

STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
SHANKAR NAGAR, RAIPUR, CHHATTISGARH

Tender No. - SCERT / EDUSAT / F-100/Quta. / 2317, Raipur , Dated 30-07-2021

Director, SCERT, Raipur, Chhattisgarh invites sealed tender from eligible bidders (authorized dealer) for procurement of following items.

1. Battery (Exide/Quanta) - 40 nos.

(12 Volt 65 AH)

Replace old 40 batteries (by back)

The tender form (complete set of bidding documents along with the details of Item with quantity for purchase) is available on the website <http://scert.cg.gov.in> from date 03 Aug 2021. A complete set of bidding documents may be purchased by any interested eligible bidder after submission of a written application to the above, paying a non-refundable fee of Rs. 500.00 (Five hundred Rupees) for item quoted in the form of DD in favor of Director, SCERT payable at Raipur, Chhattisgarh. In case the tender document is downloaded from the website <http://scert.cg.gov.in> , the tenderer should enclose a Demand Draft of Rs. 500.00 (Five hundred Rupees) for item quoted in favor of Director, SCERT payable at Raipur Chhattisgarh at the time of submission of tender document.

The sealed tender should reach the Office of the Director, SCERT, Raipur, Chhattisgarh on or before date-31 Aug.2021 . Any bid received after the deadline for submission of bids as prescribed above will be rejected and/or returned unopened to the Bidder. The undersigned has all rights pertaining to tender.

TERMS & CONDITIONS OF THE TENDER

Tender documents/Qualification requirements should be submitted separately in 03 sealed envelopes A, B & C as given below, all the 03 envelope should be kept in 01 master envelope. Vendors should submit documents & EMD for item.

The qualification criteria & its evaluation of a eligible bidder is given below, if the bidder fails to submit relevant documents as required in Technical bid OR if the bidder has not submitted EMD, then financial bids of such bidder will not be opened.

Envelope 'A' – TECHNICAL BID

Envelope 'B' – EMD / BANK GUARANTTEE

Envelope 'C' – FINANCIAL BID

Special Terms & Conditions :

Envelope A - Pre-qualification document should be submitted in sealed envelope "A" which will contain:-

- (i) Covering letter for submission of Bid should indicate index for all the submitted documents for the tender mentioning all particulars of bidders viz address, phone No., e-mail, name of the authorized person(s), GST No. etc. for correspondence.
- (ii) In case the Tender document is downloaded from the website, DD of Rs. 500.00 in the favor of Director, SCERT, Raipur payable at Raipur is to be attached along with the bid.
- (iii) All the pages of Terms & Conditions of Tender & documents submitted should be duly signed & stamped by the tenderer as token of his acceptance of tender conditions along with other documents.
- (iv) A copy of PAN Card should be submitted along with the bid.
- (v) All relevant particulars, illustrative catalogue/ brochures etc. which should indicate the products technical specifications which is submitted in the bid.
- (viii) The bidder should have an annual turn over of at least Rs 10 lakhs in the financial year 2020-21, a copy of balance sheet duly certified by registered CA should be submitted along with the bid.
- (ix) The bidder should be its authorized dealer, bidder has to submit tender specific Original Authorization letter (on letterhead of Manufacturer) duly signed by competent authority having power of attorney as per Annexure - V.

Envelope B -

Completely filled Form - "A" with signature & seal of authorized person along with Earnest Money/ Bid security of item -1 : Rs 10000/- in the form of DD / BANK GUARANTTEE from a nationalized bank should be submitted. The bidder submitting BANK GUARANTTEE should be as per Annexure – III.

NOTE:-Tender received without form "A" (Annexure – II) duly signed (As token of acceptance of tender conditions by the tenderer) will not be accepted.

Envelope C –

The financial bid should be quoted on the letter head of the bidder & should be as per the Annexure – I enclosed.

ESSENTIAL TERMS & CONDITION

The bidder should match following condition & submit relevant documents along with the technical bid (Envelope 'A').

The Warranty period for Battery should be 03 years on site from the date of delivery, a undertaking should be submitted along with technical bid by the bidder.

Specification –

Battery

(Exide/Quanta) 12 V / 65 AH Battery
Replaced old 40 batteries (by back)

The said item will be installed at SCERT, Raipur, Chhattisgarh.

