



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Tender document  
for  
Supply and installation of equipments for Geography Lab, School of Science, IGNOU, Maidan  
Garhi, New Delhi- 110068.**

**(Estimated Cost: Rs. 2,29,195/-)**

**Last Date for submission of Tender : 17.10.2014 upto 11.00 AM**

**Date & Time for opening of Tender : 17.10.2014 at 11.30 AM**

**Registrar (Administration)  
(Central Purchase Unit)  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi – 110068  
Website : [www.ignou.ac.in](http://www.ignou.ac.in)**

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INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Maidan Garhi New Delhi – 110 068  
CENTRAL PURCHASE UNIT

F. No.: IG/CPU/Geography/Lab/ Equip./SOS/2014  
Dated: 26.09.2014

To,

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**Sub: Quotation for Supply and installation of equipments for Geography Lab, School of Science, IGNOU, Maidan Garhi, New Delhi- 110068.**

**Sir,**

The University wishes to procure/install the equipments for Geography Lab, School of Science, IGNOU, Maidan Garhi, New Delhi- 110068 having specifications and layout as per annexure -II from renowned/branded products from the Original Manufacturer (OEM) or their authorized firm/partner/dealer only with due certification. The tender should be submitted alongwith all the relevant catalogue/literature/leaflets. This tender is not transferable. Enclosed are the details as below:

- Annexure – I : Instructions for Tenderers and general conditions of the contract.**  
**Annexure – II : Schedule of requirement and Specification**  
**Annexure – III : Technical Bid**  
**Annexure – IV : Financial Bid**  
**Annexure – V : Affidavit – (To be submitted on non-judicial stamp paper of Rs.50 duly certified by Notary Public along with Technical Bid)**  
**Annexure – VI : EMD/ Tender Fee Detail proforma**  
**Annexure – VII : Bank Guarantee proforma**  
**Annexure – VIII : Check List**

It may be noted that Annexure – I, “Instructions to Tenderers and General Conditions of the Contract” is to be returned to us in token of acceptance of the terms and conditions of the contract, by signing each and every page of the document, without which the tender will not be considered. The tender document is also available on IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)), which can be downloaded therefrom.

(Dr. G. S. Bisht)  
Assistant Registrar (CPU)

**INSTRUCTIONS TO TENDERERS AND GENERAL CONDITIONS OF THE CONTRACT**

In order to avoid any confusion and quote the appropriate quantity of the products the bidders are advised to visit the IGNOU Website before submission of bid(s). The bids submitted in a casual manner and without the relevant supporting documents will be summarily rejected.

The Tender Document can be purchased on payment of Rs. 500/- in the form of DD only in favour of IGNOU, New Delhi from the Office of Central Purchase Unit (CPU), Room No. 8, Block 4, IGNOU, Maidan Garhi, New Delhi 110068. This can also be downloaded from IGNOU's Website i.e. [www.ignou.ac.in](http://www.ignou.ac.in) but in that case the same may be submitted along with the requisite Tender fee and EMD. The Tender submitted without the Tender Fee and the EMD will be summarily rejected.

1. **General Information**

- 1.1 On behalf of the Indira Gandhi National Open University, the Registrar (Admn.) invites limited sealed tenders from established and reliable manufacturers, major suppliers/authorized agents for **Supply and installation of equipments for Geography Lab, School of Science, IGNOU, Maidan Garhi, New Delhi- 110068** as per the Specification/Schedule of Requirements (Annexure-II) of the Tender Document. The tender should be submitted with all relevant catalogue/literature/leaflets, if any.
- 1.2 The tender document is also available on IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)), which can be downloaded.
- 1.3 Prices are to be quoted separately in the Financial Bid. (Annexure –IV).
- 1.4 All offers should be submitted before the time and date fixed for the receipt of offers as set forth in the tender documents. Offers received after the stipulated time and date will be summarily rejected. The Tenderer must ensure that the conditions laid down for submission of offers are correctly and completely adhered to. Tenders found deficient in any respect shall be summarily rejected. Similarly, conditional offers/offers with terms and conditions inconsistent with those contained in this document shall be rejected.
- 1.5 In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof, or in the event of the absence of any partner, it must be signed on his behalf by a person holding power of attorney; in case the firm is registered, a copy of the certificate issued by the Registrar of Firms be furnished. In the event of the Tender being submitted by a Company, it must be signed by a person who is duly authorized under the Articles of Association of the Companies to do so or by a person holding a duly authorized power of attorney supported by the Board Resolution of the Company.
- 1.6 The IGNOU reserves its right to accept or reject any tender without assigning any reasons thereof.
- 1.7 The University reserves its right to increase or decrease the quantity to be procured.

