



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

No.F.2-6/2012 (GA)

Dated: 18.04.2014

NOTICE

Sealed tenders are invited within two weeks from the date of publishing of advertisement in the newspapers from the intending manufactures/ authorised dealers for supply and installation of Air Conditioners (window) of Voltas & Hitachi with stabilizer (triple step) in University Grants Commission office at Bahadur Shah ZafarMarg, New Delhi-110002. For complete details log on the UGC website-www.ugc.ac.in

(Ajay Kumar Khanduri)
Deputy Secretary
Tele No.23238872

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI**

**TENDER DOCUMENT
FOR
SUPPLY AND INSTALLATION
OF AIR CONDITIONERS AND
VOLTAGE STABLIZERS**

Visit us at www.ugc.ac.in

Tender No. F.2-6/2012 (Genl.Admn.) Dated 18.04.2014.

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI**

Notice Inviting Tender

Tender No. F.2-6/2012 (Genl.Admn) Dated 18.04.2014

Sealed tenders (Wax/PVC sealed) under single bid system on behalf of Secretary, University Grants Commission are invited from intending manufacturers/authorized dealers **for supply and installation of Air Conditioners (Window type) of Voltas and Hitachi** with stabilizers (Triple step) in University Grants Commission office at Bahadur Shah Zafar Marg, New Delhi 110 002.

S.No	Tender No	Quantity of Air Conditioners required	Earnest money deposit	Place of Installation
1.	Tender No. F.2-6/2012 (Genl.Admn) dated 18.04.2014	Window – 1.5 ton (approx. 15 Nos.)*	Rs.20,000/-	(i)UGC, Bahadur Shah Zafar Marg, New Delhi. (ii)UGC- Distance Education Bureau (DEB), Maidan Garhi, IGNOU Campus, Delhi.

***Quantity may be increased or decreased as per actual requirement.**

1. Tender Document may be uploaded from UGC website under the link “Tenders”.
2. Time and last date of submission of Bid upto 12.00 Noon on 01.05.2014.
3. Time of Bid opening: at 3.00 PM on 01.05.2014.
4. Venue of Bid opening: UGC, Bahadur Shah Zafar Marg, New Delhi.
5. The interested parties/authorized dealers may send the tender documents duly completed in all respects with interest free earnest money deposit (EMD) of Rs.20,000/- and requisite documents at 12.00 Noon on 01.05.2014 in the tender box kept at UGC, Bahadur Shah Zafar Marg, New Delhi on Ground Floor. Tenders sent by Speed/ Regd. Post may be addressed to Sh. Ajay Kumar Khaduri, Deputy Secretary (Admn.). UGC will not be responsible for any postal delay. The tender shall not be entertained after this deadline under any circumstances whatsoever.
6. The tender, which is not accompanied by the requisite EMD, shall be summarily rejected. The UGC office reserves the right to reject any or all tenders without assigning any reasons whatsoever.

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NEW DELHI**

TENDER NOTICE FORM

1. Tender No. : No. F.2-6/2012 (Genl.Admn) Dated 18.04.2014.
2. Name of Work : Supply and installation of Window type Air Conditioners with voltage stabilizers in University Grants Commission, Bahadur Shah Zafar Marg, New Delhi and UGC-Distance Education Bureau (DEB), Maidan Garhi, IGNOU, Delhi
3. Quantity Required : Window AC – 1.5 Ton: 15 Nos.*
Stabilizers – 4KVA: 15 Nos.*
***It may increase or decrease**
4. Earnest Money : Rs.20,000/- (DD/ Pay Order in favour of Secretary, UGC , New Delhi.)
5. Last date of Receipt of tender Form : Up to 12.00 Noon on 18.04.2014.
6. Time and Venue for opening of Tender : 3.00 pm on 18.04.2014 in University Grants Commission, Bahadur Shah Zafar Marg, New Delhi
110 002
8. Validity of tender Offer : 120 days

