



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Tender document**  
**for**  
**supply and installation of 03 (three) nos. of 55" LED TV for Convention Centre / Conference**  
**Rooms of IGNOU, Maidan Garhi, New Delhi 110068.**

**Pre-bid meeting for any clarification: 03.06.2014 at 11.00 AM**

**Last Date for submission of Tender: 13.06.2014 at 11.00 AM**

**Date & Time for opening of Tender: 13.06.2014 at 11.30 AM**

**Registrar (Administration)**  
**(Central Purchase Unit)**  
**Indira Gandhi National Open University**  
**Maidan Garhi, New Delhi – 110068**  
**Phone No.: 011-29533767, 29571408**

**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/55”LED/TV/2014**

Date: 20.05.2014

**Subject: Tender document for supply and installation of 03 (three) nos. of 55” LED TV for Convention Centre / Conference Rooms of IGNOU, Maidan Garhi, New Delhi 110068.**

The University wishes to procure/install 03 (three) nos. of 55” LED TV for Convention Centre / Conference Rooms of IGNOU, Maidan Garhi, New Delhi 110068 having specifications as per annexure -1 from renowned/branded products from the Original Equipment 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:

Accessories as per the requirement for complete installation, commissioning and smooth operation of the TVs.

**Note :** i) The vendors in their offer with complete details should specify any other item essential for smooth and trouble free functioning of the TVs.

(ii) The decision of IGNOU with regard to selection criteria for specification of the product will be final and binding to the participated firm(s)

**Terms and Conditions**

**1. General :**

a) **In order to avoid any confusion and seeking clarification, if any, a pre-bid meeting has accordingly been scheduled on 03.06.2014 in Board Room, Block No.-8, IGNOU, Maidan Garhi, New Delhi-110068.**

b) **The Tender Document can be purchased on payment of Rs. 500/- (Rupees Five Hundred only) 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 with the requisite Tender fee along with the EMD. The Tender submitted without the Tender Fee and the EMD will summarily be rejected.**

c) **Before submission of bid the firm(s) may like to visit the IGNOU campus at Maidan Garhi, New Delhi-110068 for ground evaluation. The bidder has to bid for all item(s) available completely. No part quoting will be accepted. In this regard an undertaking in token of personal visit and other conditions is also required to be furnished alongwith other requirement on an affidavit of Rupees 50/- essentially as per the format at Annexure-II. The bids submitted in a casual manner and without the relevant supporting documents will summarily be rejected**

d) **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 Contractor must ensure that the conditions laid down for submissions of offers are correctly and completely adhered to. Tenders found deficient in any respect shall be summarily rejected.**

- e) The University reserves in itself the right to increase or decrease the quantity of TVs to be procured.
- f) 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 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 Board Resolution of the Company.
- g) The Tenderer(s) are requested to go through the instructions, terms and conditions and nature of works/items given in the tender document. Failure to furnish all required information duly indexed and page numbered will be at the tenderer's risk and may result in the rejection of the tender.
- h) An indicative check list has been included in Annexure-VII to this document. This has been designed to help the tenderer in submitting complete offer. An incomplete offer is liable to be rejected. The tenderer must check list and submit the requisite papers alongwith his/her offer in his/her our interest.
- i) The University, may at its discretion, extend the deadline for submission of tender.
- j) The University reserves the right to terminate the contract at any time without assigning any reason by giving one month's notice to the contractor/ firm.
- k) In case of any dispute, the decision of the University shall be final and binding upon the firm.
- l) The University shall be at liberty to check the material being used such purpose.

## **2. Eligibility Criteria:**

- a) The vendors should quote their rates for all items in **Financial bid** otherwise their tender shall be cancelled.
- b) The Tender form must be clearly filled in legible ink or typed. The tenderer should quote the rates and amount tendered by him/them in the figures and as well as in words. In case, there is a difference of amount of words and in figures, amount mentioned in words shall be treated correct and final. Alterations unless legibly attested by the Tenderer shall be disqualified and rejected. Tender document, must be duly signed by the Tenderer himself, or his authorized signatory.
- c) The firm should be registered with relevant authorities viz. Income tax/ service tax authority etc. (Attested copies of Registrations to be enclosed).
- d) The tender submitted without the, EMD and other requisite relevant documents will summarily be rejected.
- e) Tender must be unconditional, Conditional tenders are liable to be summarily rejected. Any alteration or changes in rates in tender document shall be considered as invalid and liable to be rejected.
- f) The University reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reason the next agency will be offered the job. However the

validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time-span for this will be the remaining period of the first awardee of the contract. In case the successful bidder decline to accept the award letter or to provide the services the EMD submitted by him shall be forfeited and the firm may also be black listed at the sole discretion of the IGNOU.