2. **Submission of Tender:**

- 2.1 The tender complete in all respects should be addressed to the Registrar (Admn.), IGNOU, so as to reach on or before the last date of submission on 17.10.2014 up to 11.00 AM in Central Purchase Unit (Admn.), Room No. 08, Block No. 4, Maidan Garhi, New Delhi – 110068. The technical bid will be opened on the same day at 11.30 AM. Tenders received after the due date and time shall not be considered under any circumstances. Financial bids of the suppliers who are qualified in the technical bid will be opened at a later date which will be communicated separately.

3. **Submission of Offer**

- 3.1 The tender in the prescribed format must be under sealed cover. This is a two-bid system. The first cover should be superscribed “Technical Bid for **Supply and installation of equipments for Geography Lab, School of Science, IGNOU, Maidan Garhi, New Delhi- 110068**”, enclosing the EMD.
- 3.2 The second sealed cover should be superscribed “Financial Bid for supply of “**Supply and installation of equipments for Geography Lab, School of Science, IGNOU, Maidan Garhi, New Delhi- 110068**”. Both these envelopes, after being sealed, shall be put into a third envelope, which should be properly sealed before it is sent/ submitted. This envelope shall be superscribed “**Supply and installation of equipments for Geography Lab, School of Science, IGNOU, Maidan Garhi, New Delhi- 110068**” and sent to the Registrar (Admn.), Room No. 08, Block-4, IGNOU, Maidan Garhi, New Delhi 110 068 by the due date and time.
- 3.3 Envelope No. (1) shall contain all the Technical details etc, the Earnest Money Deposit and an affidavit on Rs. 50/- non-judicial stamp paper duly notarized by a Notary Public as per enclosed Performa shall also be kept in this envelope. Those who do not qualify the pre-qualification conditions shall be summarily rejected and their Financial Bids shall not be opened.
- 3.4 In the financial bid, the prices and other information like discounts and/ or any terms having a bearing on the price shall be written both in words and figures. If there is a discrepancy between the price/ information quoted in words and figures, the price/ information quoted in words shall prevail.
- 3.5 The “Technical bid” shall be opened in the first instance in the presence of Tenderers or their authorized representatives. Only one authorized representative per Tenderer will be permitted to be present at the time of opening of the tender.
- 3.6 The Excise Duty, Sales Tax, VAT etc., as applicable should be included in the price, failing which the IGNOU shall have no liability to pay these charges and the liability shall be that of the Tenderer.
- 3.7 Each page of the offer shall be numbered and will bear the signature of the Tenderer at the bottom with stamp. All offers shall be either typewritten or written neatly in indelible ink. Any correction should be properly authenticated.
- 3.8 The items, if not according to the specification and are thus not accepted by user shall be lifted by the supplier at his own cost.
- 3.9 Further to the above, the Tenderer shall submit an affidavit in the enclosed format on a Rs.50/- non-judicial stamp paper duly notarized along with the technical bid.