Signature & Seal of the Tenderer

SECTION 1 – GENERAL INSTRUCTIONS

1. The office of the University Grants Commission is located at Bahadur Shah Zafar Marg, New Delhi and UGC –Distance Education Bureau, Maidan Garhi, IGNOU Campus, Delhi requires 15 Nos. Air Conditioners (Window type) approx. including installation with stabilizers.
2. The firm intending to participate in the tender shall be a manufacturer of the product or their authorized dealers. The authorized dealers shall produce the certificate of authorization in force along with the tender.
3. The Tenderer has to supply, deliver, install and commission the Air Conditioners as per the specifications mentioned in **Annexure 1**.
4. The Tenderer should submit the copy of PAN.
5. The firm should have VAT/Sales Tax registration.
6. The earnest money (EMD) of Rs.20,000/- is to be deposited with the tender. The EMD will be returned to the unsuccessful tenderers on finalization of the Bid without any interest.
7. The Tender will be received upto 12.00 Noon on 18.04.2014 and the same will be opened in the presence of the Bidders or their authorized representative at 3.00 pm on 18.04.2014.
8. The rates, finalized through this tender will be operative for a period of at least 4 (four) months.
9. **The rates of each unit of Air Conditioners and stabilizers should be inclusive of all taxes/ charges / installation etc. and also after allowing discounts/ rebate etc. Only net price is to be quoted.**
10. The EMD shall be forfeited if a bidder withdraws its bid during the period of bid validity.
11. The purchaser may alter the quantities of material at the time of placing the order.
12. The tender shall make his own arrangements for supply and installation of materials at the purchaser's site.
13. All the machines supplied are subject to satisfactory operation during the period of warranty.
14. **No advance payment or payment on Performa Invoice will be made.** Payment will be made in two phases i.e. (i) 90% within a period of 15 days of delivery and installation of machines at site and verification thereof and (ii) balance 10% will be released after 30 days of successful functioning of the machine from the date of installation.
15. **The successful bidder will deliver all the air conditioners and stabilizers in a good condition in the company sealed packings within 10 days of the issue of the Purchase of Order (PO). Installation of all equipments may be completed within a period of 30 days of delivery failing which penalty of Rs.500 per machine per day will be levied.**

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Annexure 1

Technical specifications of 1.5 ton AC (Windows type)

AC Window(1.5 ton) : Room Airconditioner, unitary type, fitted with Rotary Compressor, BEE Star Rating- 2(minimum), cooling capacity normal (Kcal/hr):4500, cooling capacity(minimum) Guaranteed (Kcal/hr:4275), Minimum room discharge air flow (Cub.m/h):700, EER(w/w):2.70-2.89.LCD Remote.

Voltage Stabilizers

1. 4KVA of Blue Bird/Logicstat/ V-Guard having tripple step facility.

Note: The brands particularly Voltas/ Hitachi are required

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Annexure 2

FINANCIAL BID

Tender Schedule for the Supply and Installation of 1.5 ton Window Air Conditioners at University Grants Commission, Bahadur Shah Zafar Marg, New Delhi and UGC-Distance Education Bureau(DEB), IGNOU, Maidan Garhi, New Delhi.

S.No	Description	Net Rate (Rs.) & Brand / Model Name
1.	1.5 Ton Window AC (Including installation charges)	
2.	Voltage stabilizers – 4KVA	

***Net Rates mean cost (each unit) inclusive of all taxes/ freight/ installation charges and also after allowing rebate/ discount etc.**

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Annexure 3

COMPANY PROFILE*

Tender Schedule for the Supply and Installation of 1.5 ton (Window type) Air Conditioners and stabilizers at University Grants Commission, Bahadur Shah Zafar Marg, New Delhi and UGC- Distance Education Bureau (DEB), IGNOU Campus, Maidan Garhi, New Delhi

The Company should provide the following details:

1.	Name of Organization	
2.	Nature of the Organization (Govt./Public/Private/Partnership/Proprietorship)	
3.	a) Address of the Registered Office of the firm with Phone No. Cell No, Fax and Email b) Year of Establishment c) Reg. No. d) If approved small scale	
4.	Annual turnover for the Financial Year 2011-2012.	
5.	Location of the Factory/Warehouse/Office	
6.	Maintenance and service center facilities in Delhi city / other areas and total number of Service Engineers available:	
7.	Name of the Government Agencies / Educational Institutions to whom similar Machines have been supplied in the preceding One year.	
8.	Total experience in the related areas:	
9.	Is your Company an original manufacturer of the equipments and related items? If yes, state the specific items you Manufacture	
10.	What type of maintenance support does your company provide for the spares	
11.	Name, Telephone Number and E-mail Address of contact person	

***Only for information**

Signature:
Name of the Firm:
Along with Phone / Cell No: