POWER INVERTER

BID DOCUMENT
INSTITUTE OF ENGINEERING & TECHNOLOGY
SITAPUR ROAD – LUCKNOW -226021 (U.P)

BID DOCUMENT

IMPORTANT DATES

1. tender document: 20.03.2010 to 25.03.2010

2. Last date/time for submission of duly filled tender document: 26.03.2010 upto 01:00 pm

3. Date of opening tender/time 26.03.2010 at 04:00 pm
INSTITUTE OF ENGINEERING & TECHNOLOGY
SITAPUR ROAD – LUCKNOW -226021 (U.P)

BID DOCUMENT

POWER INVERTER

SECTION No. CONTENTS
SECTION -I INSTRUCTION TO TENDERS
SECTION -II ANNEXURES OF SAMPLE PROFORMAS
SECTION -III SCHEDULE OF REQUIREMENT INCLUDING TECHNICAL SPECIFICATIONS

COST OF TENDER DOCUMENT :- Rs. 500/-
RECEIPT NO & DATE :-
MODE OF SALE :- BY POST/BY HAND
NAME & FULL ADDRESS OF THE FIRM :-

SIGNATURE WITH DATE
## INSTRUCTIONS TO TENDERERS

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INSTITUTE OF ENGINEERING & TECHNOLOGY
SITAPUR ROAD – LUCKNOW -226021

INSTRUCTIONS TO TENDERER(s)

GENERAL INSTRUCTIONS

1.1 Sealed tenders from established and reliable original Manufactures or their authorized agents for the supply as set forth in the “Schedule of Requirement including Technical specification(s)” Annexed with these instructions are here by invited.

1.2 All offers in the prescribed formats enclosed here with should be submitted on or before the time and date fixed for receipt of Offers as set forth in the tender documents. Offers received after the stipulated time and date, are liable to be rejected.

1.3 The duly filled tenders should be sent to The Director, Institute of Engineering & Technology, Sitapur Road Lucknow-226021 (U.P) India and deposited in the Tender Box available in the Stores Purchase Section Room No. 106 Ground Floor Administrative Block, IET Lucknow. Offers sent by post should be sent by Registered post acknowledgement due, addressed to The Director, Institute of Engineering & Technology, Sitapur Road, Lucknow-226021, (U.P.) India Any tenderer desires to deliver the tender by hand, such Tender should be put in the Tender Box by the specified date and time. Tender box is available in the Central Store Purchase section, Room No. 106, Ground floor, Administrative block, Institute of Engineering & Technology, Sitapur Road, Lucknow-226021, (U.P.) India. Bids must be received by the purchaser at the address specified above not later than 01:00 PM on 26.03.2010 Bids will be opened in the presence of Bidder(s) or Bidder(s) Authorized Representatives who choose to attend the tender opening at 04:00PM on the 26.03.2010 Any Bid received by the purchaser after the dead time for the submission of Bids will be rejected and / or returned un opened to the bidder. The institute shall not be responsible for postal delay or any other delay.
1.4. The prescribed tender document can be obtained by hand by sending a written request on the letter head of the firm addressed to The Registrar, Institute of Engineering & Technology, Sitapur Road, Lucknow-226021, (U.P.) India. along with a Bank/Demand Draft/Banker’s cheque of Rs. 500/- (as tender document fees) drawn in favour of The Director, Institute of Engineering & Technology, Sitapur Road Lucknow-226021 payable at Lucknow. The prescribed tender document can also be obtained by depositing Rs. 500/- in cash in Accounts Section of Institute. The timings for receiving tenders by hand on any working day shall be 10:00AM to 4:00PM. From 20.03.2010 to 25.03.2010.

The prescribed tender document can also be obtained by POST by sending a written request on the letter head of the firm addressed to The Registrar, Institute of Engineering & Technology, Sitapur Road, Lucknow-226021, (U.P.) India. along with a Bank/Demand Draft/Banker’s cheque of Rs. 650/- (Rs.500/- as tender document fees and Rs.150/- as Postal Charges) drawn in favour of The Director, Institute of Engineering & Technology, Sitapur Road Lucknow-226021 payable at Lucknow.