4. **Background Information**

- 4.1 The Tenderer shall provide the names of the customers to whom similar items were supplied in the past two years (copies of the Purchase Order to be enclosed), along with the supporting documents, if required, while submitting the technical bid.
- 4.2 In case, the Tenderer feels necessary to provide any additional information, they may give it on a separate sheet and enclose it with Technical Bid.

5. **Compliance with the technical specifications:**

- 5.1 Deviations from the specification, if any, shall be clearly indicated along with explanations.

5.2 IGNOU may accept such specifications that ensure same or higher quality than the prescribed one. However, the decision of IGNOU in this regard shall be final.

6. **Earnest Money Deposit:**

6.1 The Earnest Money Deposit of Rs. 5,000/- (Rupees Five Thousand only) will have to be furnished by all Tenderers. The Earnest Money Deposit can be submitted by way of Banker's Cheque/ FDR/ Demand Draft from any Public Sector/ Scheduled Bank drawn in favor of 'IGNOU' payable at New Delhi or in the form of FDR/ Bank Guarantee (as per the Annexure –V) from any Scheduled Bank. The FDR/ Bank Guarantee shall remain valid for a period of 120 days from the date of opening of the tender.

6.2 The EMD will be refunded to the unsuccessful bidder(s) only after finalization of the tender. However, in case of successful bidder it will be refunded only after receipt of the Performance Security. Any tender not accompanied by EMD shall be summarily rejected.

6.3 No Interest shall be paid by the IGNOU on the EMD for the above said period.

6.4 The EMD deposited is liable to be forfeited if the Tenderer changes the terms & conditions or prices or withdraws his quotation subsequent to the date of opening or fails to accept the order when placed or fails supply the by the requisite goods by the due date after accepting the order.

6.5 If the successful Tenderer fails to furnish a Performance/Security deposit, on terms and conditions laid down by the IGNOU, then the Earnest Money shall be forfeited by IGNOU.

7. **Local Conditions:**

7.1 It will be imperative on each Tenderer to fully acquaint himself with the entire local conditions and factors, which would have an effect on the performance of the contract and cost. IGNOU shall not entertain any request for clarifications from the Tenderer regarding local conditions. No request for the enhancement in price or extension of time schedule of delivery /installation shall be entertained after IGNOU has accepted the offer.

8. **Evaluation of Offer:**

8.1 If IGNOU considers necessary, it may ask revised financial bids from the shortlisted Tenderers which should be submitted within two days of intimation to this effect in sealed envelopes on specified dates and time. The revised bids shall not be for amounts more than the one quoted earlier for an item, unless the specification is higher configuration than the earlier ones by the respective Tenderers. Any Tenderer quoting higher rates for the same items quoted earlier in their revised financial bids shall be disqualified for further consideration and EMD submitted by them may be forfeited.

8.2 The Financial Bid of only the technically qualified Tenderers shall be opened in the presence of their representatives, if they like to be present on a specified date and time, which will be communicated to them.

8.3 IGNOU reserves its right to select the Tenderer on the basis the of best possible bids received. The decision of IGNOU in this regard shall be final and binding to all tenderes and representation, if received in this regard shall not be entertained. Any attempt by any Tenderer to bring pressure of any kind may disqualify the Tenderer for the present tender and the Tenderer may be liable to be debarred from bidding for IGNOU tenders in future for a maximum period of three years.

8.4 IGNOU can provide Custom Duty Exemption/ Excise Duty Exemption Certificate issued by "Department of Scientific & Industrial Research" if the item is eligible for Import/ Excise duty exemption.

8.5 All available technical literature, catalogues and other data in support of the specification and details of the items should be furnished along with the offer.

9. **Acceptance of Tender:**

9.1 IGNOU may accept or reject any tender without disclosing any reason thereof and may or may not accept the lowest/ any tender.

10. **Effect and Validity of Offer:**

10.1 The offer shall be kept valid for acceptance for a period of 90 days from the date of opening of the Financial Bids.

