



Government of India  
Ministry of Science and Technology  
Department of Science and Technology  
Administration II (B) Section  
Technology Bhavan, New Mehrauli Road  
New Delhi-110 016

**T.E. No. D-13016/1/3/2013 Admin II (B) Part II**

**Date: 06<sup>th</sup> Mar., 2017**

To,

All the interested and eligible Vendors

**Sub: Tender Enquiry for supply of wall mounted fans & S/I/T/C of Domestic Exhaust Fans with buy back of old fans in DST, Technology Bhavan, New Delhi-16**

Dear Sirs,

For and on behalf of the President of India, sealed I tenders are invited from all the interested and eligible firms for **supply of wall mounted fans & S/I/T/C of Domestic Exhaust Fans with buy back of old fans in DST, Technology Bhavan, New Delhi-16** as per requirements given in the **Schedule I** to this document.

2. In case your firm is interested in the above said work, you are requested to quote your lowest prices in the enclosed Proforma in a sealed cover. The sealed cover containing the quotation should be super scribed "**Quotation for supply of wall mounted fans & S/I/T/C of Domestic Exhaust Fans with buy back of old fans in DST, Technology Bhavan, New Delhi-16**" and should be dropped in the tender box kept near the Reception of Department of Science & Technology, Technology Bhavan, Shaheed Jeet Singh Marg, New Delhi on or before the **28<sup>th</sup> Mar., 2017 latest by 1500 hours**, which will be opened on the same day at 1530 hrs in Raman Auditorium (Seminar Hall) S & T Block II in the presence of such tenderers who wish to be present. The Department reserves the right to accept or reject any quotation/ estimates without assigning any reason thereof.

3. The sealed envelop must accompanied by a Demand Draft/ Pay order/ banker's cheque of Nationalized Bank for Rs.5,000/- (Rupees five thousand only) as earnest money deposit. The earnest money amount will be returned to the unsuccessful firm immediately after the award of the contract to successful bidders and the earnest money of the successful tenderer will be returned only after completion of the work to the satisfaction of the Purchaser. Unsolicited bids from parties not invited, if received, will be rejected straightway.

4. Tendering firms fulfilling the requirements in this tender document are requested to quote their competitive lowest prices as per the requirements given in the attached schedules.

Yours faithfully,

(Satbir Singh)  
Section Officer  
Tel: 26590217

**Cont'd....02/-**

Signature of bidder with stamp

**IMPORTANT INFORMATION**  
**& GENERAL INSTRUCTIONS**

1.	Purchaser	THE PRESIDENT OF INDIA
2.	Single bid system	This tender will be processed in single bid system
3.	Firm and fixed rates	Prices should be quoted on a firm & fixed price basis. The prices/rates quoted should be indicated in words as well as in figures and in INR only. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straightaway without any consideration.
4.	Non-transferability	This tender is non-transferable.
5.	Terms & conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/ rejected at the discretion of this Department.
6.	Earnest Money Deposit	The requisite amount has to be submitted by way of Demand Draft, Pay Order/Banker's Cheque along with the original copy of the tender submitted by the firm in the name of <u>DDO, DST, New Delhi</u> . Payment by any other mode shall not be acceptable. Offers received without EMD shall be ignored straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotation but withdraw the same before expiry of the tender validity date may be forfeited.
7.	Performance Security	Successful bidders who are awarded the work order for carrying out the jobs on the basis of this Tender Enquiry shall be required to furnish a Performance Security for a period of 15 months (Warranty period 12 months + 03 months) of an amount equal to <u>10% of the awarded cost</u> of the contract (excluding statutory duties and taxes) in the form of DD/ Pay order, Banker's Cheque, Fixed Deposit Receipt (FDR) or Bank Guarantee from any Nationalized Indian Bank within 15 days of the award of the Contract. The format for such Performance Bank Guarantee (PBG) will be provided by DST along with the work order. In the event of failure on the part of the successful bidder awarded the Contract to furnish Performance Security, EMD furnished with the Tender by such firm shall stand forfeited. The Performance Security should be made in favour of <u>DDO, DST, New Delhi</u> .
8.	Prescribed Forms	Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Bid (s) sent through Telegraphic/ Telex/ Fax/ E-mail/ Letterhead/ Quotations and also by Post/ Speed Post/ Courier etc. will not be accepted and ignored straightaway.
10.	Late/ delayed tenders	Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances. In the event of any confusion, the time set in the clock in the room of Under Secretary (Admn.II-B) will be taken as standard and decisive. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in DST will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.
11.	Purchaser's right	Purchaser reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.