Standard warranty

3 years replace, Start-Up Service

General Terms & Condition :

1. Commercial Bid in prescribed format (i.e. Annexure-I) should be submitted in sealed envelope "C".
2. All the three sealed envelopes A, B & C should be kept in one master envelope.
3. The delivery period of the tendered item will be 30 days from the date of award of purchase order, if bidder fails to supply the tendered item within the specified period then decision of Director, SCERT, Raipur will be final.
4. On the top of each sealed envelopes A, B, C and Master envelope bidder should clearly mention Tender No., Due Date, Item name with seal & sign of bidder.
5. Complete tender document along with all the documents submitted must be duly signed, stamped, paged & indexed by the bidder. Unsigned or unpagged bids shall be straightway rejected. Tender paper should not be used in broken / two pieces.
6. The bid should be accompanied by Earnest Money/ bid security as part of the bid, in the form of Bank Draft/ Bank Guarantee of Nationalized Bank which should be valid for at least 3 years. Bank Draft should be in favor of Director, SCERT, Raipur payable at Raipur, Chhattisgarh. Earnest Money submitted in any other form will not be accepted and the tender will be rejected. Unsuccessful bidder's earnest money will be discharged/ returned as promptly as possible.
7. Further a performance guarantee at the rate of 5 % of tender value and Earnest Money/ bid security shall retain for 3 years.
8. If Director, SCERT, Raipur wishes to get the ordered material verified by any Govt. Authorised Agency, then Inspection charges will be borne by SCERT what so ever may be.
9. Prices shall be quoted in Indian Rupees only. All quoted rates should be for new and unused items unless and otherwise specified so.
10. The Technical specification of the Items are as per the requirements SCERT, Raipur. Bidder may give equivalent / superior specification as manufactured along with the Technical details / catalogue / brochure etc.
11. The Purchaser will open all bids, in the presence of Bidders representatives who wish to attend. The Bidders representatives who are present shall sign a register evidencing their attendance.
12. On award of contract, it will be the responsibility of bidder to deliver the ordered material as per specification mentioned in bid. The material will be inspected by SCERT Authority whether the delivered material is as per the required specification or not. If the delivered material is found of inferior quality or lower than the required specification, then entire material will be rejected. Director, SCERT, Raipur reserves all rights to reject such consignments & it will be the

responsibility of the bidder to collect back rejected material from SCERT. No extra cost will be payable by Director, SCERT, Raipur for this.

13. The tender matter including prices should be typed neatly; generally corrections/ overtyping in prices shall not be accepted.
14. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
15. Bids shall remain valid for 45 days after the deadline for submission of bids prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
16. Vague expression such as “complete with standard accessories” or “as per your specification” will not be accepted. The tenderers must specifically indicate all specification of the items and should mention clearly what item will be supplied under “accessories” with the equipment/ Machinery in price schedule enclosed as Annexure-..... Any ambiguity or vagueness in tender for item concerned will be liable for rejection.
17. Catalogues/ brochures must be clear, specific and should reflect all the essential specifications of the products/ items, otherwise it will not be considered for comparison. It should be clearly indexed to reflect which item is related to which Catalogues/ brochures.
18. The bids shall be examined to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are in order.
19. The decision of the Tender Committee shall be final in the scrutiny of successful bidders.
20. The fact that the tenderer has signed the tender document will mean that the tenderer has completely accepted Terms & Conditions of the tender and that the tenderer agrees to abide by these Terms & Conditions of the tender. No deviation from Terms & Conditions of the tender will be accepted under any circumstances. The Terms & Conditions of the tender and clause usually printed on the parties tenders or bills will not be binding on this department.
21. The contents of the tender document should not be changed or amended otherwise will not be acceptable by this office.
22. The Director, SCERT, Raipur Chhattisgarh reserves the right at the time of Contract award to increase or decrease the quantity of goods originally specified in the Packages without any change in unit price or other terms and conditions.
23. If the Supplier fails to deliver any or all of the Goods or to perform the Services within the stipulated delivery period(s) specified in the Contract, the Director,

SCERT, Raipur Chhattisgarh shall, without prejudice to its other remedies under the Contract, forfeit the Bid Security and the order shall be liable to canceled.