1.5. The prospective Tenderer’s can download the prescribed Tender document from the Institute Website [www.ietlucknow.edu](http://www.ietlucknow.edu) and can give their bids in prescribed manner on that but in such cases it will be necessary for the prospective Tenderer to submit their duly filled bid(s) alongwith requisite Tender document fees of Rs.500/- in the form of Bank/Demand draft/Bankers cheque drawn in favour of Director, Institute of Engineering and Technology, Sitapur Road, 226021 Lucknow Payable at Lucknow failing which the bid(s) shall not be considered.

1.6 Sealed tenders should be submitted in two Bid System i.e. TECHNICAL BID and FINANCIAL BID The Earnest Money Deposit (EMD), Product Catalogue/Brouchers of equipment concerned and Audited Financial statement and Annual reports for last three (03) years should be kept alongwith TECHNICAL BID prepared on prescribed proforma as at ANNEXURE-1(a) to the Tender Document (IN DUPLICATE), With the Technical Bid following statements on prescribed proforma shall also be kept- necessarily.
(i) Proforma for statement of deviations from Technical Specifications (Annexure-1(b) of Tender Document)

(ii) Proforma for Performance statement (Annexure-1(c) of Tender Document)

(iii) Proforma for Equipment and quality control employed by the manufacturer (Annexure-1(d) of Tender Document)

(iv) Proforma for Authority from manufacturer (Annexure-1(e) of Tender Document)

(v) Proforma for General Information (Annexure-1(f) of Tender Document)

TECHNICAL BID should be kept in a separate envelope which should be duly sealed.

The FINANCIAL BID shall be submitted separately on prescribed proforma as at ANNEXURE-2 to the Tender Document (IN DUPLICATE) It should be kept in a separate envelope (Second envelope) which should also be duly sealed.

The Technical and Financial Bids are to be necessarily submitted in separate sealed envelope(s) in duplicate and should be marked on the top of respective envelope as TECHNICAL BID or FINANCIAL BID as the case may be. Both the above mentioned envelopes than should be put in another envelope (Third envelope) and superscribed with Tender number, Name of Department, Date of opening and Full Address of the Tenderer.

TECHNICAL BID and FINANCIAL BIDS should be given on the prescribed proforma(s) only. The proforma(s) can be neatly Retyped as per need of the Tenderers by the Tenderer.
If TECHNICAL BID and FINANCIAL BID are found to be submitted jointly in one single envelope than such bid shall not be considered and shall be rejected summarily.

1.7 The Technical Bid shall be opened first and Financial Bid of only those bidders shall be opened whose Technical Bid shall be found to be Technically qualified. The date for opening of Financial Bid of Technically Qualified bidders shall be notified on the Institute Website www.ietlucknow.edu separately. The bidders are advised to regularly see the Institute Website. No separate intimation shall be sent regarding opening date of Financial Bids. The financial bid will be opened in the presence of the bidders or their authorized representatives who choose to present themselves for the same. For authorized representatives a certificate of authorization from the Principal shall be necessary.

1.8 All information in the offers must be in English. Information in any other language must be accompanied by its authenticated translation in English, failure to comply with this may render the offer liable to be rejected. In the event of any discrepancy between an offer in a language other than English and its English Translation, the English translation will prevail.

2. COMPLIANCE WITH TECHNICAL SPECIFICATIONS

2.1 The Equipments offered should be in accordance with the stipulated drawings and Technical & other specification(s) given in “Schedule of Requirement including Technical specification”. Details of variations from the Technical specifications, if any, should be clearly indicated on proforma as at Annexure-1(b) to the tender document.