g) The University reserves the right to accept/cancel/reject the tender in the interest of the University.

h) Any act on the part of the tender to influence anybody in the University related to this Tender is liable for rejection of his tender.

### **3. Compliance with the technical specification**

a) Equipment offered shall be in accordance with the stipulated technical specifications as provided at Annexure- I. However, higher version/deviations from the specification, if any, shall be clearly indicated along with explanations. The OEM or their authorized channel partner (with supporting documents) are only eligible to apply. **(Format for submission of Technical bid enclosed Annexure - III).**

b) Any substandard equipment included in the offer may cause the rejection of complete offer with the sole responsibility of bidder.

c) The firm should provide un-priced bill of material in electronic form also in addition to the hard copy for ease of technical evaluation.

d) A point-to point compliance statement from the principal manufacturer in respect of all the points laid down in these specifications is to be enclosed along with the offer. Mere signature on the copy of the specifications shall not be accepted as a compliance statement.

**The figures so mentioned should be supported by records of these in the technical literature enclosed with the tender and reference to the page number of the enclosed literature for all features and the technical specifications should be mentioned in the relevant column. Any deviation from the specification detailed in the compliance statement is to be highlighted separately.**

### **4. Earnest Money Deposit**

a. The Earnest Money Deposit of Rs. 7,000/- (Rupees Seven 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 –VI**) from any Scheduled Bank. The FDR/ Bank Guarantee shall remain valid for a period of 90 days from the date of opening of the tender.

b. 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.

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

d. The EMD deposited is liable to be forfeited if the Contractor change 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 to commence supplies after accepting the order.

e. If the successful tenderer (Contractor) 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.

(Format of Submission of EMD Annexure - V)

## 5. Performance Security Deposit

The successful Contractor(s) shall within 15 days of receipt of our

a. award of contract, submit a Security Deposit @ 10% of the value of contract 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 contractor including warranty obligation.

b. 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 items contracted for at the risk and expenses of the Contractor and/or to recover from the Contractor the damages arising from such cancellation.

c. If the successful Contractor / contractor, 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 the IGNOU, the IGNOU reserves the right to invoke the relevant clause of the tender and forfeit the Performance Security.

d. No interest shall be paid by IGNOU on the Performance Security.

## 6. Submission of Offer

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 03 (three) nos. of 55" LED TV for Convention Centre / Conference Rooms of IGNOU, Maidan Garhi, New Delhi 110068**". The second cover should be superscribed "Financial Bid for **for supply and installation of 03 (three) nos. of 55" LED TV for Convention Centre / Conference Rooms of 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 "**Tender for supply and installation of 03 (three) nos. of 55" LED TV for Convention Centre / Conference Rooms of IGNOU, Maidan Garhi, New Delhi 110068**" and sent to the Registrar (Admn.) at Room No. 8, Block-4, IGNOU, Maidan Garhi, New Delhi 110 068 by the due date and time.

a. The First Envelope shall contain all the technical details viz manufacturing / supply, capability, experience, service centers. The Tender Fee (if applicable), 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.

b. The "Financial Bid" must be submitted in the prescribed format (Annexure III). 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.

c. 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 Contractor.

d. The “**Technical Bid**” shall be opened in the first instance in the presence of Contractors or their authorized representatives. Only one authorized representative per Contractor will be permitted to be present at the time of opening of the tender. The Financial Bid of only the technically short listed tenderers shall be opened in the presence of their representative, if they like to be present on a specified date and time, which will be communicated to the short listed tenderers.

e. Each page of the offer shall be numbered and will bear the signature of the Contractor at the bottom with stamp. All offers shall be either typewritten or written neatly in indelible ink. Any correction should be properly authenticated.

f. The items, if not according to the specification and are thus not accepted by IGNOU shall be lifted by the contractor at his own cost

g. In case the tender submitted by the Contractor is accepted by the IGNOU and the contract is awarded to the Contractor, then the Contractor shall within the fifteen (15) days of acceptance of his tender execute an agreement with the IGNOU on Rs.100/- stamp paper incorporating all the terms and condition under which the IGNOU accepts his tender

h. Further to the above, the Contractor shall submit an affidavit in the enclosed format on a Rs.50/- non-judicial stamp paper duly notarized along with the technical bid.

