

**INSTRUCTIONS TO TENDERERS REGARDING TENDER FOR SUPPLY OF  
GEN SETS**

1. **Authority to Receive Tender:-** The envelope containing the Tender as well as subsequent correspondence, if any, should be addressed to:  
  
**Director (Medical)Delhi  
E.S.I. Dispensary Complex,  
Tilak Vihar, New Delhi-110018**
2. Tender forms are not transferable and cost of the tender documents is also not refundable.
3. **Tenderer should return all original tender documents duly filled in all the respect, cutting if any attested, each page numbered, signed and stamped with the seal of the tenderer.**
4. The price should be quoted in words as well as figures without any overwriting/cutting or erasing; failing which such tenders will be rejected.
5. **Preparation of Tender:** - Tender is to be submitted in “Two Bid System”. Technical bid is to be submitted on **Annexure-3** along with **EMD, Annexure-1 & 2** in a separate envelope which is to be wax sealed and superscribed as “**Technical bid for the supply of Portable Gen-Sets**”. Similarly, the Financial Bid is to be submitted on **Annexure-4** and is to be wax sealed separately in an envelope super scribed as “**Financial Bid for supply of PortableGen-Sets**”. Both the envelopes mentioned above are to be put in the a third envelope which is again to be wax sealed and addressed to the Tender Receiving Authority mentioned in Para 1 above.
6. **Submission of Tenders:-**Tenders may be submitted personally.
7. **Last date of Receipt:** The sealed tenders, complete in all respect, numbered, signed with stamp of the firm on each page, should be dropped in the Tender Box Placed in office of Store Manager, ESIC Dispensary Complex, Tilak Vihar, New Delhi on or before 13.06.11 by 04.00pm. Late Bids i.e. bids received after the specified date and time of receipt, will not be considered. For Postal/ Courier delays and loss of Tender documents in transit, the D(M)D is not responsible.
8. **Opening of Tenders:** Tenders will be opened on dates & time mentioned in advertisement in the presence of tenderers or their authorized representatives. In case, date of receipt/opening of tenders happens to be declared a public holiday, the tender shall be received / opened on next working day. Other conditions will remain unchanged.
9. **Date of opening of Price Bid:** Date of opening of price bid will be fixed after completion of the Technical Evaluation.

Signature and Seal of tenderer

**TERMS & CONDITIONS REGARDING TENDER FOR SUPPLY OF GEN-SETS**

1. **Minimum Experience:** Only manufacturer/authorized dealers with a market standing of 5 years can apply in the tender process. If authorized dealer, a copy of authorization has to be enclosed. Only Gen set brands with a market standing of at least 3 years and which are well tested in the market will be considered. So, the tenderers have to enclose a certificate stating that the Gen Set model offered by them was launched in the market after 01.12.2007. **A document like Certificate of incorporation etc. is to be enclosed with the Technical bid (Annexure-3) in support of this statement.**
2. **Annual Turn over:** - Tenderers with a minimum turn over of Rs. 5(Five) crores annually for the last three years i.e. (2007-2008),( 2008-2009) and ( 2009-2010) can apply. Supporting documents like Audited balance sheets of the same years are to be enclosed.
3. **EMD:-** Tenderer must deposit the Earnest Money of Rs. 60,000/- in the form of Demand Draft/Bankers cheque of Nationalized/scheduled Bank payable at Delhi in favour of ESIC Fund A/c. no.1-Delhi along with technical bid of the tender.
4. **COST:** Tenders are invited for Supplying, Installing, Testing and Commissioning of Portable Gen sets. Interested parties are requested to inspect the site for better/accurate estimation of total cost. The cost quoted must include basic cost of Gen-Sets, Accessories, Taxes/Duties if any, transportation/Unloading, shifting, earthing, electrical work etc. **(Annexure-4).**
5. **Regarding Ambiguities:** Tenders having ambiguities in respect of specifications of Gen-Sets in Technical Bids or having ambiguities in respect of total cost in financial bids, may be rejected by the Purchasing Authority. Any additions/deletions in respect of specifications or cost shall not be allowed after opening the tenders.
6. **Literature:** Literature having all details regarding specifications of Gen-Sets/accessories must be enclosed with **Annexure-3.**
7. **Time for commissioning the Gen-Sets:** Commissioning should be made within six weeks of placement of the Supply Order. Delay will attract a penalty of 5% of basic cost per week's delay to a maximum of 10%.After two weeks the competent authority may also cancel the purchase orders as per his discretion.
8. **Warranty:** Warranty must be provided by the Manufacturing Company for a period of minimum 1 year. **This must compulsorily be followed by comprehensive maintenance contract for 5 years after expiry of warranty period.**
9. **Performance Security:** Successful tenderer is to submit Rs. 60,000/- as a security money in the form of Bank Guarantee.

