Make	Exel/CGL/Stamford	
11.	Voltage Regulation	±1%	
12.	Power Factor	0.8 lag	
13.	Battery	SMF, 12V, 90AH	
14.	Battery Charger	Battery charger complete with voltage regulator, float or booster selector switch, on-off switch,	

		voltmeter and ammeter for charging the battery from mains. This will be in addition to the battery charging alternator fitted on the engine.	
Manual Control Panel			
The Control Panel shall be fabricated from steel sheet of 1.5 mm thickness minimum duly pre-treated and aesthetically finished. The Control Panel shall be totally enclosed, dust and vermin proof, floor mounted or wall mounted/skid mounted or integral type with IP-53 degree of protection as per IS: 13947(pt. 1)/1993(reaffirmed 2004).			
15.	Composite meter for digital display	(i)Generator voltage. ii) Load Current. iii) Power Factor. iv) Frequency	
16.	Push Button Switch	ON & OFF	
17.	Pilot Lamps	one for each phase, one for load on set and one for charging on	
18.	Standard Tool Kit	Standard set of tools consisting of a set of 3 spanners, one screw driver, one standard plier and one nose plier of appropriate size shall be provided along with DG sets free of cost for each of DG sets	


(Dr.R.A.Lal)
HOD (RP/PP)

PART-I
TECHNICAL
BID

SUBMISSION OF TENDER:

Separate envelopes should be used for Technical and Financial Bids and indication to that effect may be superscribed on the envelopes.

All the pages of the Tender Notice should be signed with the name and designation of the signing authority , with the seal of the company affixed at last page, in confirmation of having read, understood and agreeing with the terms and conditions of the Tender Notice and should be submitted with the bids. **This is important and essential.**

The envelopes superscribed ' **Technical Bid**' should contain the tender form (General terms & conditions, Technical & tender Memorandum)) without the 'Bill of Quantities' part, duly signed and stamped along with all relevant documents establishing the credibility of the firm. The Technical Bid will not contain any price implication.

All envelopes containing the tender should be properly sealed.

The envelope containing Technical Bid must contain the Earnest Money Deposit (EMD) of Rs. 4, 00,000.00 (Rupees Four Lacs Only) in the form of Demand Draft, Bank Guarantee or FDR and tender fee of Rs.1000/- (Rupees One Thousand Only) in the form of Demand Draft, in the name of Apparel Training & Design Centre payable at Gurgaon (For processing fee only Demand Draft will be accepted).

CRITERIA FOR TECHNICAL EVALUATION OF BIDS

Bidders to submit information against the following sub criteria for assessment of their technical competency

1. No. of years of existence of the company in supply of tendered items in **India**. Bidder may give information on letter head and also proof in the form of Website / Registration certificate etc. indicating the year of establishment : (website – home page and page containing relevant information – highlighted to be submitted): – **20**
2. ISO- 9000 certification, Copy of ISO-9000 certificate to be enclosed: - **10**.
3. List of Govt./Semi Govt institutions for whom the supply of tendered items was undertaken during the last 3 years (2010-2011 , 2011-2012 , 2012-2013) Please enclose as a proof P.O. or job completion certificate from each organization:-**20**
4. Feedback report from at least 3 organizations mentioned above on their letter head :-**15**
5. Annual Turnover of the company during last 3 years 2010-11,2011-12 and 2012-13: -**20**
(Please enclose relevant pages of balance sheet and audit report)
6. Sales and Service Centres in India & turnaround time for servicing.
A list of service Centres with address & contact No.is to be submitted:- **15**



(Dr.R.A.Lal)
HOD (RP/PP)

Technical Evaluation Process:

All the technical bids will be examined in **terms of matching the specifications of tendered items, offered by bidders. Bids matching requirement will be shortlisted.** The shortlisted vendors will be evaluated against the above technical evaluation criteria. **For clearing technical evaluation criteria qualifying marks will be 60%**

Financial Bids will be opened only for the bidders, whose Technical Bids have been found to be acceptable. Financial bid opening date and time will be intimated later on.