10.2 All the terms and conditions for the payment terms, penalty etc. shall be as those mentioned herein and no change in the terms and conditions will be acceptable. Alterations, if any, in the tender bid shall be attested properly by putting their signatures and seal by the Tenderer, failing which the tender is liable to be rejected.

11 **Security Deposit/ Performance Security:**

11.1 The successful Tenderer (s) shall within 15 days of receipt of our award of contract, submit a Security Deposit @ 10% of the value of supply in the form of DD/FDR/Banker's Cheque/irrevocable Bank Guarantee, drawn in favor of "IGNOU", New Delhi, for satisfactory completion of the order. The Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the successful Tenderer including warranty obligation.

11.2 Failure to furnish Security Deposit shall be treated as breach of contract and entail cancellation of the contract, forfeiture of EMD. The University shall further be entitled to make other arrangements for re-purchase of the stores contracted for at the risks and costs of the successful Tenderer/Supplier and/or to recover from the successful Tenderer/Supplier the damages arising from such cancellation.

11.3 If the successful Tenderer/Supplier, upon receipt of the Purchase Order, is not able to supply and install the ordered item completely within the specified period to the complete satisfaction of IGNOU, IGNOU reserves the right to invoke the relevant clause of the tender and forfeit the Performance Security.

12. **Delivery Period:**

12.1 The successful Tenderer/supplier will supply the complete material within a period of **4-6 weeks** from the date of receipt of Purchase Order.

13. **Terms of Payment:**

13.1 100% payment shall be made on satisfactory receipt/ acceptance/ performance report and after submission of all required documents. At no point of time of the contract price shall become due or payable until the Supplier has delivered the items to the complete satisfaction of IGNOU. Payment shall be made subject to recoveries, if any.

13.2 The IGNOU will pass Supplier's bill for payment only after the items have been received, installed, inspected, commissioned, tested and accepted by the IGNOU as per specifications and if required on the basis of test reports submitted. Normally payment will be made for the

accepted items within 60 working days from the day of receipt and satisfactory performance and acceptance of the items, though it shall not be binding on IGNOU in unforeseen circumstances.

- 13.3 The Supplier will be held responsible for the items being sufficiently and properly packed for transport by rail, road, sea or air, to withstand transit hazards and ensure safe arrival at the destination. The installation on site shall be done by and at the expense of the Supplier. IGNOU will not pay separately for transit insurance, all risks in transit being exclusively of the supplier.
- 13.4 The Supplier is responsible for obtaining a clear receipt from the transport authorities specifying the goods dispatched. The consignment should be dispatched with clear Railway Receipt/ Lorry Receipt/ Consignment Note. If sent by any other mode, it will be at the risk and costs of the Supplier. IGNOU will take no responsibility for short deliveries or wrong supply of goods when the same are booked on "said to contain" basis. IGNOU shall pay for only such items as are actually received by them and installed and tested satisfactorily in accordance with the PO.
- 13.5 Wherever required, Test Certificate should be sent along with the dispatch of documents.

14. **Acceptance of Stores**

- 14.1 The Store shall be tendered by the Supplier for inspection, installation, testing and commissioning at the Geography Laboratory, School of Sciences, IGNOU at the Supplier's own risk and costs.
- 14.2 It is expressly agreed that the acceptance of stores contracted for is subject to satisfactory installation, testing and performance reports in conformity with the specifications stated in PO and final approval by IGNOU whose decision shall be final.
- 14.3 If, in the opinion of the IGNOU, all or any of the items do not meet the performance or quality or requirements specified in the purchase order, the same will be not accepted.
- 14.4 In case the equipment is not found in working order, the supplier will be bound to replace it within 15 days of receipt of instruction from IGNOU, at his expense. If the whole or any part of the items supplied is rejected, the IGNOU shall be at liberty, with or without notice to the Supplier to purchase from open market at the costs of the Supplier, item meeting the necessary performance and quality contracted for in place of those rejected.