## **7. Evaluation**

a) The Tenders will be evaluated on the basis of techno-commercial parameters. If considered necessary, the Committee may decide to visit and inspect manufacturing and testing facilities, other related sites, as it may find worth in order to gather further information leading to evaluation of bids. Tenderer will be bound to provide all necessary information as desired by the Committee at such sites. The short-listed tenderer(s) may be, if required, called for detailed discussions at a specified date, time and venue including demonstration of their products, if need be. Evaluation will be item wise, however the Committee may consider overall lowest bidder for the benefit of IGNOU.

b) If the Purchaser considers necessary, it may ask for revised financial bids from the short listed tenderers which should be submitted within three days of intimation of this effect in sealed envelopes on specified date and time. The revised bids shall not be for amounts more than one quoted earlier for an item, unless the specification is of higher configuration than the earlier ones, by the respective tenderer. Any tenderer quoting higher rates for the same item with same configuration quoted earlier in their revised financial bid shall be disqualified for further consideration and EMD submitted may be forfeited.

c) The IGNOU reserves the right to select the tenderer on the basis of best possible features quoted. The decision of IGNOU arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind shall 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 period of three years and EMD submitted may be forfeited.

d) The IGNOU reserves the right to award the contract to any of the bidders irrespective of not being lowest and in this respect, the decision of the University shall be final.

e) The IGNOU reserves the right to reject the Tender in respect of firm(s) which at any stage found to be no sound track record in any organization in supplying the goods in time and timely execution of work or found faulty due to breach of Contract etc. without assigning any reasons

## **8. Effect and Validity of Offer**

(a) The offer shall be kept valid for acceptance for a period of 90 days from the date of opening of the Financial Bid. The contract shall be initially valid for a period of one year from the date of award of the contract, which can be extended up to two years after the expiry of one year on mutually agreed terms.

(b) Order shall be placed as per IGNOU's requirements by the authorized Officer. The successful tenderer will supply and install complete equipment within the prescribed period of from the date of placing the Purchase Order.

(c) Alterations, if any, in the tender bid shall be attested properly by putting their signatures and seal by the Contractor, failing which the tender is liable to be rejected.

(d) The Registration number of the firm along with CST number allotted by the Sales Tax authorities shall invariably be given in the tender. Excise clearance for Custom duty if any for relevant year may be submitted.

(e) During the validity of the contract including the extended period, if any, if the tenderer sells any system or sub-system of the same or equivalent configuration to any other Department/ Organization in India at a price lower than the price fixed for the Purchaser, the tenderer shall automatically pass on the benefits to the Purchaser.

(f) In case the Purchaser finds that the market rates have come down from the time when rates were finalized in the rate contract/order or there is a need for selection of new system configuration based on market trends, the Purchaser, may ask the technically short listed tenderers to re-quote the prices and the tenderer shall be selected on the basis of procedure given earlier. The time difference between such re-quoted shall be minimum three months except in case of the Union Government budget.

(g) IGNOU reserves the right to place the order on the successful tenderer for additional quantity/installation up to 25 percent of the quantity specified in the tender at the final approved rates. The Tenderer is bound to accept the orders for additional quantity during the period upto 12 months from the date of purchase order to the supplier at the approved rates or prevailing market rate whichever is less.

## **9. Delivery and installation**

The contractor/Tenderer shall deliver/ install/ commission the store in accordance with the terms and conditions of the Contract at the time/place and in the manner specified in the contract. However, the contractor /supplier/firm is required to deliver the goods within three to four weeks positively from the date of issue Purchase/Supply Order. Any delay in the supply, installation and commissioning within the time fixed or in the event of repudiation of the contract, the (IGNOU) purchaser reserves the right to recover damage for Breach of Contract as indicated below:



a) To recover from the contractor liquidated damages including administration expenses a sum equivalent to 0.5% of the price of stores which the contractor has failed to deliver within the period fixed for delivery/commissioning for each week or part thereof during which delivery/commissioning is in arrears subject to an overall ceiling of 10% of the total contract price.