3. QUALIFYING REQUIREMENTS OF TENDERER

3.1 The Tenderer shall provide a satisfactory evidence acceptable to the Purchaser to show that:

(a) He is a licensed manufacturer, who regularly manufacture the items offered and has adequate technical knowledge and practical experience.
(b) He has adequate Financial Stability and Status to meet the Obligations under the contract
(c) He has adequate plant and manufacturing capacity to manufacture and supply the items offered within the delivery schedule offered by him in his bid.
(d) Not withstanding any thing stated above, the purchaser reserves the right to assess the capability and capacity of the bidder to perform, should the circumstances warrant such an assessment activity in the over all interests of the purchaser. Expenditure of such an assessment shall be borne by the Tenderer.
(e) He has established quality control system and organization to ensure that there is adequate control at different stages of the manufacturing processes.

3.2 For purpose of caluse 3.1 the Tenderer should additionally submit-
(a) A performance Statement in proforma as at Annexure -1(c) to the tender document. giving a list of major supplies affected in last 3 years of items offered by him, giving details of the purchaser’s name and address, order no. and date and the quantity supplied and whether the supply was made within the delivery schedule or not.
(b) A statement indicating details of equipment employed and Quality Control Measures adopted by the, manufacturer should be furnished on proforma as at Annexure-1(d) to the tender document.

3.3 In addition to the above further informations regarding his capacity/capability, if required by the Purchaser, shall be promptly furnished by the Tenderer.

3.4 Audited Financial statement and Annual reports for last Three (03) years are also required to be submitted by the Tenderer .

3.5 Tenderer not submitting the requisite information and information on prescribed proformas may not note that their offer(s) are liable to be ignored.

4. **TIME SCHEDULE**

4.1 The basic consideration and the essence of the contract shall be the strict adherence to the time schedule for the supply of item/items offered.
4.2 The time and the date specified in the contract for the delivery of the stores and equipments shall be deemed to be the essence of the contract and the delivery must be completed not later than the date so specified by Institute / purchaser.

5. **EARNEST MONEY**

5.1 Earnest money for amount not less than 2% of quoted value shall accompany each tender in the form of Demand draft / Bank Draft / Banker’s cheque drawn in the favour of Director, Institute of Engineering & Technology, Lucknow-226021 payable at Lucknow.

5.2 The Earnest Money shall remain deposited with the Purchaser for a period of 180 days from the date of opening of Tender. If the validity of the tender is extended, the Earnest Money deposit duly extended shall also be furnished by the bidder. Failing which the offer after the expiry of the aforesaid period shall not be considered by the purchaser.

5.3 No Interest will be payable by the purchaser on the earnest Money.

5.4 The Earnest Money deposited is liable to be forfeited if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his offer.

5.5 The Purchaser will return the earnest Money of all unsuccessful Tenderers.

5.6 Any Tender not accompanied by earnest Money is liable to be summarily rejected.

6. **SUBMISSION OF OFFERS**

6.1 All Offers shall be either typed written or written neatly in indelible ink.

6.2 Any individual(s) signing the Tender or other documents connected therewith should specify whether he is signing.

(i) **As sole proprietor of the concern or as attorney of the sole proprietor.**

(ii) **As a partner or partner(s) of the firms**

(iii) **As a Director, Manager or Secretary in the case of Board of Director(s) or in pursuance of the authority conferred by Memorandum of Association.**

6.3 In the case of a firm not registered under the individual partnership Act. All the partners or the attorney duly authorized by all of them should sign the Tender and all other concerned documents. The original papers of the attorney or other documents.
Empowering the individual or individuals to sign should be furnished to the purchaser for verification if required.

6.4 All prices and other information like discount etc. having a bearing on the price shall be written both in figures and words in the prescribed offer form.

6.6 Offers are required from the Actual manufacturer(s) of the Stores or their Authorized agents, who should submit Letter of Authority from their Principals on proforma as at Annexure-1(e). to the tender document. Offers from Other Agents, Brokers and Middlemen will not be accepted.

6.7 Each page of the offer must be numbered connectively, should bear the Tender no. and should be signed by the Tenderer at the bottom. A reference to the total number of pages comprising the offer must be made at the top right hand corner of the first page.

6.8 The tenderer should avoid ambiguity in his offer i.e. if his offer is to his standard sizes/length/dimensions he should specifically state them in details without any ambiguity. Brief description such as “Standard length etc.” should be avoided in the offer.