24. Loading/ Unloading charges shall be borne by the supplier.
25. An undertaking shall be given by the bidder for "After Sales Services" (in case bidder is authorized supplier/ dealer, then undertaking should be given by the Manufacturer).
26. All the equipments shall be suitably protected, coated, covered or boxed and crated to prevent damage or deterioration during transit/ handling and storage at site till the time of installation/ commissioning. While packing all the materials, the limitations from the point of view of availability of railway wagon sizes, in India should be taken into account. The supplier shall be responsible for any loss or damage during transportation, handling and storage due to improper packing.
27. 95% payment will be released after the safe receipt of goods, as per the specifications given in purchase order & and after ensuring successful installation, commissioning and performance of supplied items etc.
28. It must be noted that normally all correspondence and transactions will be made only with the parties whose tenders have been accepted and not with anybody else.
29. The undersigned reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time without assigning any reason prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
30. At any time prior to the deadline for submission of bids, the Purchaser may modify the bidding documents by amendment. All prospective bidders who have purchased the bidding documents will be notified of the amendment by E-mail or by fax, and shall be binding on them.
31. If any document given by the bidder is found fake/manipulated, then the entire EMD deposited by the bidder in the tender will be forfeited without assigning any reason and such bidder shall not be entitled for future biddings.
32. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

The decision of the "Tender Committee" shall be final & binding to all the bidders. Any dispute arising out of this tender or supply of any other matter shall fall under the civil jurisdiction of Raipur.

Director,
SCERT, C.G.
Raipur, Chhattisgarh

ANNEXURE- I

Note :- Give Bid Price of tendered Item in the following Proforma on letter head of bidder only. Any deviation will not be accepted.

PRICE SCHEDULE

Item Name.

Name of Bidder

(Amount in Rs)

Item Serial No.	Item Code	Item Name	Accessory Name	Make/ Brand of Item	Manufacturer's Name	Quantity of Item as per tender With unit	Cost per unit (Inclusive of all Charges) except Tax	VAT	Total value item wise (col. 8 + col. 9)
1	2	3	4	5	6	7	8	9	10
Total Value (in words):									

Note:-

- The bidding prices shall be for F.O.R. Destination.
- Rate should be quoted for all the items of the packages necessarily, otherwise bid will be treated non responsive.
- Rates should be inclusive of all charges (such as charges for Inspection/ Demonstration/ Installation/ Commissioning/ Transportation/ Excise / Custom / Services charges etc. except Tax. Tax should mentioned separately.
- Conditional rates will not be accepted.
- Specifications of the items which bidder offers as per the catalogue/ brochure/ Technical details etc. will be considered for comparison and selection. Incomplete details will not be considered for comparison.
- Price Schedule given in other form will not be accepted and bid will be rejected.

Signature
(Name & full Address of the firm)

FORM - A

(To be signed and returned along with the tender)

I/We (Full Name)

.....

Address

.....

have read the Terms and Conditions of the tender for the supply of various stores as per your tender notice for supply of stores _____ for all locations of SCERT, Raipur of Chhattisgarh due on _____ and I/we fully accept the Terms and Conditions of the Bid supplied to me / us with the Bidding Documents.

It is further noted that if any manipulation is found at any stage, the tender/ Contract / Supply order shall be rejected and the Director, SCERT, Raipur (CG) may take any action against me/us, as she/he deems appropriate.

Details of Earnest Money/bid security in the form of DD/BG (item -1 : Rs 7000/-, item -2 : Rs 60000/-) for which bid is submitted :

(a) Value Rs. _____

(b) Name of Bank with address : _____

(c) DD / BG No. _____

(d) DD / BG Date : _____

* Details of cost of Tender Document (if Downloaded from Website) :

(a) Value of Demand Draft Rs. _____

(b) Name of Bank with address : _____

(c) DD / BG No. _____

(d) DD / BG Date : _____

* Strikeout, if not applicable

Place: _____ Date: _____

Signature(Name & full
Address of the firm)

EARNEST MONEY / BID SECURITY FORM

To,
The Director, SCERT, Raipur, Chhattisgarh

WHEREAS (Name of Supplier) hereinafter called "the Bidder" has undertaken, in pursuance of Tender No. dated 20..... to bid in the said tender.