#### **10. LANGUAGE/UNITS:**

- a) All information supplied by the tenderer & all markings, notes, designation on the drawing and associated write-up shall be in "English Language" only.
- b) All dimensions and units on drawings and all references to weights and measures and quantities shall be in metric units.

#### **11. Payment Terms**

For bids offered in Indian Rupees

(h) 100 % payment shall be made within 30 days of submission of bills duly supported by the consignee's receipt with satisfactory performance report and as governed by the following:

No part of the contract price shall become due or payable until the tenderer has delivered, installed and commissioned the items to the complete satisfaction of IGNOU. Payment shall be made subject to recoveries, if any.

(ii) A pre-receipted bill shall be submitted in duplicate in the name of IGNOU. It shall be done soon after the delivery, installation and commissioning of the items along with a copy of the duly receipted delivery challan of the consignee certifying satisfactory commissioning.

#### **12. Guarantee & Replacement**

- i. The supplier shall guarantee to make good at his own expense any component, which becomes defective under normal operating conditions within 12 months from the date of installation of the equipment at site.
- ii. A guarantee that the goods equipments supplied will be in accordance with the specifications, varied only to the extent stated in his tender. A guarantee to make good at his own expense any component, which becomes defective under normal operating conditions within warranty period from the date of installation of the equipment at this office.
- iii. Except as otherwise provided in the tender, the contractor/seller shall ensure that the goods/store, articles sold/ supplies to the purchaser 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.
- iv. **Rejected Items:** Rejected items will remain at the contractor's risk and responsibility. If instruction for their disposal are not received from the contractor within a period of fourteen days from the date of receipt of the intimation of rejection, the IGNOU or their representatives has, at his discretion, the right to scrap or sell or consign the rejected item to contractor's addresses at the contractor's entire risk and expenses freight being payable by the contractor at actual.

#### **13. Penalty for Delay in attending Fault Reports during the Warranty**

- a) During the Warranty period, if the performance (Fault Reports) are not attended rectified within a period of 24 hours from the reporting time reported verbally or through phone/fax /letter to

the contractor or his field nominee, the same shall render the contractor liable for liquidated damages at the rate of 1% (One per cent) of the total value of the faulty items per week subject to maximum of Five weeks and thereafter the IGNOU holds the option for purchasing a new system from other Vendor and may invoke the Bank guarantee of the supplier depending upon the severity of the problem with the system supplied by the supplier.

- b) The decision of the authority placing the order in this regard will be final. If the tenderer does not feel satisfied with the decision, he will be at liberty to approach Vice-Chancellor, IGNOU. His decision in this regard will be full and final and no appeal will lie against his decision.

#### **14. Dispute Settlement**

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 will have jurisdiction to adjudicate upon the matter

#### **15. Submission of Tender:**

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 13.06.2014 up to 11.00 AM in Room No. 8, Block No. 4, Maidan Garhi, New Delhi – 110068. The technical bid will be opened on the same day i.e. 13.06.2014 at 11.30 AM. Financial bids of the tenderers who are qualified in the technical bid will be opened at a later date.

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

## Technical Specifications of the 55" LED TV

c/19

## 55" LED TV

## VIDEO

Screen Size	55" (Full HD)
Resolution	1920X1080p
Colour System	PAL Multi , NTSE, SECAM
Viewing angle	178
Screen Format	TV: Full/Normal/Wide Zoom/Zoom/14:9 PC: Full/Normal

## AUDIO

Output Power	10w×2 or higher
Dolby	Dolby digital plus
Surround mode	Yes
Sound mode	Dynamic/standard/clear voice

## Input &amp; Output (Side and Back)

HDMI	yes
Composite(AV)	yes
RF input	1 with TV tuner
DVI In	Yes
USB	Supporting Audio and Video formats.
VGA IN	Yes
PC connectivity	yes
External Control	RS232, RJ45 yes
Auto Channel Search	Yes
Auto Power Off	Yes
Auto Volume Leveller	Yes
Power Supply	AC 220-240 V 50/60Hz

Accessories: Remote Control with batteries, User Manual, Connecting cables, Floor Stand with option to adjust the height and all required accessories including installation at site.