15. **Rejected Stores**

- 15.1 Rejected items will remain at the Supplier's risk and responsibility. If instruction for their disposal are not received from the Supplier within a period of 14 days from the date of receipt of the intimation of rejection, IGNOU or its representative has, at his discretion, the right to scrap or sell or consign the rejected item to Supplier's addresses at the Supplier's risks and costs freight being payable by the Supplier at actual.

16. **Penalty for Delay in supply:**

- 16.1 If the goods are not supplied within the stipulated time and date, the Supplier shall be liable for payment of liquidated damages at the rate of 0.5 % per week of the delayed goods or part thereof subject to maximum of 10% of the contract value of delayed supplies or as may be deemed fit by the Competent Authority. Thereafter, the IGNOU holds the option for supply of



items from other Suppliers and invoking Clause 11.3 for forfeiting the Performance Security of the Supplier to recover the difference in cost.

16.2 The decision of the authority placing the order in this regard shall be final. In case, the Supplier does not feel satisfied with the decision, he will be at liberty to approach the Vice-Chancellor, IGNOU. Decision of the Vice Chancellor in this regard shall be binding and no appeal shall lie against his decision.

17. **Dispute Resolution and jurisdiction:**

17.1 In case of any dispute, the same shall be resolved by mutual discussions between the parties within a period of 30 days failing which, only regular courts at Delhi/ New Delhi shall have jurisdiction to adjudicate upon the matter.

18. **Guarantee & Replacement:**

The Supplier shall ensure and guarantee that:

18.1 The stores supplied shall comply fully with the specifications laid down for material workmanship and performance.

18.2 After acceptance of the stores, if any defects are discovered therein or any defects therein are found to have developed under proper use, arising from faulty items, design or workmanship, the Supplier shall remedy such defects at his own cost within 07 days of intimation of defect from IGNOU failing which penalty under Clauses 16.1 & 11.3 above shall be invoked as per University's discretion.

18.3 If in the opinion of the IGNOU, it becomes necessary to replace or renew any defective items, such replacement or renewal shall be made by the Supplier to the IGNOU free of cost within 07 days of intimation of defect from IGNOU failing which penalty under Clauses 16.1 & 11.3 above shall be invoked as per University's discretion.

18.4 Should the Supplier fail to rectify the defect, IGNOU shall have the right to reject or repair or replace at the cost of the Supplier, the whole or any portion of the defective stores.

18.5 The decision of IGNOU, notwithstanding any prior approval or acceptance of inspection thereof on behalf of the IGNOU, as to whether or not the stores supplied by the Supplier are defective or any defect has developed within the said period of 12 months or as to whether the nature of the defect requires renewal or replacement, shall be final, conclusive and binding on the Supplier.

18.6 Except as otherwise provided in the invitation to the tender, the Supplier hereby declares that the goods items, articles sold supplied to the IGNOU under this purchase order shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained / mentioned in the purchase order.

**Schedule of requirement, specification****PART- 'A'**

<b>S.No.</b>	<b>Item Description</b>	<b>Specification</b>	<b>Qty required</b>
1	Scanner	Model: HP Scanjet 8270 Flatbed Scanner, Colour: 48-bit, Optical Scanning Resolution: 4800 X 4800 dpi, Scan Area Size: 216X356 mm	01 No.
2	LCD Projector	Native WXGA (1280 X 800) Resolution, Brightness 2500 Lumens, Ultra Short Throw Distance (TR=027:1-0.29.1), Auto power saving mode with lamp dimming, Long-lasting lamp (upto 6,000h low mode) Bright Era™ Panel (Model VLP SW525)	01 No.
3	Mirror Stereoscope with 4X binoculars	Instrument base 260 mm, Built in Magnifier- field of view-175mm dia, 4X binocular viewer- field of view-65mm	01 No.
4	Pocket Stereoscope	In case complete superior	05 Nos.
5	Aerial Photographs	Pair size 25X25 cms approx. colour-pair	01 No.
6	Aerial Photographs	Pair size 25X25 cms approx. B&W with corresponding toposheet laminated scale 1:50,000	01 No.
7	Sony Cyber Shot	Model H200	01 No.
<b>PART- 'B'</b>			
1	Chart Display Stand		01 No.
2	Thematic maps of India	India Physiographic Region	01 No.
3	Maps PUB. By Survey of India	Political Map of India (82X92cms) English	01 No.
4	Maps PUB. By Survey of India	Political Map of World (100X70 cms) English	01 No.
5	Weather Maps of India	02 January (Winter)	01 No.
6	Weather Maps of India	10 July (Rainy)	01 No.
7	Weather Maps	Symbol-I	01 No.
8	Weather Maps	Symbol-II	01 No.
9	weather Record Chart		01 No.
10	Contour Charts	Set of 2 Charts	01 No.