Signature of bidder with stamp

**Cont'd...03/-**

12	Duties & Taxes	<p>Tenderers are requested to enclose a copy of their valid sales tax certificate/ VAT registration number.</p> <p>i) <b>Excise Duty:</b> The tenderers must clearly indicate in their bid the rate/ quantum of Excise Duty applicable and payable by them irrespective of the fact whether the quoted prices are inclusive or exclusive of Excise Duty. If it is intended to ask for excise duty or any other charges extra, the same must be specifically stated. In absence of such stipulation it will be presumed that prices are inclusive of all such charges and no claim for the same will be entertained. They should also indicate their Excise Duty Registration. In the case of Small Scale Industrial Units, they should indicate the rates of Excise Duty in various turnover slabs.</p> <p>If a tenderer states in his bid that the Excise Duty is nil, he must intimate the basis for the same and also confirm that no Excise Duty will be charged by him under any circumstances.</p> <p>(ii) <b>Sales Tax/ VAT:</b> Tenderers should indicate in their Bid whether the prices quoted are exclusive or inclusive of sales tax/ VAT. They should indicate the rate (s) of VAT/ Local Sales Tax (as may be applicable) and Central Sales Tax with &amp; without Form-“C”. In case, they are exempted from payment of sales tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.</p>
13	Purchaser's Address	<p>The quotation should be addressed to "Under Secretary, Admin II (B) Section, Department of Science &amp; Technology, Technology Bhavan, New Mehrauli Road, New Delhi-16 and should be dropped in the Tender Box of Admn. II B Section kept near Reception Room at the entrance of Technology Bhavan, New Mehrauli Road, New Delhi <b>on or before at 1500 hours on 28<sup>th</sup> Mar., 2017.</b> In case the sealed envelope is larger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Under Secretary, Admn.II B or S.O. Admn II B, DST.</p>
14	Earnest Money	<p>Firms shall be required to deposit Earnest Money of specified amount. Offers received without Earnest Money or with Earnest Money lower than the amount specified will be liable to be summarily ignored. Tenders received not in conformity to the EMD guidelines instructions/ conditions in the Tender Enquiry would be liable to be ignored summarily. The EMD will stand forfeited if the successful bidder withdraws after the closing time of the bid/ on notifying the rates refuses to accept the tender or violet any other terms and conditions of the tender document.</p>
15	Inspecting Officer	Authorized representative of DST, New Delhi
16	Inspection Authority	Department of Science and Technology (DST), Technology Bhavan, New Delhi or any party, a Govt. agency, so authorized by DST.
17	Work site	S & T Block I, DST, Technology Bhavan, New Delhi-16.
18	Job Execution period	<b>Within 15 days of the receipt of confirmed work order by the firm.</b>
19	Dispatch instructions	Stores are required to be delivered S & T Block I, DST, Technology Bhavan, New Delhi-16 on free delivery to the consignee's premises/ freight paid basis.
20	Payments Terms	100% payment shall be released on successful execution of the work complete with installation & commissioning of the equipment, accessories at site and after at least 07 working days (observation period). Advance payment will not be made under any circumstances.

Signature of bidder with stamp

21	Paying Authority	Controller of Accounts or his authorized representative, Pay & Accounts Office, DST, New Delhi-110016
23	Liquidated Damages	In case the firm does not complete the work within the work execution period as stipulated, action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to ½ % per week of the price of any stores which the contractor has failed to execute/ deliver/install within the stipulated time limit. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total contract price.
24	Buy Back Offer	<p>The tender is invited with the buyback offer of the old and unserviceable fans without any warranty/ guarantee. Without quoting the buyback rate, the submitted bid should be treated as invalid and will be cancelled straightway without any further clarification. The specification of buy back item is as follows: -</p> <p>Name of the item: Wall mounted/ pedestal fans Make: Of different Make &amp; body State of the item: Unserviceable; Accessories: Nil</p>
25	Evaluation of bid & Acceptance of offer	Item-wise prices should be quoted. For award of contract, the net bundled price of the schedule will be considered including buy back of old unserviceable items. If any contractor has offered the lowest bundled price of the schedule, then the total contract will be awarded to the contractor. The rate quoted for the new system and buy back of old system will not be considered separately. Conditional offer will be rejected straightway.
26	Other Mandatory terms and conditions	<p>a. The participating firm should be located within Delhi/ NCR.</p> <p>b. The participating firm should submit the original tender document duly filled and signed in all pages.</p>
27	Warranty	One-year comprehensive from the date of completion of job. Any complaint shall be attended within a response time of 48 hours on 24X7 basis. Any defects in workmanship or deterioration in the quality or deviation to tender specifications coming to notice shall be rectified at site within 72 hours of the reporting of the same to the contractor. If system is required to be picked up and taken to your premises for removing the defects, the same shall be picked up from the consignee latest by the next working day and dropped back to the consignee within 07 working days. Any component required to be replaced within the warranty period shall be totally new component and not reconditioned or repaired component. The participating firm should also ensure the availability of the spare parts during the warranty period and 03 years after the warranty period (Total 05 years for the date of installation).
28	Validity of offer	Up to 120 days from the date of opening of the bid.