In the financial bids, the tenderer shall fill in the rates both in words and figures. The amount against each item is also to be filled in. In case of any discrepancy, the rates quoted by bidder in words shall be taken as correct.

The quoted price shall be inclusive of VAT, Sales Tax, , Excise Duty, commissioning and installation, loading/unloading or any other taxes and duties prevailing in respect of this contract shall be payable by the supplier. ATDC will not entertain any separate claim whatsoever in respect of the same except the freight charges to the specified centre on actual basis.

The comparison of the bids for the award of the order will be based on 60:40 percentage (Technical & Financial) criteria. Evaluation by the Technical Expert & Purchase Committee will be treated as final. Calculation of combined score 'S' will be based on the following formula:

$$A=100 \times B/W \text{ where}$$

A= Financial Score of proposal under consideration
B= Price of Lowest financial proposal
C= Price of the proposal under consideration
Final Score, $S=0.6 * T+ 0.4 * A$, where
T= Technical Score



(Dr.R.A.Lal)
HOD (RP/PP)

1. Cost of tender: **Rs.1000.00** (Non Refundable)

a) Bank Draft /Pay Order No.:-----

b) Date of issue of BD/PO: -----

c) Name of the issuing authority: -----

2. Name, complete address of the Firm/Agency and Telephone No.,

Fax No., with Agency profile if any -----

3. Name, Designation, Address and Telephone Number of Authorized person of Firm / Agency to deal with Fax number and Email address: -----

4. Name of the Bank(s) where the agency has account(s):

Address of the Bank: -----

Telephone number; -----

Fax number):-----

5. Please specify as to whether Tenderer is a sole Proprietor /partnership firm Name, address and Telephone No. of Director/ partners should be specified-----

6. Service Tax Registration No.:-----

7. PAN/GIR No.:-----

8. Details of Earnest Money Deposited:

a) Amount:_____

b) Bank Draft/Pay order_____

c) Date of issue of BD/PO_____

d) Name of the issuing authority_____

Place_____ Signature_____

Date_____ Name_____

Seal of the firm

DECLARATION

1. I, -----Son /Daughter of Shri -----

Proprietor / Partner / Director / Authorized Signatory of -----competent to sign
this Declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey
my acceptance of the same.

3. The information / documents furnished along with above declaration are true and authentic to the
best of my knowledge and belief. I/we am / are well aware of the fact that furnishing of any vague /
false information / fabricated document would lead to rejection of my tender at any stage besides
liabilities towards prosecution under appropriate law.


Signature of authorized person

Full Name: _____

Company's Seal: _____

Tender information

Name of organization	Apparel Training & Design Centre		
Location	Apparel Training & Designing Centre, NHO Paridhan Vikas Bhavan, P-50,Sec-44,Institutional Area, Gurgaon(Haryana)-122003		
Scope of Work	Procurement of DG Set 15/30 KVA		
TENDER reference	ATDC/NHO/RP/SMART/05/21/TE-03 dated :20.06.2014		
TENDER Value	Estimated Value	EMD	Performance Security
	Rs.80,00,000.00	Rs.4,00,000.00	(After finalization of contract)
Tender Type	Open		
Type of bid	Two Bid (Technical & Financial In 2 separate Envelope)		
Pre-bid Meeting	01.07.2014 at 1100 Hrs		
Closing Date/Time	21.07.2014 at 1500 Hrs		
Opening Date/Time	21.07.2014 at 1600 Hrs		
Name of Person in Contact	Dr.R.A.Lal / Rakesh Kumar Balyan		
Designation	HOD(RP/PP) / Purchase Officer(RP)		
Address	Apparel Training & Designing Centre, Paridhan Vikas Bhavan, P-50,Sec-44,Institutional Area, Gurgaon(Haryana)-122003		
Email	lal@atdcindia.co.in,balyanrakesh@atdcindia.co.in		
Phone	0124-4659-511 / 507		
Fax	0124-4659-500		


(Dr.R.A.Lal)
HOD (RP/PP)

Term & Conditions

Price: The price quoted for each item should be inclusive of all taxes, installation and commissioning, Loading/Unloading charges etc. Only Freight Charges will be paid by ATDC on actual basis.

