

Sir,

This office is in need Quantity 07 Air Conditioners. You are requested to send **technical and Commercial bids in two separate envelopes and both should be put up in a another sealed envelope** and clearly marked on the cover of envelope Technical bid/ commercial or price bid , enquiry No. , date of opening. Sealed envelope should reach to Vigyan Prasar latest by 11th Jul 2016 **up to 15:00 Hrs.** Technical & financial bids, both will be opened on same day ie 11th Jul 2016 at 15:05 Hrs. If technical and commercial bid not submitted separately, the same (Bid) will not be considered. The specification of required Air Conditioner is as under.

Specification

Air Conditioner	Capacity
Split with Installation	01 Ton
Window with Installation	01 Ton
Split with Installation	1.5 Ton
Window with Installation	1.5 Ton

Other terms and conditions of the tender:

1. **Specifications and make for each item should necessarily be mentioned as per specification given in this enquiry. Initially the technical bid will be evaluated to meet our requirement as per specification given in this enquiry and based on technical bid and relative merit, eligible quotes will be shortlisted. Financial bids of only shortlisted firms will be opened and normally the lowest would be awarded the work.**

2. Place of Delivery : VP,A-50,Sector-62,Noida-201309
3. Delivery Period : 07 Days from the date of PO
4. Validity period : 45 days from the date of opening of bid

5. All bidders can be present at the time of opening the tender. No. separate intimation shall be given in this regard.

6. The opening of the tenders shall only be attended by an authorized representative of the firm whose name, designation and address should be indicated in the offer of the firm. Tendering firm shall issue a letter of authority to such representative indicating the tender no. date due on for the item. In no case un-authorized person shall be allowed to enter tender opening room.

7. **Payment** : 100% payment will be released at the earliest normally within 30 days after acceptance of Item at VP. No other payment term is acceptable and tender will be rejected summarily.

8. **Warranty period** : As per OEM, If the Air Conditioners found to have any defect during its uses or during the warranty Period, The same has to be replaced free of cost.

9. **Insurance** : Transit insurance covering all risk for all the items is to be arranged by the renderer/supplier.

10. The bid should be accompanied with an EMD of Rs: 3000.00 and non-refundable tender fee of Rs:1000.00 in the form of demand draft, drawn in favour of Vigyan Prasar, payable at New Delhi. The EMD of selected bidder(s) will be kept as security deposit till completion of the work and the rest will be released within 15 days from the date of opening of the bids.

11. In case any deviation from the terms and condition the bid is liable to be rejected.
13. **Special Cause :** Any or all the tender can be rejected by the order of the Director, Vigyan Prasar, Noida without assigning any reason whatsoever.
14. Prices should be quoted on F.O.R. VP, A-50,Sector-62,Noida-201309 basis only.
15. Packing & Forwarding charges, Bank Charges, Insurance and Freight Charges should be mentioned clearly and separately in the quoted price. Terms like " At actual" "at the time of delivery" will not be accepted and tender will be summarily rejected.
16. Sealed tender should reach "Director, Vigyan Prasar,A-50,Sector -62,Noida-201309" by stipulated date. Tender received late by whatsoever reason will not be accepted at all.
17. The Institute can Change the number of items/quantity being procured at the time of issue of PO.

Note: Please quote the tender no. and opening date on the top of the cover containing tenders.

Yours sincerely,

(Somesh C Jhingan)
Registrar