Signature of bidder with stamp

**Cont'd....05/-**

**Annexure I**

**Department of Science & Technology  
Admin II (B) Section**

**Contractor's details: Mandatory Information, if not filled, the bid will be rejected straightway.**

Supporting documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

Sl No.	Description	Information				
01	Name of the Applicant/ Firm					
02	Nationality					
03	Address (attach separate paper for addresses of other offices)	Regd. Office				
		Head office				
04	Telephone Numbers	Landline No.				
		Mobile No.				
		Fax No.				
		E-mail address				
05	Other Details	PAN Details				
		VAT Registration Number				
06	Constitution	Individual				
		Sole Proprietorship Concern				
		Partnership Firm				
		Public Ltd. Company				
		Private Ltd. Company/ Public Sector Enterprises				
07	Is the Individual/ sole Proprietor/ any Partner of the Firm/ Director of Company	Dismissed Government Servant	yes		No	
		Removed from approved list of contractors	Yes		No	
		Demoted to a lower class of contractors in CPWD/ PWDs	Yes		No	
		Convicted by a court of law	Yes		No	
		Retired official of Govt of India within last one year	Yes		No	
		Director or partner of any other company/ firm with CPWD/ PWDs or any other Govt Department	Yes		No	
		Member of Parliament or any State Legislative Assembly	Yes		No	
		If answer to any of the above is "Yes", furnish details on a separate sheet				

Signature of the bidder

**Cont'd....06/-**

Sl No.	Description	Information
08	Name of the Bankers with full details/ orders	
09	Place of business	
10	Is any person working with the applicant a near relative of the official of DST? If yes, give details	Yes
11	Certificates (a)	I/ we (including all partners) certify that I/ we have read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them
	(b)	I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by DST/ Government.

Note:- The participating firm should supply the item (S) as per attached certificate (Manufacturer/ authorized dealer) as per Point No.8, above.

Signature of bidder with stamp

**Department of Science & Technology**

**Schedule I to T E No. D-13016/1/3/2013 Admin II (B) date: 06<sup>th</sup> Mar., 2017.**

**Scope of work, specifications, location (s), design, quantity and quality parameters etc.  
Tender Enquiry for supply of wall mounted fans & S/I/T/C of Domestic Exhaust Fans with  
buy back of old fans in DST, Technology Bhavan, New Delhi-16**

- A. Location: DST, Technology Bhavan, New Delhi-16.**  
**B. Scope, specification, quantity and quality parameters:**

**Technical specification of the fans: -**

Sl No.	Description	Wall Mounted Fan	Domestic Exhaust Fan	Remarks
A	Preferable Make	Crompton/ Usha/ Khaitan/ Havells or equivalent of make repute.	Crompton/ Usha/ Khaitan/ Havells or equivalent of make repute.	
B	Body	Plastic	Plastic	
C	Sweep	400 mm	200 mm	
D	Power Input	50-60 Watts	20-30 Watts	
E	Air Delivery	75-82 Cum/ hr.	37-42 Cum/ hr.	
F	Speed	1200-1400 RPM	1200-1400 RPM	

Signature of bidder with stamp

**Schedule of works & abstract of cost: Tender Enquiry for supply of wall mounted fans & S/I/T/C of Domestic Exhaust Fans with buy back of old fans in DST, Technology Bhavan, New Delhi-**

**16**

Sl No.	Description of Stores	Unit	Rate in Rs. per Unit	Qty	Amount in Rs.
01	<b>Wall Mounted Fan</b>  <b><u>Details for which rate is being quoted: -</u></b>  a. Make: - b. Body: - c. Sweep: - d. Power input: - e. Air Delivery: - f. Speed: -	Each		25	
02	<b>Domestic Exhaust Fan</b>  <b><u>Details for which rate is being quoted: -</u></b>  a. Make: - b. Body: - c. Sweep: - d. Power input: - e. Air Delivery: - f. Speed: -			15	
03	<b>CST/ VAT.</b>				
04	<b>Total bundled price inclusive taxes etc.</b>				
05	<b><u>Buy Back offer (-)</u></b>  a. Wall Mounted Fan of different Make & body  b. Domestic Exhaust Fan of different make & body (01 number plastic body & 04 numbers metal body)  <b><u>Total (a + b)</u></b>	Each  Each		05  05	
05	<b>Grand Total (SI No.4 Minus SI No.5 above)</b>				

**Name & address of the Firm:-**

Signature of bidder with stamp