Shortlisting of firms: Bids matching specifications will be shortlisted for technical evaluation. DG Sets to be quoted and supplied should be of latest environmental compliance standard fixed by the environmental department for DG set all over India. This fact and the environmental standard should be clearly mentioned by the bidders in their bids.

Validity of Quote: Quotes must be on company letter head and should be valid for minimum 180 days. Quotes having validity lesser than 180 days would not be considered. Quotes such as "Subject to prior Sale" or "Till Stocks lasts" are not acceptable.

Minimum Order Quantity (MOQ): Purchase Order would be released against quantity as & when required for rate contracted item. Condition of **Minimum Order Quantity (MOQ)** from the side of vendor shall not be accepted in any case. The quantity of the tendered items to be covered under ANNUAL CONTRACT may be increased or decreased.

Rejection of quote: Quotes forwarded through email or by fax shall be summarily rejected. Sealed Tender should be dropped in tender box kept for the purpose at the reception.

Payment Terms: Payment will be made in maximum 30 days after successful installation of goods. Payment terms such as "100% advance", "100% against delivery" will not be accepted.

Warranty: Warranty for a period of 3 years from the date of Installation would be submitted towards manufacturing defects etc. If any parts found defective, the supplier would arrange free replacement immediately at suppliers cost and risk. During this period the entire service support would be free.

Installation: The approved Authorized Agent / OEM would make available a technical person for successful installation & commissioning of item at ATDC-SMART Centres where the items are to be supplied. A list of ATDC centres PAN India may be seen on our official web site www.atdcindia.co.in. The delivery schedule will be provided along with purchase order. The Place of delivery, installation and commissioning of items may be changed without assigning reason. There has to be a nominated person to coordinate with ATDC, NHO Gurgaon.

Foundation and Anti-Vibration Footing: The generating set shall be mounted on standard size cement concrete foundation with required number of anti-vibration footings to prevent transfer of vibration to the foundation and structure.

Earth pits: with G.I. medium pipe 3.0 Mtrs long and 40mm dia including accessories 250x50x6mm G.I. clamp with 12mm bolt, nut and washer for connecting earth wire, RRC ring enclosure and cover plate complete as required

Supply and laying of Cable: 4 x 50sq. mm Aluminium armoured UG cable from DG set to control panel, metering panel to control panel and control panel to distribution.

Supply and running of 25 x 3 mm copper flat in ground at a depth of one foot and connecting with earth electrode for neutral & body earth.

Packing & Forwarding: The packing of each item should be of international standard to avoid transit damages up to our all ATDC-SMART Centres including insurance.

LD Clause: The seller will pay to the buyer penalty for the delay in delivery due to reason attribute to the seller @ 0.5% of cost of equipment overdue for each of the first four full weeks and @1% for each subsequent full weeks of delay thereafter. However the total amount of penalties shall not exceed 10% of the cost of the value of the equipment delayed. Should the delay be more than three months ATDC may exercise the right to cancel the unfulfilled part of the contract. The seller/vendor

undertakes to pay the penalties against the buyers' relevant invoices for the direct loss caused by non-delivery of goods.

Bid security: Against the estimated value of tendered items bid security of **Rs. 4, 00,000/-** should be deposited along with the quote by means of Account payee **Demand Draft/FDR/BG with the validity of 90 days (to be extended for further 90 days in case of delay in finalization of bids)**, drawn on any of the commercial banks favouring "Apparel Training & Design Centre" payable at Gurgaon. **In case successful bidder declines the offer of contract for whatsoever reasons; the EMD submitted by successful bidder would be forfeited.**

Performance Security Deposit: The performance security will be deposited by the vendor/firm whom the contract is awarded by means of Demand Draft/Bank Guarantee drawn on any commercial bank. The Performance Security would be calculated @ 5-10% of total contract and will be communicated to the vendor/firm accordingly. In case Performance Security is deposited by means of bank guarantee, it should be valid for 3 Years from the date of invoice with a claim period of further three months.

Canvassing: Canvassing directly or indirectly in connection with tender is strictly prohibited and the tenders submitted by the firm who resort to canvassing are likely to be rejected.

The firm/vendor blacklisted by any government organization is not eligible to participate in the tendering process.

Arbitration: In case of any dispute the same will be solved by means of arbitration, within New Delhi jurisdiction only.

Clarifications: if any may be obtained through email lal@atdcindia.co.in, balyanrakesh@atdcindia.co.in or telephonically on 0124-4659-507/511.


The envelope containing quotes should be sealed and super scribed as:

- I. Tender Ref No. ATDC/NHO/RP/SMART/05/21/TE-03 Date:20/06/2014
- II. Tender for: Procurement DG Set 15/30 KVA
- III. Pre-bid meeting:01/07/2014 at 1100 Hrs at Sameeksha Hall,ATDC,NHO
- IV. Closing date: 21/07/2014 at 1500 Hrs
- V. Opening Date: 21/07/2014 at 1600 Hrs

Late bids will not be considered.

The bids should be addressed to:

HOD (RP/PP),
ATDC, Paridhan Vikash Bhavan,
P-50, Sec-44, Institutional Area,
Gurgaon (Haryana)-122003


(Dr.R.A.Lal)
HOD (RP/PP)

PART 2
FINANCIAL
BID

Procurement DG Set 15/30 KVA

The tenderer should quote rates in figures as well as in words for items given in Abstract of Cost. The tenderers shall also work out the total amount of his offer and same should be written in figures as well as in words. The financial bid to be submitted in the given format only.



(Dr.R.A.Lal)
HOD (RP/PP)

FINANCIAL BID FORMAT
(On Company / Firm's letter head)

(Note: The quotes would be accepted in the following format only)

Quotation No. -----

Date: -----

To,

HOD
(RP/Purchase & Procurement),
ATDC, Paridhan Vikash Bhavan,
P-50, Sec-44, Institutional Area,
Gurgaon (Haryana)-122003

SUBMISSION OF QUOTES AGAINST
TENDER ENQUIRY NO. ATDC/NHO/RP/SMART/05/21/TE-03 DATED: 21/07//2014

Dear Sir,

We are pleased to forward the best rates for the supply of the brand new items as per the following details.

SL No.	Item description	Unit	Qty	Rate per unit	Total Value
1.	DG Set 15 KVA Make: Model:	Each	20		
2.	DG Set 30 KVA Make: Model:	Each	05		

Above quoted price should be inclusive of Excise Duty, VAT / CST, and Installation, commissioning, loading/unloading charges etc.

Delivery Terms: -----

Payment terms: -----

Warranty/guarantee: -----

Validity of quote: Not less than 180 days

(Sign. of authorized Signatory
With rubber stamp)

Checklist

SL No.	Particulars	Remarks
1.	Whether DD/BG/FDR for Rs.4,00,000/- towards EMD and D/D for Rs.1,000/- towards tender fee enclosed with technical bid	Yes/No
2.	Whether List of Govt./Semi Govt institutions for whom supply of tendered items was undertaken during the last 3 years (2010-2011 , 2011-2012 , 2012-2013),attached with Technical Bid. Please enclose as a proof P.O. or job completion certificate from each organization	Yes/No
3.	Whether Feedback report from at least 3 organizations on their letter head has been attached with Technical Bid.	Yes/No
4.	Whether Annual Turnover of the company during last 3 years 2010-11,2011-12 and 2012-13 with relevant pages of balance sheet and audit report has been attached with Technical Bid.	Yes/No
5.	Whether Profile of work force in the company to undertake the similar activity has been attached with Technical Bid.	Yes/No
6.	Whether quoted price should be inclusive of Excise Duty, VAT / CST, and Installation, commissioning, loading/unloading charges etc.	Yes/No
7.	Whether vendor has noted that it would be an ANNUAL CONTRACT on pan India from the date of awarding contract/signing agreement, without escalation upwards in the contracted price.	Yes/No
8.	Whether Certificate from OEM attached for participating in this tender.	Yes/No



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