

**AOA, Amrapali Empire Society, Crossing Republic, Ghaziabad, Uttar Pradesh-201016**

**Tender Form For New DG Supply Cum Installation**

**Technical Bid**

Fee of Tender Document :-Rs. ....

01. Name the Firm/Company-.....
02. Full address of Firm/Company-.....
03. Contact No. :-  
Office - .....  
Plant - .....  
Shop - .....  
Mobile - .....  
Fax - .....
04. e-mail Id - .....
05. Detail Of Earnest Money - .....
06. GST no. of Firm/Company - .....
07. Whether Firm is manufacturer or Dealer of reputed Brand/Company  
- .....  
attach a copy of certificate of manufacturer/dealership or certificate issued by manufacturer.
08. PAN no. of Firm/Company - .....
09. ITR of last 03 years - .....
10. Detail of Audited Statement and Balanced sheet issued Chartered Accountant  
.....
11. Any Liability please specify - .....

12. Experience Certificate detail - .....
13. Affidavit regarding the fact that firm has never been black listed or debarred by any Government Department/Institute or any Public Sector undertaking in Government of India or Uttar Pradesh- .....

I/We have read and understood all the terms and conditions mentioned in the tender document and agree to abide them.

.....  
Date -  
.....

Name & Signature of  
Bidder/proprietor or authorized  
signatory/partner/s with Stamp

Note :-

01. Duly self attested scanned copies of above required certificates are mandatory to be uploaded.
02. In case a partner/s, authorized signatory is submitting a tender bid, such authorisation must also form part of documents to be submitted/uploaded with Technical and Financial Bid.

## **TERMS AND CONDITIONS OF TENDERS**

- 01.** Tender will be uploaded on the website [www.amrapaliempire.com](http://www.amrapaliempire.com) before the closing date and time as indicated in the above critical date-sheet.
- 02.** The two bid system .i.e. Technical bid and Financial bid is applicable for this tender.
- 03.** Only after qualifying The Technical bid, The Financial bid will be considered.
- 04.** Only GST registered firms are eligible.
- 05.** Only the bidders whose total turnover for the last 03 financial years is more than 10 lakhs per year are eligible to participate in the tender.
- 06.** Bidders should be either Proprietorship firm or Registered firm under Indian Partnership Act, 1932 or company registered under Companies Act, 1956.
- 07.** The registered office of the firm or registered dealer must be located in India. The firm/dealer must be manufacturer or distributor of the Well Known/Established Brand or Company.
- 08.** The bidders must have experience of minimum 03 years in supply of items/working experience to any Government, Semi-government department/Institute or any Public Sector Undertaking or Private sector in India.
- 09.** Conditional tender will not be accepted and rejected outrightly.
- 10.** Different tenderers may quote different price for different items mentioned in tender. It is possible that lowest price (L1) may be quoted by different tenderer for different item/s. The contract will be awarded to tenderers quoting lowest price for items separately as asked in this tender. This is subject to qualifying technically in the technical bid by the tenderer.

## **SUBMISSION OF BID**

01. Bid only in prescribed format annexed with this Tender document will be considered. Therefore the bidders must send the Technical Bid and Financial Bid as prescribed in the Tender document in separate sealed envelope.
02. The cost of Tender document is non-refundable in any case.
03. All the papers relating to the bid/agreement and subsequent transactions thereon should be properly signed by the bidder-Proprietor or authorized signatory/Partner/s.
04. Any alteration in the constitution of the Proprietorship/ Partnership Firm or Company as duly submitted in the Technical Bid, after the submission of the Bid, without the prior written permission of the director will result in disqualification of the Bidder or cancellation of the Agreement, as the case may be.
05. The bidder shall carefully go through the "Terms and Conditions" of this Tender and prepare the required documents accordingly.
06. The price of required items should be clearly written on tender form for financial bid. Cutting or overwriting will not be accepted such bid/s will be rejected outrightly.
07. The price of the items must include all taxes/charges/ including transportation and distribution charges.
08. For any single item only one price should be given. Category wise rate for any single item will not be accepted.
09. All entries in tender form must be clearly written, otherwise tender may be cancelled/rejected.
10. The bidder shall send the scanned copy/copies of document in support of eligibility criteria and qualification information in prescribed format in Hard Copy at maintenance office, Amrapali Empire for Technical Bid.