Signature and Seal of tenderer

10. **Loss/Damages during transportation etc.:** Any loss or damage of Gen. Sets/ accessories during transportation, loading, unloading, handling etc shall be the responsibility of the supplier.
11. **Payment:** Payment will be made after proper commissioning of Gen-Sets. While delivery challan shall be acknowledged by ESIC on day of unloading of Gen-Sets at the site, the final bill shall be accepted after receipt of commissioning certificate from the Engineer of manufacturing company or its authorized dealer. Inspection of Gen. Set will be done by officer (s) authorized by the purchasing authority on date of completely commissioning or the next working day. The Engineer of the Manufacturing Company must be present on the date of commissioning and demonstrate the functioning of the Gen-Sets to the officer (s) deputed for inspection and also train one or two persons of this office to operate the Gen. Set.
12. **Right of Purchasing Authority to cancel the Tenders:** The purchasing authority keeps its rights reserved to cancel any tenders not submitted as per instructions or having major ambiguities about cost/ specifications. Similarly, mere lowest cost shall not make a tenderer entitled for supply order. The purchasing authority also keeps its right reserved to cancel the Tender process if a suitable party is not found after opening /examining the Tenders.
13. If any information given in **Annexure-3** is found to be incorrect the Tender submitted by such party will be liable to be rejected.
14. **Subletting of Contract:** The tenderer shall not sublet, transfer or assign the tender. In the event of the contractor contravening this condition D(M)D has the right to scrap the tender.
15. **EMD (Refundable):** EMD (without interest), of unsuccessful tenderer will be released after the finalisation of the tender.
16. **Disputes and Arbitration:** In case of any dispute the decision of D(M)D will be final . The venue of any arbitration shall be Delhi.
17. No telegraphic/Telex/E-mail/Incomplete or conditional tender documents will be considered. Tender shall be rejected summarily without conveying any reason there of to the tenderer.
18. Rates should not be quoted lower elsewhere if supplying.
19. No firm black listed by Govt. or Govt. undertaking should apply in the tender process.
20. If firm/supplier at first preference fails to execute the supply order within the stipulated time the order will be awarded to firm/supplier at second preference and the EMD of supplier at first preference will be forfeited.
21. Tenderer must enclose a copy of Supply order of 12 lacs or more executed in the past from a Govt./ Semi Govt. Dept for supply of Gensets

Signature and Seal of tenderer

**Annexure-3**  
**(Technical Bid)**

**Technical Bid for supply of Portable Gen. Sets of 6.5 KVA**

Time & Date of Submitting the Tender: 04.00pm on 13.06.2011  
Time & Date of Opening the Tender : 10.30am on 14.06.2011

**[A] Details of the Tenderer**

1. Name of Authorised dealer/company :
2. Address in full :  
.....  
.....  
.....
3. Name & Address of the Proprietor/  
Owner/Directors : Shri.  
R/O  
Phone No.....
4. EMD details(DD/Banker cheque No.) : -----
5. Registration No. under Sales Tax/ VAT : \_\_\_\_\_
6. Copy of a Supply order of 12 Lac or more executed in the past from a Govt./ Semi  
Govt. Dept. for supply the of the Gen Set : Enclosed/Not Enclosed
7. Proof of Annual Turn over more than 5 crores for the years 2007-2008, 2008-2009 &  
2009-2010 : Enclosed/Not enclosed
8. Proof of being in business for more than five years : Enclosed/Not Enclosed
9. Certificate that the Gen set model was launched after 01.12.2007  
: Enclosed/Not Enclosed
10. Undertaking that the firm is not black listed : Enclosed/Not Enclosed
11. Whether literature regarding specifications : Enclosed/Not Enclosed
12. Details of Warranty : Enclosed/Not Enclosed
13. Operating Manual : Enclosed/Not Enclosed
14. Details of CMC for 5 years : Enclosed/Not Enclosed
15. Test report of full load test : Enclosed/Not Enclosed

Signature and Seal of tenderer

## B. Technical Specifications

S.No.	Particulars	
1.	Max. out put (6.5 K.VA)	
2.	Rated Out put at 230 v 50hz(5.5 KVA)	
3.	Dimension (LxBxH)	
4.	Type of fuel – Petrol/Diesel	
5.	Auto Cut off	
6.	Ambient Temperature (55 <sup>0</sup> C to 65 <sup>0</sup> C)	
7.	Engine Brand	
8.	Details of Engine	
9.	Lubricating System	
10.	Starting Systsem (Electric/Recoil System)	
11.	Safety Control System 1. Over Load Protection 2. Short Circuit Protection	
12.	Alternator Brand	
13.	Details of Alternator	
14.	Switches (Reputed Make)	
15.	Details of Panel	
16.	Details of Battery, if any	
17.	Earthing	
18.	Indication Lamp(Reputed make)	
19.	Fuel Alert System	
20.	Cooling System	

21.	Exhaust System	
22.	Noise Level as per DPCC	
23.	Installation Kit (In case of off hours Gen set should not be activated during power failure.) Auto start/ Auto off	
24.	Thickness of Enclosures	
25.	Weight in K.G.	
26.	Fuel Consumption at rated Load Litre/ Per Hour	
27.	ECO Throttle	
28.	Essential accessories , if any	

Dated:

Signature:  
Name:

**Price Bid for supply of Gen. Sets of 6.5 KVA**

Rates quoted –

- |   |       |
|---|-------|
| (i) Basic cost  | : Rs. |
| (ii) Excise if any  | : Rs. |
| (iii) Other Taxes if any  | : Rs. |
| (iv) Transportation   | : Rs. |
| (v) Loading/Unloading   | : Rs. |
| (vi) Earthing   | : Rs. |
| (vii) Cabling (power + control)   | : Rs. |
| (viii) Essential Accessories if any   | : Rs. |
| (ix) Other materials for<br>Electrical or civil work<br>(with detailed specifications/<br>measurements) | : Rs. |
| (x) Other charges if any  | : Rs. |
| (xi) Total Cost   | : Rs. |
| (xii) Annual charges for CMC for 5 year.  | : Rs. |

Dated:

Signature:  
Name:  
Name of  
Company/Authorised dealer