**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 and 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 out rightly and also debar me/ M/s.....from participating in any future tenders.
5. I hereby confirm that there is no vigilance /CBI/ Criminal case pending against the firm/ supplier and the firm has not been blacklisted in the past in any institution of the country.
6. I/we do hereby undertake that before submission of bid I/We have visited/inspected the site and determined the requirement to the best of my/our knowledge. Accordingly, the requirement and the rates have been quoted.
7. I/We agree to abide by all terms and condition laid down in tender document.
8. I/We give the assurance to execute the tendered work as per\ terms and conditions and in exact configuration of the sample submitted on award of work.
9. I/ We financially solvent and sound to execute the tendered work.
10. I/We have sufficient experience to perform the contract to the satisfaction of IGNOU.

Deponent

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

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

Deponent

(Signature & Seal of Notary)

(To be filled and sent in sealed envelope no. (1))  
**FORMAT OF QUOTATION FOR TECHNICAL BID**  
 (Information pertaining to deviation and compliance statement)

**55" LED TV for Convention Centre / Conference Rooms of IGNOU**

S.No	Item	Qty. req.	Technical Specifications of the product offered/ Compliance	Make/ model offered	Deviations (if any) with remark
1	55" LED TV with installation	3 nos.			

Please give brief description on the technical superiority/inferiority/deviation, if any, of the item to be supplied by tenderer. The specification must be given in clear terms supported by the related documents/literature, if any, duly signed with seal of the firm.

**OTHER DETAILS/ DOCUMENTS**

1. Name of the Firm:
2. Address:
3. Workshop/Site Description:
4. Whether the firms ownership is Sole Proprietorship or partnership:
5. Registered 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):
12. An affidavit as per format given at Annexure-I

**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**

<b>S.No</b>	<b>Item</b>	<b>Qty. req.</b>	<b>Make/ model offered</b>	<b>Rs. Per Unit (in INR)</b>	<b>VAT/ Tax, if any</b>	<b>Rs. Per Unit (inclusive tax) =(5+6)</b>	<b>Total Amount (in INR) =(7X3)</b>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	55" LED TV with installation	3 Nos.					

We agree to supply the above goods in accordance with the technical specifications for a total contract price 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.

**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\_\_\_\_\_

Total Tender Fee Amount: Rs.\_\_\_\_\_ (in figures)

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

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

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

Details of each Demand Draft:

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

**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 contractor(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 contractor(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 ..... contractor(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 Contractor(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 or 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 contractor(s) of any of the terms or conditions contained in the said agreement or by reason of the contractor(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 contractor(s)/supplier(s) in any suit or proceeding pending before any Court or Tribunal relating thereto liability under this present being absolute and unequivocal.

4. The payment so made by us under this Bond shall be a valid discharge of our liability for payment thereunder and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

5. 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/ validity of the offer 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 Contractor(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.

6. 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 Contractor(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 contractor(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 contractor(s) or for any forbearance, act or omission of the part of the IGNOU or any indulgence by the IGNOU to the said contractors 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.

7. Notwithstanding anything contained herein above our liability under the guarantee is restricted to Rs. .... And shall remain in force until ..... Unless acclaim 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.

8. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).

9. We ..... lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the IGNOU in writing.

Dated the ..... date 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 counter signed by the branch bank of the indenter]

**CHECK – LIST**

1. Please check that you have submitted the Tender Fee and Earnest Money as per the schedule and enclosed them in Envelope 'A' of the tender.
2. Please check whether you have studied the detailed conditions regarding the submission of Performance Security Deposit.
3. Please check that the tender and tender documents have been signed by appropriate authority.
4. Please check that you have supersubscribed the envelope as per Terms and Conditions of tender indicating the correct address of the addressee.
5. Please check that you have enclosed the performance statement regarding similar work undertaken in the past.
6. Please check that your tender is valid for the period as asked for.
7. Please check that you have furnished statement of Deviation, if any.
8. Please check the delivery Period correctly and precisely.
9. Please check the eligibility criteria for the Tender.

\* \* \* \* \*