7. LOCAL CONDITIONS

7.1 It will be imperative on each tenderer to fully acquaint himself of all the local conditions and factors which would have any affects on the performance of the contract and cost of the stores. In his own interest the foreign tenderers should familiarize himself with the Income Tax Act 1961. The Companies Act 1956, The Custom Act 1962 enforce in India and related laws as amended from time to time. The purchaser shall not entertain any request for clarification from the tenderers regarding such local conditions. No request for the change of price, time schedule of delivery of Stores shall be entertained after the tender is accepted by the purchaser.

8. PRICE BASIS AND INDEMNITY

8.1 Tenderer to quote for free delivery at site

8.2 Currency of payment

The contract price will be paid in Indian Rupees only.

8.3 The prices quoted shall be firm and not subject to variation accept for statutory
Variation in Excise Duty, Sales Tax/VAT on finished product.

8.4 The Tenderer should quote their lowest possible prices.

8.5 Discount for early inspection/payment will not be considered at all.

8.6 Tenderer submitting offers shall indicate the price for free delivery at site. The free delivery at site price shall include. All State and Central Taxes and Excise duties leviable on the final finished supplies tendered for. In addition a complete break-up showing the ex- Factory Price, Excise Duty, Other levies, Sales Tax/VAT, Packing Charges, Forwarding Charges. Freight and Insurance Charges and Other Charges, if any shall also be given clearly in the Performa as at **Annexure No. 2** to this Tender document.

8.7 The I.E.T is not eligible to issue ‘C’ or ‘D’ Form however the concessional rate of Central Sales Tax admissible to Research Institute on purchases of Scientific Instruments/Equipment etc. from certain states like Maharashtra, Delhi, West Bengal etc. is applicable to this Institute.

8.8 Quantity/Slab discounts, if any should be indicated prominently.

9. **INSURANCE**

The purchaser will not pay separately for Transit Insurance and the Supplier will be responsible till entire store contracted for is delivered in good condition at destination. The consignee will advise the tenderer within (sixty) days of the arrival of goods at the destination loss/damage etc. of goods. The tenderer shall at his own cost replace/rectify the good lost/damaged promptly to the entire satisfaction of the consignee within thirty days from the date of receipt of intimation from the consignee.

10. **PACKING**

10.1 The Items tendered will have to undergo transportation before reaching the destination and will have to be stored and handled in tropical climatic conditions (including monsoon) before they are put to actual use. It is therefore imperative that packing for every item is decided by taking into consideration inter alia the above vital factors so as to eliminate the damage/deterioration of items in transit/transshipment/handling or during storage.
10.2 The packing advice should bring out the weight, dimensions and Size of each bundles/packages. Where it is not possible to give bundles/packages, the contractor must indicate the volume of the bundles/packages, the details of contents of each bundle/packages, the no. of bundles/packages and total weight of the items supplied.

11. **IMPORT LICENSE**

11.1 *NO IMPORT ASSISTANCE SHALL BE PROVIDED*

12. **ACCEPTANCE OF TENDER**

12.1 The purchaser may accept a tender for a part or whole of the quantity offered or reject any tender or all tenders without assigning any reason thereof and may not accept the lowest or any tender. In such cases no representation from the Tenderers shall be considered and firm shall have no claims whatsoever.

12.2 **Quantity variation**

At the time of the placement of purchase order, the purchaser reserve the right to increase or decrease the quantity & services as mentioned in “Schedule of Requirement Including Specifications” up to (plus minus) 15%. Fraction will be rounded off to the next higher whole number.

13. **EFFECT AND VALIDITY OF TENDER**

13.1 The submission of any offer connected with these specifications and documents shall constitute an agreement that the Tenderer shall have no cause of action or claim against the purchaser for rejection of his offer. The purchaser shall always be at liberty to reject or accept any offer or offers at his sole discretion and any such action will not be called into question and the Tenderer shall have no claim in this regard against the Purchaser.