AND WHEREAS it has been stipulated by you in the said Tender notification that the Supplier shall furnish you with a Bank Guarantee by a nationalized bank for the sum specified therein as Earnest Money/ Bid Security for compliance with the Bidders obligations in accordance with the Tender terms and conditions.

AND WHEREAS we have agreed to give the Bidder a Guarantee:
THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of item -1 : Rs 7000/-, item – 2 : Rs 60000/- and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Terms and Conditions and without cavil or argument, any sum or sums within the limit of item -1 : Rs 7000/-, item -2 : Rs 60000/- as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of.....20.....

Signature and Seal of Guarantors

.....
.....
.....

Date.....20.....

Address:.....

.....

.....
(Signature of the Bank)

On Non Judicial Stamp Paper of Rs. 50/-

निविदाकर्ता द्वारा जम्बीदपबंस ठपक के साथ दिये जाने वाला शपथ-पत्र

निविदाकर्ता फर्म मेसर्स की ओर से मुझे/हमें अधिकृत किया गया है और मैं/हम निम्नलिखित कथन शपथपूर्वक कहता हूँ/कहते हैं कि :-

1. मैंने/हमने निविदा की सारी शर्तें ध्यानपूर्वक पढ़ी हैं और उनसे सहमत हैं तथा उन्हें मानने के लिये वचनबद्ध हैं।
2. मेरे/हमारे द्वारा संलग्न किये गये सभी दस्तावेज सही हैं और उनमें किसी प्रकार की कांट-छांट नहीं किया गया है एवं गलत जानकारी नहीं दी गई है।
3. मेरे/हमारे द्वारा कामर्शियल बिड में सामग्रियों के लिये जो स्पेशिफिकेशन दिया गया है और उनके सपोर्ट में जो भी संबंधित दस्तावेज, कैटलॉग/ब्रोशर्स आदि संलग्न किये गये हैं उनमें लिखा विवरण निर्माता द्वारा जारी किया गया है एवं मूल रूप में हैं और उनमें कोई फेरबदल या कांट-छांट नहीं किया गया है।
4. मेरे/हमारे द्वारा निर्माता से मुझे/हमें जारी आर्थोराइजेशन प्रमाण पत्र जो कि बिड के साथ संलग्न किये गये हैं वे सही एवं मूल रूप में हैं और उनमें कोई फेरबदल नहीं किया गया है।
5. मैं/हम दिये गये क़यादेशानुसार सामग्रियों को निर्धारित समय सीमा में स्पेशिफिकेशन के अनुसार सप्लाई करने के लिये बाध्य हैं। देर होने या सामग्रियों के स्पेशिफिकेशन में अन्तर होने पर मुझे/हमें दिये गये क़यादेश को निरस्त किया जा सकता है एवं शासन को होने वाले नुकसान की भरपाई मेरे/हमारे द्वारा की जायेगी।
6. मेरे/हमारे द्वारा दी गई जानकारी असत्य पाये जाने पर मुझे/हमें एवं हमारी फर्म को निविदा में भाग लेने से वंचित किया जा सकता है।

दिनांक

हस्ताक्षर :

नाम :

धारित पद :

फर्म का नाम (सील सहित) :

MANUFACTURERS' AUTHORIZATION FORM*

No. _____ Dated

To

The Director
State Council of Educational & Research Training
BTI Campus, Shankar Nagar
Raipur, Chhattisgarh

Ref. – Your tender enquiry no.-

Dear Sir:

We _____ who are established and reputable manufacturers of _____ (*name and description of goods offered*) having factories at _____ (*address of factory*) do hereby authorize M/s _____ (*Name and address of Agent*) to submit a bid, and sign the contract with you for the goods manufactured by us against the above tender No.- _____ .

No company or firm or individual other than M/s _____ are authorized to bid, and conclude the contract for the above goods manufactured by us, against this specific tender.

We hereby extend our full guarantee and warranty as per Clause 25 of the General Conditions of Contract and Clause 18 of the Special Conditions of Contract for the goods and services offered for supply by the above firm against this tender.

Yours faithfully,

(Signature, Name)

(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent to legally bind the manufacturer. It should be included by the Bidder in its bid.

* Modify this format suitably in case where manufacturer's warranty and guarantee are not applicable for the items for which bids are invited.