**FORMAT OF QUOTATION FOR TECHNICAL BID**  
(Information pertaining to deviation and compliance statement)

**PART- 'A'**

S.No.	Item Description	Specification	Qty required	Make/ model offered	Deviations (if any) with remark
1	Scanner	Model: HP Scanjet 8270 Flatbed Scanner, Colour: 48-bit, Optical Scanning Resolution: 4800 X 4800 dpi, Scan Area Size: 216X356 mm	01 No.		
2	LCD Projector	Native WXGA (1280 X 800) Resolution, Brightness 2500 Lumens, Ultra Short Throw Distance (TR=027:1- 0.29.1), Auto power saving mode with lamp dimming, Long-lasting lamp (upto 6,000h low mode) Bright Era™ Panel (Model VLP SW525)	01 No.		
3	Mirror Stereoscope with 4X binoculars	Instrument base 260 mm, Built in Magnifier- field of view- 175mm dia, 4X binocular viewer- field of view-65mm	01 No.		
4	Pocket Stereoscope	In case complete superior	05 Nos.		
5	Aerial Photographs	Pair size 25X25 cms approx. colour-pair	01 No.		
6	Aerial Photographs	Pair size 25X25 cms approx. B&W with corresponding toposheet laminated scale 1:50,000	01 No.		
7	Sony Cyber Shot	Model H200	01 No.		

**PART- 'B'**

1	Chart Display Stand		01 No.		
2	Thematic maps of India	India Physiographic Region	01 No.		
3	Maps PUB. By Survey of India	Political Map of India (82X92cms) English	01 No.		
4	Maps PUB. By Survey of India	Political Map of World (100X70 cms) English	01 No.		
5	Weather Maps of India	02 January (Winter)	01 No.		
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7	Weather Maps	Symbol-I	01 No.		
8	Weather Maps	Symbol-II	01 No.		
9	weather Record Chart		01 No.		
10	Contour Charts	Set of 2 Charts	01 No.		

**OTHER DETAILS**

1. Name of the Firm:
2. Address:
3. Workshop/Site Description:

4. Whether the firms ownership is Sole Proprietorship or partnership:
5. Agreement if the firm is Joint Venture/Consortium, as the case may be (to be attached) :
6. Annual turnover :
7. Clientele:
8. PAN/TAN No. (to be attached):
9. Landline/Mobile No.:
10. Authorized Signatory:
11. Copy of ITCC/STC etc (To be attached):

**Note:** The following should be enclosed/ mentioned in the technical bid, failing which the Tender Document will be rejected.

- a. Information brochure about the store giving all technical specifications provided by the OEM.
- b. The requisite Earnest Money Deposit of Rs. 5,000/- in favor of IGNOU, New Delhi, by way of DD/ FDR/ Banker's Cheque/ Bank Guarantee.
- c. The details of TIN/PAN/Sales Tax Registration No. etc.
- d. Minimum delivery period \_\_\_\_\_ days (Maximum period 4 to 6 weeks days from the date of receipt of Purchase Order)
- e. Validity of offer\_\_\_\_\_
- f. Affidavit on Rs. 50/- non-judicial stamp paper duly certified by a Notary Public.

## Price Schedule (Financial Bid)

(To be duly filled in and sent in sealed envelope no. (2) - each page must be signed with SEAL of the Tenderer)

## FORMAT OF QUOTATION FOR FINANCIAL BID

S.No.	Equipment/ product	Basic minimum technical specification	Quantity Required	Specification/ make/ model, if any	Rs. Per Unit (in INR)	VAT/ Tax, if any	Rs. Per Unit (inclusive tax) =(6+7)	Total Amount (in INR) =(8X4)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
<b>PART- 'A'</b>								
1	Scanner	Model: HP Scanjet 8270 Flatbed Scanner, Colour: 48-bit, Optical Scanning Resolution: 4800 X 4800 dpi, Scan Area Size: 216X356 mm	01 No.					
2	LCD Projector	Native WXGA (1280 X 800) Resolution, Brightness 2500 Lumens, Ultra Short Throw Distance (TR=0.29:1), Auto power saving mode with lamp dimming, Long-lasting lamp (upto 6,000h low mode) Bright Era™ Panel (Model VLP SW525)	01 No.					
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5	Aerial Photographs	Pair size 25X25 cms approx. colour-pair	01 No.					
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<b>PART 'B'</b>								
1	Chart Display Stand		01 No.					
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4	Maps PUB. By Survey of India	Political Map of World (100X70 cms) English	01 No.					
5	Weather Maps of India	02 January (Winter)	01 No.					
6	Weather Maps of India	10 July (Rainy)	01 No.					
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8	Weather Maps	Symbol-II	01 No.					
9	weather Record Chart		01 No.					
10	Contour Charts	Set of 2 Charts	01 No.					

We agree to supply the above goods in accordance with the technical specifications for a total cost of Rs. ....(amount in figures) –within the period specified in the Invitation for Quotations/ bid document on terms and conditions agreed to therein.

We also confirm that the warrantee/ Guarantee period for the systems shall be ..... year(s) from the date of installations and maintenance of the system.

**Note:**

Certified that the rates quoted above are:

- a. Inclusive of Taxes/VAT/Service Charge
- b. Inclusive of the Transportation Cost at the required site.

(Please indicate break-up of taxes/service charges)

**AFFIDAVIT**

(To be submitted on non-judicial stamp paper of Rs. 50/- duly certified by Notary Public)

I,.....S/o Sh....., aged  
.....years, R/o....., do hereby solemnly affirm and declare  
as under:-

1. That I am the Proprietor / authorized signatory of M/s ..... having Head Office /Registered Office at.....
2. That the information / documents / Experience certificates submitted by M/s..... along with this tender for “ ..... (Please specify the Name of Work”) in IGNOU are genuine & true and nothing has been concealed.
3. I shall have no objection in case IGNOU verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case IGNOU demands it for verification.
4. I hereby confirm that in case, any document, information &/or certificate submitted by me is found to be incorrect/false/fabricated, IGNOU at its discretion may disqualify / reject my application for this tender outrightly and also debar me / M/s..... from participating in any future tenders.
5. I hereby confirm that there is no vigilance/CBI case pending against the firm/ supplier and the firm has not been blacklisted in the past in any institution of the country.

DEPONENT

I, ....., the proprietor/authorized signatory of M/s ....., do hereby confirm that the contents of the above Affidavit are true and correct to my knowledge and nothing has been concealed therefrom and that no part of it is false.

Verified at .....this.....day

Of.....

DEPONENT

(Signature & Seal of Notary Public)

**Other forms and formats for submission**

(To be duly filled in and sent in sealed envelope no. (1) –Technical Bid)

**EARNEST MONEY DEPOSIT AND TENDER FEE DETAILS**

Name of the Company\_\_\_\_\_

Details of Tender Fee &amp; Earnest Money Deposit :

Total Tender Amount : Rs.\_\_\_\_\_ (in figure)

(Rupees \_\_\_\_\_ (in words))

Total EMD Amount : Rs.\_\_\_\_\_ (in figure)

(Rupees \_\_\_\_\_ (in words))

Details of each Demand Draft :

S.No.	Detail	Amount	Name of the Bank	DD No.	Date
1	Tender Fee				
2	EMD				

Date :



**BANK GUARANTEE PROFORMA**

1. In consideration for the Vice-chancellor, Indira Gandhi National Open University (hereinafter called the IGNOU) having agreed to exempt ..... (hereinafter called “ the said Supplier(s)” from the demand, under the terms and conditions of an Agreement dated ..... made between..... and ..... of EMD/Performance Security for the due fulfillment of the said Supplier(s) of the terms and conditions contained in the said Agreement, on production of Bank Guarantee for Rs..... (Rupees ..... (indicated the name of the bank) at the request of ..... Supplier(s) do hereby undertake to pay to the IGNOU an amount not exceeding Rs. .... Against any loss or damage caused to or suffered would be caused to or suffered by the IGNOU by reason of any breach of the said Supplier(s) of any of the terms or conditions contained in the said agreement.
2. We ..... do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand from the IGNOU `stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the IGNOU by reason of breach by the said Supplier(s) of any of the terms or conditions contained in the said agreement or by reason of the Supplier(s) failure to perform the said agreement.. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs.....
3. We undertake to pay the IGNOU any money so demanded notwithstanding any dispute or disputes raised by the Supplier(s)/supplier(s) in any suit or proceeding pending before any Court or Tribunal relating thereto liability under this present being absolute and unequivocal. The payment so made by us under this Bond shall be a valid discharge of our liability for payment thereunder and the Supplier(s)/supplier(s) shall have no claim against us for making such payment.
4. We..... Further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the IGNOU under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or till ..... that the terms and conditions of the said Agreement have been fully and properly carried out by the said Supplier(s) and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the ..... Guarantee thereafter.
5. We ..... further agree with the IGNOU that the IGNOU shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Supplier(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IGNOU against the said Supplier(s) and the forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Supplier(s) or for any forbearance, act or omission of the part of the IGNOU or any indulgence by the IGNOU to the said Suppliers or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. Notwithstanding anything contained herein above our liability under the guarantee is restricted to Rs. .... And shall remain in force until ..... Unless acclain or suit under this guarantee is filled with us on before..... ALL OUR RIGHTS UNDER THE GUARANTEE SHALL BE FORFEITED and Bank shall be relieved and discharged from all liabilities therein.
7. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Supplier(s)/supplier(s).
8. We .....lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the IGNOU in writing.

Dated the ..... day of .....2014

For .....

(Indicate the name of bank)

Signature .....

Name of the Officer .....

(in block capitals)

Designation of .....

Code no. ....

Name of the Bank & Branch.....

[To be countersigned by the branch bank)

**CHECK – LIST**

1. Please ensure that you have submitted the Earnest Money as per the schedule and enclosed the same in envelope (1) of the tender.
2. Please ensure that you have enclosed the affidavit on Rs. 50/- non-judicial stamp paper duly notarized.
3. Please check whether you have studied the detailed terms and conditions regarding the submission of Performance Security.
4. Please ensure that the tender and tender documents have been signed on every page by the appropriate authority.
5. Please check that you have superscribed all the envelopes as per terms and conditions of tender indicating the correct address of the addressee.
6. Please ensure if you have furnished all the requisite details asked for in the technical and financial bids clearly.
7. Please check that your tender is valid for the period asked for.
8. Please check that you have furnished statement of deviation, if any.
9. Please check the delivery period and indicate the same correctly and precisely.
10. Please check the eligibility criteria for the Tender.
11. Please ensure if you have submitted/ enclosed the sample along with the technical bid, in case the same has been asked for.

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