13.2 The offer shall be kept valid for acceptance for a minimum period of six months from the date set for Opening of the Tenders.
13.3 Quotations with such vague and indefinite expressions such as “subject to immediate acceptance”, “subject to prior sale” will not be considered. **Conditional tenders shall not be considered.**

13.4 Offers shall be deemed to be under consideration immediately after they are opened and until such time the official intimation of award of contract is made by the Purchaser to the Successful Tenderer. *While the tenders are under consideration Tenderers and/or their representatives or interested parties are advised to refrain from contacting the Purchaser by any means. Tenderers will not be permitted to change the substance of their offers after the offers have been opened.*

14. **INCOME TAX CLEARANCE CERTIFICATE**

All tenders offering indigenous stores must submit current income tax clearance certificates in original or attested photocopy thereof along with their tender. Failing which their offers are liable to be rejected. **This certificate must be issued within one year of scheduled tender opening date of this tender.**

15. **PAYMENT CONDITIONS**

15.1 90% Payment shall be made within 30 days from the date of satisfactory installation of equipments/machinery etc. and remaining 10% will be paid after successful commissioning and acceptance testing of equipments/machinery etc. and after furnishing of a Performance Bank Guarantee @ 10% of ordered value. The Performance Bank Guarantee shall cover one month more than Warranty/Guarantee period.

15.2 All the payments shall be made only after deducting all the taxes (TDS- Tax deduction at source) with holding tax amount as per the income tax law of Government, liquidated damages, short fall of goods and any other charges payable to The Institute shall be deducted at the time of the payment.

15.3 The performance Bank guarantee shall cover one month more than the warranty/guarantee period.
16. **FORCE MAJEURE**

16.1 The supplier shall not be liable for forfeiture of its Performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of force Majeure.

16.2 For purposes of this clause “Force Majeure” means an event beyond the control of the Supplier or Purchaser and not involving the Supplier’s or Purchaser’s fault or negligence.

16.3 If a force majeure situation arises the Supplier shall promptly Notify to the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the contract/order as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force Majeure event.

17. **TRAINING**

17.1 The supplier shall be required to provide trainings to the concerned faculty member(s) /non-teaching staff at his own cost in the manufacturer’s premises of suitable duration as decided by purchaser.

18. **GENERAL**

18.1 The Tenderer must ensure that the conditions laid down for submission of offers as detailed in the preceding paras are completely and correctly complied with Tenders which are not complete in all respects as stipulated above, may be summarily rejected.

18.2 In the case of Non supply of Stores within stipulated time period, a penalty @ 0.5% of ordered value per week subject to a maximum of 10% of the ordered value shall be levied on the Supplier. For this purpose one week shall constitute seven days or less (i.e. even delay of one day will be considered as a delay by one week)

18.3 All disputes shall be subject to The Jurisdiction of Lucknow Hon’ble courts.
18.4 The bidder shall provide one year warranty for equipment/ machinery ordered. In the case of computers the bidder shall provide three years warranty.

18.5 The supplier should provide rate(s) of comprehensive Maintenance contract (CMC) seperately (with spares/consumables/Accessories including labour charges etc) inclusive of customs and all taxes for next five years after expiry of Warranty/Guarantee period All the items including consumables required for functioning the equipment needs to be included in the CMC and no exclusion criteria will be accepted.

18.6 All the Operating software’s, Operating manuals and Service manuals shall be provided by the successful bidder at the time of supply of equipment/machinery/computers etc. ordered.

18.7 The tenderers shall specify after sales services facilities available in Lucknow or in a near by city from where after sales services will be availed by the purchaser during the Warranty/Guarantee period. The Warranty/Guarantee period shall be extended for period the instruments remain out of order during Warranty/Guarantee period.

18.8 The bidder shall provide after sales warranty for equipment/ machinery ordered. In the case of computers the bidder shall provide three years warranty.

