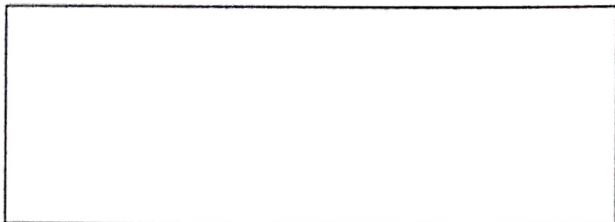


- **Joseph Somi**
Regional Director

• To,

NIQ No. 1-19/RC-GRC/Gyan Vani/2012-13

Date: 08/08/2019



SUBJECT: Notice Inviting Quotation (NIQ) for transporting FM Band II, Combiner Equipments from AIR Guwahati to AIR Thiruvananthapuram.

Dear Sir/Madam,

The Regional Director, Regional centre Guwahati, invites transporting FM Band II, Combiner (Model: COM 2-3 BPF-AAOO) Equipments from AIR Guwahati (located at Narakasur Hill Top, Guwahati) to AIR Thiruvananthapuram as per details at ANNEXURE-I. The quotation is to be submitted in single bid as per format at ANNEXURE-I and addressed to The Regional Director, IGNOU Regional Centre Guwahati. The quotation must be submitted on or before 30.08.2019 (Friday).

TERMS & CONDITIONS:

01. **Rates:** Rates quoted for items should be on **FOR IGNOU RC Guwahati**, with break-ups as per details indicated in the bid format at ANNEXURE-I.
02. **Important date, time and place:**
 - (a) **Last date & time of submission:** 30.08.2019 (Friday) at 4 pm.
 - (b) **Date & time of opening:** 30.08.2019 (Thursday) (Expected).
 - (c) **Place of opening quotations:** IGNOU Regional Centre Guwahati.
 - (d) **Late and delayed tender:** Late and delayed tender will not be accepted.
 - (e) **Unscheduled Holiday:** In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
03. **Validity of Quotation:** Quoted rates must be valid for **180 days** from the last date of submission of quotation.
04. **Warranty:** The quoted item, in case of equipment and components, must be warranted for a minimum of one year.
06. **Vendor/Firm detail:** Vendor/Firm contact details must be provided as per format at ANNEXURE-II
07. **Delivery:**
 - a) **Time Limit:** Maximum number of days will be mentioned on Work order.
 - b) **Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of IGNOU user/representative and vendor's representative. The intact condition of the package and the seal/indicators for not being tampered with shall form the basis for certifying the receipt in good condition.
 - c) **Insurance:** The supplier/Firm is to establish 'All Risk Transit Insurance' coverage till door delivery.
 - d) **Part Delivery:** Part delivery is not allowed.
 - e) **Penalty against delay delivery:** The date of delivery should be strictly adhered to otherwise the Regional Director, IGNOU RC Guwahati reserves the right not release the payment.
08. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been transporting, particularly to IGNOU and other Government Organization.
09. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors/Firm. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on IGNOU RC Guwahati.

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10. **Enquiry :** a) No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s) . b) The Firm is advised to visit the site where the Combiner kept for assessment of Transportation and other charges. c) However, the Purchase Committee or its authorized representative (IGNOU RC Guwahati) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation.
11. **Performance Bank Guarantee:**
If PO value is above Rs.5 Lakhs, the successful bidder, to whom the PO is placed, shall furnish an unconditional Performance Bank Guarantee from a scheduled Bank of India, for 10% of the Purchase Order value, within 21 days of placement of order. Other normal Institute guidelines on PBG shall apply in this case.
12. **Acceptance of quotations:** The acceptance of the quotation will rest solely with the Regional Director, IGNOU RC Guwahati, who in the interest of the University is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
13. **Force Majeure:**
If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:
I) any law, statute or ordinance, order action or regulations of the Government of India,
II) Any kind of natural disaster, and
III) Strikes acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.
14. **Termination for default:** Default is said to have occurred
(a) If during transportation starting from uninstalling to unloading at destination is found having poor workmanship, poor performance and bad quality of materials used.
(b) If the supplier/Firm fails to deliver any or all of the services within the time period(s) specified in the Work/purchase order or any extension thereof granted by IGNOU RC Guwahati.
(c) If the supplier fails to perform any other obligation(s) under the contract.
(d) Under the above circumstances IGNOU RC Guwahati may terminate the contract / Work order in whole or in part. In addition to above, , IGNOU RC Guwahati, reserves the right to impose any other form of penalty as deemed fit including blacklisting of the vendor.
15. **Applicable Law:**
The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Guwahati or India only.

(Joseph Somi)
Regional Director

Regional Director
इ. गां. उ. क. यं. क्षेत्रीय केन्द्र
IGNOU Regional Centre
मवाहाटी/Guwahat-781005

ANNEXURE -I

FORMAT FOR QUOTATION/BID

Name of Work : transporting FM Band II, Combiner Equipments from AIR Guwahati to AIR Thiruvananthapuram

Vendor's Ref. No. : _____ dated _____

S.N.	Description of item quoted	Price (inclusive of all)
	Transportation Charges	
	Un installment/Dismantling Charges (Carpenter &Electrical etc.)	
	Packing charges	
	Loading/Unloading charges	
	Insurance Charges	
	Any other charges (Specify the details)	
	GST or any applicable Duty	
	Total	

Note: Please quoted Rate only, avoid word like "Extra" or any other vague word

Sign. :.....

Vendor : M/s.....

Official seal of the vendor

ANNEXURE –II

NIQ Ref.: 1-19/RC-GRC/Gyan Vani/2012-13
Dated : 08/08/2019

BIDDERS DETAIL

Sl. No.	Name of the company/Firm	To be filled by vendor (Documentary Proof must be attached as applicable)
01	Registered office Name & Address Contact person Name Designation Telephone number E-mail	
02	Name & Address nearest to Guwahati city Contact person/s Name Designation Telephone number E-mail	
	Name & Address nearest to Thiruvananthapuram Contact person/s Name Designation Telephone number E-mail	
03	Is the company/firm a registered company/firm? If yes, mention year and place of the establishment of the company and submit documentary proof.	

Sign. :.....
Vendor : M/s.....

Official seal of the vendor