



**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-13016/1/3/2015 Admn II (B) Part III**

**Date: 16<sup>th</sup> Jan., 2018**

**To,**

All the interested and eligible firms

**Sub: Tender Enquiry for Installation, Testing & Commissioning (I/ T/ C) of 18 Watts LED Tube Lights with buy back of old 36 Watts Tube Lights, Inductive & Electronic Ballasts in DST, Technology Bhavan, New Delhi -16**

Dear Sirs,

For and on behalf of the President of India, sealed limited tenders are invited from all eligible and interested firms holding valid electrical Licence for Installation, Testing & Commissioning (I/ T/ C) of 18 Watts LED Tube Lights with buy back of old 36 Watts Tube Lights, Inductive & Electronic Ballasts 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 Installation, Testing & Commissioning (I/ T/ C) of 18 Watts LED Tube Lights with buy back of old 36 Watts Tube Lights, Inductive & Electronic Ballasts in DST, Technology Bhavan, New Delhi -16**" and should be dropped in the tender box kept near the Reception of the Technology Bhavan on or before the **06<sup>th</sup> Feb., 2018 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 envelope must be accompanied by a Demand Draft/ Pay order/ banker's cheque of a Nationalized Bank in favour of DDO, DST for Rs.10,000/- (Rupees Ten 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. The bids received not fulfilling the requirement will be rejected straightway and no representation in this regard will be entertained by the Department.

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,

(Himanshu Gandhi)  
Under Secretary to the Govt of India  
Tel: 26590264

**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 DDO, DST, New Delhi. 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. No firm is exempted from submission of EMD.
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 six months (Warranty period) 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 for a period of Six months. 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> No firm is exempted from submission of Performance Security.
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. Telegraphic/ Telex/ Fax/ E-mail/ Letterhead/ Quotations 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.

Signature of the bidder

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

11	Purchaser's right	Purchaser reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
12	Scope of work	<ol style="list-style-type: none"><li>i. The 18 Watts LED Tube Lights will be supplied by DST.</li><li>ii. The date of fitment should be written on the LED Tube Lights with indelible ink pen (Permanent Marker).</li><li>iii. Dismantling of old tube lights and inductive/ electronic ballasts.</li><li>iv. Modifications of electrical connections for fitment of LED Tube Lights.</li><li>v. Fitment of LED Tube Lights, testing &amp; commissioning.</li><li>vi. Buy Back of old &amp; dismantled 36 Watts Tube Lights and Inductive/ electronic ballasts irrespective of serviceable or unserviceable one.</li></ol>
13	Duties & Taxes	Tenderers are requested to enclose a copy of their valid sales tax certificate/ GST registration number.  <b>GST (Service Tax):</b> Tenderers should indicate in their Bid whether the prices quoted are exclusive or inclusive of GST. They should indicate the rate of GST as per applicable rate.
14	Eligibility for participation in the Tendering Process	<ol style="list-style-type: none"><li>i. The Proprietor of the firm should be Indian National (Attach Copy Aadhaar Card.)</li><li>ii. Should be Registered with GST (Attach GST Registration Certificate).</li><li>iii. Should be Registered with Tax Department (Attach Copy of PAN).</li><li>iv. Should be in possession of a Valid Electrical Licence (Attach Copy).</li><li>v. Submission of EMD of requisite amount of EMD in prescribed form.</li></ol>
15	Purchaser's Address	The quotation should be addressed to "Under Secretary, Admin II (B) Section, Department of Science & 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 06<sup>th</sup> Feb., 2018.</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.
16	Earnest Money	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 with the EMD guidelines instructions/ conditions in the Tender Enquiry would be liable to be ignored summarily.
17	Inspecting Officer	Authorized representative of DST, New Delhi
18	Inspection Authority	Department of Science and Technology (DST), Technology Bhavan, New Delhi or any party, a Govt. agency, so authorized by DST.
19	Work site	Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110016.
20	Job Execution period	Within 30 days of the receipt of confirmed work order by the firm.
21	Payments Terms	100% payment shall be released on successful execution of the work complete with installation & commissioning of the equipments, accessories at site. <u>Advance payment will not be made under any circumstances.</u>

Signature of the bidder

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

22	Paying Authority	Controller of Accounts or his authorized representative, Pay & Accounts Office, DST, New Delhi-110016
23	Evaluation of bid & Acceptance of offer	Item-wise prices should be quoted. For award of contract, the bundled price of the schedule will be considered. If any contractor has offered the lowest bundled price of the schedule, then the total contract will be awarded to the contractor. Failure in this regard shall be counted as bad performance and may be viewed adversely in award for future . This will be in addition to immediate remedial measures/ actions available to the Purchaser under the relevant laws.
24	Warranty	Six months 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 a new component and not reconditioned or repaired component.
25	Validity of offer	Up to 90 days from the date of opening of the bid.

Signature of the bidder

**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				
		GST 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	
		Official of Govt of India retired 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....02/-**

Sl No.	Description	Information
08	Applying firm should be in possession of a valid electrical Licence (Attach certified copy) is manufacturer/ Authorized	
09	Name of the Bankers with full details/ orders	
10	Place of business	
11	Is any person working with the applicant a near relative of the official of DST? If yes, give details	Yes
12	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.

Signature of the bidder

## Department of Science & Technology

**Schedule I to T E No. D-13016/1/3/2015 Admn II (B) Part III Dated 16<sup>th</sup> Jan., 2018.**

**Scope of work, specifications, location (s), design, quantity and quality parameters etc. for Installation, Testing & Commissioning (I/ T/ C) of 18 Watts LED Tube Lights with buy back of old 36 Watts Tube Lights, Inductive & Electronic Ballasts in DST, Technology Bhavan, New Delhi -110016**

**A. Location: Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110016**

**B. Scope of work: As mentioned at SI No.12 of Important Information & General Instructions**

**Schedule of works & abstract of cost for Installation, Testing & Commissioning (I/ T/ C) of 18 Watts LED Tube Lights with buy back of old 36 Watts Tube Lights, Inductive & Electronic Ballasts in DST, Technology Bhavan, New Delhi -16**

Sl No.	Description of Stores	Unit	Rate in Rs. per Unit	Qty	Amount in Rs.
01	Dismantling of old 36 Watts tube lights with inductive/ electronic ballast and Installation, Testing & Commissioning (I/ T/ C) of 18 Watts LED Tube Lights in the existing fittings including wire, insulation tape, tube holder and other items if necessary for functioning of the light.	Each		1500	
	<b>Buy Back offer</b>				
02	A Old & dismantled 36 Watts Tube Lights irrespective of serviceable or unserviceable one	Each		1500	
	B Old & Dismantled inductive/ electronic ballasts irrespective of serviceable or unserviceable one	Each		1500	
	C Total (A + B)				
03	<b>Total bundled price exclusive taxes etc. (SI No.1 Minus SI No.2 above)</b>				
04	GST on SI No.3 above				
05	<b>Total bundled price inclusive of taxes etc.</b>				

\*\*\* Note: All the Numbers may vary and in case of variation, the quantity will be calculated on actuals after execution of work.

Signature of bidder