18.9 The supplier should provide rate(s) of comprehensive Maintenance contract (CMC) seperately (with spares/consumables/Accessories including labour charges etc) inclusive of customs and all taxes for next five years after expiry of Warranty/Guarantee period All the items including consumables required for functioning the equipment needs to be included in the CMC and no exclusion criteria will be accepted.

18.10 All the Operating software’s, Operating manuals and Service manuals shall be provided by the successful bidder at the time of supply of equipment/machinery/computers etc. ordered.

18.11 The tenderers shall specify after sales services facilities available in Lucknow or in a near by city from where after sales services will be availed by the purchaser during the Warranty/Guarantee period. The Warranty/Guarantee period shall be extended for period the instruments remain out of order during Warranty/Guarantee period.
19. Arbitration

19.1 In case of any dispute the decision of the Director, Institute of Engineering and Technology, Sitapur Road Lucknow shall be binding.

20. LAST DATE OF RECEIPT OF THE TENDERS

20.1 The offers complete in all respect addressed to the Director Institute of Engineering and Technology, Lucknow -226021 (U.P) should be submitted in the tender box available in Stores Purchase Section, Room no.106, Ground floor administrative Block of Institute not later than 01.00 PM on 26.03.2010.

20.2 The Technical Bid of the Tenders received shall be opened, in the presence of such of the tenderers or Their authorized re them selves at 04.00 pm on 26.03.2010 in the committee room, 1st floor, administrative block of Institute. The representatives will be allowed to be present only on production of authorization letter duly issued by the manufacturer

20.3 In the case of tender opening date falls on gazetted holiday or is subsequently declared as such, the tender will be opened on the next working day at the appointed time as mentioned above.
## SECTION –II

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<td>(b) Proforma for Statements of Deviations Form</td>
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<td>Technical Specifications</td>
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<td>(c) Proforma for performance statement</td>
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<td>(d) Proforma for Equipment &amp; Quality Control</td>
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<td>Employed by The Manufacturer</td>
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<td>(e) Proforma for Authority From, Manufacturers</td>
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<td>(f) Proforma for General Information</td>
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<td>Proforma for Submission of Financial Bid</td>
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</table>
To,

The Director
Institute of Engineering & Technology
Sitapur Road, Lucknow-226021 (U.P.)

**PROFORMA FOR SUBMISSION OF TECHNICAL BID**

Sir,

We here by submit our Technical bid in pursuAnt to your tender no……
dated……….as per following details:

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<th>S.No.</th>
<th>Name of Equipment</th>
<th>Detailed Specification(s) of Equipments Quoted</th>
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**NOTE:** Please give following information also -

1. Model No. of Equipment quoted.
2. All relevant Product Catalogue/Brouchers/Media should be enclosed invariably by the Bidder along with this Technical bid.

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ANNEXURE(S)

1. E.M.D. in the form of Bank/Demand Draft/Bankers Cheque.
2. Product Catalogue/Brouchers/Media of equipment quoted.
3. Audited Financial Statement and Annual Reports for last three (03) years.
4. Proforma for Statements of Deviations Form Technical Specifications
5. Proforma for performance statement
6. Proforma for Equipment & Quality Control Employed by The Manufacturer
7. Proforma for Authority From, Manufacturer.
8. Proforma for General Information.

Date                                               Signature of Supplier with seal
To,
The Director
Institute of Engineering & Technology
Sitapur Road, Lucknow-226021 (U.P.)

**PROFORMA FOR STATEMENT OF DEVIATIONS FROM TECHNICAL SPECIFICATIONS**

Tender No. - - - - - - - - - - - - - - - - - - - - Dated . . . . . . . . .

Sir,

The following are the particular(s) of deviations from the requirements of the Technical Specifications of Tender.

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<th>CLAUSE</th>
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<th>REMARKS</th>
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<td>(including justification )</td>
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Dated

Signature and seal of the Manufacturer/Tenderers

**NOTE:-**
Where there is no deviation, the statement should be returned duly signed with an endorsement indicating “NO Deviations”.