## **TENDER FEE AND EARNEST MONEY**

01. The bidder must submit the tender fee Rupees 1000/- (Rs. One Thousand each) for tender form and document in the form of Demand draft/Banker's cheque/NEFT of any nationalized/scheduled bank in favour of AAOAE MANTINANCE AND SUPPORT AC (HDFC A/C # 50100212288052 IFSC code-HDFC0009228). The tender fee is non-refundable. DD in respect of cost of tender is to be scanned and uploaded in PDF format along with bid.
02. The bidder must submit earnest money deposit of Rupees 30000/- respectively in the form of Demand draft/Banker's cheque of any nationalized/ scheduled bank in favour of AAOAE MANTINANCE AND SUPPORT AC. The bidders shall scan the bid security (EMD) and upload the same in portable document format (PDF) on the system in designated place of the technical bid. Furnishing scanned copy of such documents is mandatory otherwise the bid shall be declared as non responsive and liable to be rejected.
03. If the bid submitted by a bidder is accepted by Tender Committee, then bidder necessarily has to submit additional earnest money Rupees 270000/- respectively in the form of Demand draft/Banker's cheque of any nationalized/scheduled bank in favour of AAOAE MANTINANCE AND SUPPORT AC.
04. Earnest Money of qualifying firm will be returned 03 months after successful completion of supply and installation of required items as per approved samples to distinguished areas.

05. Original copy of the bid security (EMD) and bid cost must be submitted at the time of opening of financial bid, failing of which will be a ground for rejection of the bid.

**TECHNICAL BID**

The bidder should upload the Technical bid in prescribed tender form annexed with the tender document. Along with this form following documents are mandatory and should be uploaded :-

01. Scanned copy of EMD.
02. Self attested copy of GST registration certificate.
03. Self attested copy of PAN and ITR of last 03 years.
04. The audited statement and balance sheet issued/certified by a Chartered Accountant for the last 03 financial years.
05. The bidder who quotes as dealer for the goods manufactured by other manufacturer should furnish manufacturers authorization letter.
06. Experience certificate of minimum 03 years in supply of required items to any Government/Semi-Government Department/ Institute or any Public Sector Undertaking or Private sector in India

Above documents must be submitted in hard at maintenance office, Amrapali Empire in sealed envelope marked above as Technical Bid.

## **FINANCIAL BID (RATES)**

The bidder should upload the Financial bid in prescribed tender form annexed with the tender document. All the rates quoted must be valid for the entire period of the tender and must be offered conforming to the following:-

01. Delivery is to be given at Amrapali Empire Premises, Ghaziabad, So rates must be quoted accordingly. No loading and unloading charges and transportation charges will be paid.
02. The rates quoted must be inclusive of all Taxes and Charges including packaging, forwarding, incidental or transit charges, insurance or any other levies and duties on the product.
03. The rates must be written in both words and figures. In case of any variations found, the rates written in words shall prevail.
04. The rates should be quoted only in Indian Rupees.
05. The prices quoted by the bidder shall remain firm, fixed and not subject to variation in any account.
06. Bids shall remain valid for period of 120 days after the date of bid opening.
07. The bid shall be duly signed at the appropriate places by The Proprietor or authorized signatory/Partner/s.
08. The samples provided must substantiate the technical conformity with specification of the goods mentioned in tender document.
09. Financial Bid (Annexure-1) shall be collected from maintenance office, Amrapali Empire by paying non-refundable Tender fees of INR 1000/-. Same shall also be collected by paying tender fees online and inform AAO at [Amrapali.aao@gmail.com](mailto:Amrapali.aao@gmail.com).
10. Financial Bid must be submitted in hard at maintenance office, Amrapali Empire in sealed envelope marked above as Financial Bid before due date. Any Financial Bid received in open shall be rejected and shall not be taken into further evaluation.

## **COMPARISON OF BIDS AND AWARD OF CONTRACT**

01. The Contract will be awarded to the lowest responsive bidder who meets the laid down qualification criteria in the two bids documents.
02. AOA, Amrapali Empire reserves the right to negotiate to award the work if necessary.
03. After evaluation of bids and its acceptance by the Tender Committee, the successful bidder will be issued letter of intent (LOI) for the supply of required items.
04. The successful bidder will submit the performance security as mentioned in "Tender Fee And Earnest Money" clause of the tender document. Thereafter successful bidder will have to sign an agreement, on format provided by the AOA on stamp paper of Rs. 100/- on his own expense with The AOA, Amrapali Empire or officer authorized by him/her within specified period mentioned in LOI.
05. Successful bidder will have to deliver a set of approved samples of required items in AOA, Amrapali Empires.
06. The AOA, Amrapali Empires reserves the right to accept or reject any tender and to cancel the bidding process and reject all tenders at any time without assigning any reason.

### **MODE OF PAYMENTS**

The payment of successful bidder (herein after referred to as supplier)for supply of items shall be made in the following manner:-

- a. The firm/supplier is allowed to generate maximum five bills against the whole supply and installation.
- b. After receiving the bills and verification reports from the AOA, the payment shall ordinarily be made by AOA as soon as possible.
- c. The payment will be made through e-payments or Cheque.
- d. TDS will be deducted from the bills at prevailing rate and certificate will be issued.

### **ABANDONMENT OF CONTRACT**

AOA, Amrapali Empire may abandon the contract by giving notice of 30 days to the supplier. In such a case Department/Government shall not be liable to pay any damage to the supplier.

### **SETTLEMENT OF DISPUTE**

All disputes arising out of the agreement will be settled by mutual discussion, failing which courts at Lucknow, Uttar Pradesh shall have jurisdictions to decide the case.