ANNEXURE-1(c)

INSTITUTE OF ENGINEERING AND TECHNOLOGY
SITAPUR ROAD, Lucknow-226021 (U.P)

To,
The Director
Institute of Engineering & Technology
Sitapur Road, Lucknow-226021 (U.P.)

**PROFORMA FOR PERFORMANCE STATEMENT** (For a period of last 3 years)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Order placed by (Full address of Purchaser)</th>
<th>Order No. and date</th>
<th>Description &amp; quantity of Stores Ordered</th>
<th>Value of Order in Rs.</th>
<th>Date of completion Of delivery As per Actual Contract</th>
<th>Remarks Indicating Reasons for late delivery, if any</th>
<th>Has the equipment been satisfactory commissioned and is it giving trouble free service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I/We certify that the information given above is true to best of our knowledge and belief.

Date                            Signature and Seal of the Manufacturer/Tenderer
INSTITUTE OF ENGINEERING AND TECHNOLOGY
SITAPUR ROAD -226021 (U.P)
PROFORMA FOR EQUIPMENT AND QUALITY CONTROL EMPLOYED BY
THE MANUFACTURER

Tender No. .................................. Date of opening ..
(Note: All details should relate to the manufacturer for the items tendered)

1. Name & full address of them Manufacturer.

2. (a) Telephone No. Office/Factory/Work
    (b) Fex No. Office/Factory/Work

3. Postal address.

4. Location of the manufacturing factory

5. Details of Industrial License, wherever required as per statutory
   regulations.

6. (i) Details of important plant & Machinery functioning in each dept. (Monographs & description pamphlets be supplied)
    (ii) Details of the process of manufacture in the factory.

7. Details & stocks of raw materials held.

8. Production capacity of item(s) quoted for, with the existing in Plant & Machinery.
   Normal
   Maximum

9. Details of arrangement for quality control of products such as laboratory, testing equipment etc.

10. Details of the process of manufacture in the factory
11. Details of staff.
   Details of technical supervisory staff in charge of production & quality control.
   Skilled labour employed.
   Unskilled labour employed.
   Maximum No. of workers (skilled & unskilled) employed any day during the 18 months proceeding the date of offer.

12. Whether stores are tested to any standard specification?

13. Are you registered with the Directorate General of supply and Disposal / Directorate of Industries U.P., Kanpur, (India)? If so, furnish full particulars of registration, period of validity etc. with a copy of the certificate of registration.

14. Are you a small scale Unit, registered with the Nations small scale Industries Corporation Ltd., New Delhi, (India)? If so, furnish full particulars, period of currency etc. with a copy of the certificate of registration.

Date

Signature and seal of the Manufacturer/Tenderer
ANNEXURE-1(e)

INSTITUTE OF ENGINEERING AND TECHNOLOGY
SITAPUR ROAD -226021 (U.P)

PROFORMA FOR AUTHORITY FROM MANUFACTURERS

Tender No. ................................................ Date. .............

To,

The Director,
Institute of Engineering & Technology,
Sitapur Road,
Lucknow- 226021 (U.P.)

Subject – Tender No. .............

Dear Sir,

We ................................................ an established and reputed
manufacturers of ................................ having factories at ......
...... and offices at ......................... do hereby authorize M/s .......

........................................................................
(name and address of agents) to represent us to bid, negotiate and conclude
the contract on our behalf with you against Tender No. .................

Dated .........................No company/firm or individual other than M/s .
................. are authorized to represent us in this regard to do business
against this specific tender.

Yours faithfully,

Date :              NAME

For & On behalf of M/s  . . . . .

......                             (Name of Manufacturers)
### ANNEXURE-1(f)

**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
**SITAPUR ROAD -226021 (U.P)  
PROFORMA FOR GENERAL INFORMATION**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Name of firm</td>
<td>%</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Postal address</td>
<td>%</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Permanent address</td>
<td>%</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Telephone No.(s)</td>
<td>%</td>
</tr>
<tr>
<td></td>
<td>Office</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax</td>
<td>%</td>
</tr>
<tr>
<td></td>
<td>Mobile</td>
<td>%</td>
</tr>
</tbody>
</table>
| **5** | (i) VAT/Sales Tax Registration No.  
(Please attach self attested photocopy) | % |
| | (ii) TIN Number  
(Please attach self attested photocopy) | % |
| | (iii) PAN Number  
(Please attach self attested photocopy) | % |
| **6** | Details of Earnest Money Deposit  
(EMD) | % |
| | (i) Amount in Rs. | % |
| | (ii) Demand/Bank Draft/Banker’s Cheque No. | % |
| | (iii) Details of issuing Bank and date | % |
| **9** | Cost of Tender document  
(If document has been down loaded from website with full details of Bank/ Demand Draft/ Banker’s cheque) | % |
| **10** | Service Tax Registration No.  
(Please attach self attested photocopy) |   |
| **11** | Income Tax clearance certificate  
(Please attach attested photocopy of certificate) |   |

Signature of Tenderer  
With date and stamp
To,

Director
Institute of Engineering and Technology
Lucknow-226021

PROFORMA FOR FINANCIAL BID

SUBJEDT:-  Tender No.                                                 Date

Sir.

We . . . . . . . . . . . . . . . . hereby certify  that we are established firm of
manufacturers/authorized agents M/s . . . . . . . . . . . . . . . . . .
With factories at . . . . . . . . which are fitted with modern eqipment and where the
production methods, quality control and testing of all mateials and parts manufactured
or used by us are open to inspection by the representative of Director, Institute of
Engineering & Technology, Lucknow. We hereby offer to supply the following items
at the price and within the period of delivery indicated below:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of Equipment/Item</th>
<th>Specification</th>
<th>Unit</th>
<th>Quantity</th>
<th>Price Per Unit Delivery At site (in Indian Rupees)</th>
<th>Terms Of Payment</th>
<th>Delivery Period in weeks</th>
<th>Gross weight and description of package(s) per unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Break up of price in ‘colum-6’
(In Indian Rupees should be given on next page in Column 10 )
1. Please delete whichever is not applicable
2. It is hereby certified that we have understood the Instruction(s) to Tenderers, and also General and Special Conditions of Contract attached to the Tender document and have thoroughly examined specifications/drawings and/or pattern, quoted the Schedule or Requirements and are thoroughly aware of the nature of stores required and our offer is to supply store strictly in accordance with the requirements and according to the terms of the Tender. We agree to abide by the General and Special Conditions of Contract and other conditions of the Tender in accordance with the Tender documents if the contract is awarded to us.

3. We hereby offer to supply the stores detailed above or such portion thereof as you may specify in the Acceptance of Tender at the price quoted and agree to hold the offer open for acceptance for a period of 6 months from the date of opening of technical Bid Tender. We shall be bound by the communication of acceptance dispatched within the prescribed time.

Dated . . . . . .

Signature and Seal of Manufacturer/Tenderer
NOTE:  

i) The Tenderers may prepare their own offer forms as per this Performa.

ii) No change in the Performa is permissible.

iii) The Tenderers should indicate whether they possess the necessary industrial license from Government of India for manufacturing and marketing the items offered. If, where a collaboration with a foreign firm for manufacturing of the items offered is involved, the details of the same should be indicated.

iv) No erasures or alterations in the text of offer are permitted. Any correction made in the offer shall be initialed by the Tenderer.

v) The foreign exchange needed for the import of the components and import license where ever necessary, should be arranged by the Suppliers themselves.

vi) Figures in columns 5,6, 10(g) & 10(j) should be both in figures and words.
SECTION –III

SCHEDULE OF REQUIREMENT(S) INCLUDING TECHNICAL SPECIFICATIONS
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Specification</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>800 VA BRANDED INVERTER ALONG WITH BATTERY WITH THREE HOUR BATTERY BACKUP</td>
<td>8 No.</td>
</tr>
<tr>
<td></td>
<td>(ISO CERTIFIED)</td>
<td></td>
</tr>
</tbody>
</table>

*Note:* Firms are required to mention the make and model of Inverter and Battery separately along with all technical lit. and broucher.