



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
IGNOU Regional Centre Campus, Muttathara, Valiyathura PO
Thiruvananthapuram – 695 008

Phone: 2344113

Ref. No. IG/RCTVM/Comp./CCTV/24

Dated: 12-11-2024

Sub : Quotation for CCTV CAMERA

IGNOU invites quotation, in sealed envelope, from qualified and reputed providers CCTV CAMERA

Interested and experienced providers may submit their quotation by completing and signing the enclosed forms "Annexure II – Company Profile", "Annexure III -General information and terms & conditions" and "Annexure IV – Commercial Offer on or before **27/11/2024** at 2.00 PM for CCTV CAMERA as per specification mentioned below:

Name of Work	Quantity
Supply and Installation of CCTV Camera in Regional Centre Building, Trivandrum	08 Nos.

The condition mentioned in the accompanying documents may be clearly understood before submitting the bid.

M Rajesh
Senior Regional Director

Note: Quotation will be opened at **27/11/2024**

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(Quotation for CCTV CAMERA)

Details of Earnest Money Deposit Rs. 5000/- (Please attach the DD with this form)		DD No. :	Dated
		Bank:	
1	Name of the firm		
2	Address		
3	Whether Regd. /Pvt. Ltd. / Other		
4	Name of Proprietor / Partner / Managing Director		
5	Name of the authorised signatory		
6	Designation		
7	Telephone No.		
8	Email Id.		
9	Annual turn over of the Company	2021-22 2022-23 2023-24	
10	PAN No.		
11	Service Tax Registration No.		
12	Sales Tax / VAT No.		
13	Any other information		

I confirm that I have read the tender document and understood that in case of any of the statements furnished by the undersigned is found false OR if any of / all the terms and conditions of the tender are not complied with, the tender is liable for cancellation and the earnest money deposited shall be forfeited by IGNOU. I agree that the decision of IGNOU in this regard would be final and binding on me.

Dated:

(Signatruue)

Name :

Address :

(Office Seal)

General Information, Terms and Conditions

ANNEXURE- III

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
IGNOU Regional Centre Campus, Muttathara, Valiyathura PO
Thiruvananthapuram – 695 008
 (Quotation for CCTV CAMERA)

1. Introduction

The Indira Gandhi National Open University is a Central University established by an Act of Parliament with the mission to advance frontiers of knowledge and promote its dissemination through sustainable open and distance learning systems seamlessly accessible to all, including hitherto un-reached. The University carries out its functions through a chain of Study Centres established in reputed educational institutions.

2. Terms and conditions

- a. Quotation shall be submitted in official form only. The complete quotation should be submitted by the bidders duly signed by them on each page.
 - b. No paper shall be detached from the tender document. No tender shall be considered unless all the pages of the tender document are duly filled in and signed by the tenderer.
 - c. **Earnest Money Deposit** : The tender should be accompanied by an earnest money of Rs. 5,000/- (Rupees five thousands only) by way of a demand draft drawn in favour of IGNOU and payable at Trivandrum. **Please note that EMD will not be accepted by cheque, cash, money order or by bank guarantee.** No interest will be payable on EMD. The Earnest Money Deposit of the unsuccessful bidders shall be refunded after finalization of the bid.
 - d. Quotations received without earnest money in the form of bank draft shall not be considered.
 - e. Quotation should be valid for at least 90 days from the date of opening and the rates quoted shall be valid for the entire period of the contract. If any bidder withdraws during this period, the Earnest Money Deposit shall be forfeited.
 - f. All amounts should be mentioned both in figure and in words. Corrections, if any, must be attested. Where there is a difference between amounts quoted in figures and in words, the amounts quoted in words shall prevail.
- Government duties leviable, if any, should be quoted separately, failing which IGNOU shall have no liability to pay these charges, and the liability shall be that of the bidder.**
- g. Late tenders will not be considered.
 - h. In case of any difference / discrepancy between the rates quoted in figures and in words, the later shall prevail.
 - i. Any over writing / fluiding / correction should be authenticated by the signature of the authority signing the bid.
 - j. The vendor must furnish details of PAN No., Service Tax No., Sales Tax / VAT No./GST No. and attach photocopy of each of these documents along with Annexure II – Company Profile.

2. Submission of Offer

- 4.1 The tender document is divided into two parts viz. “**TECHNICAL BID**” and “**FINANCIAL BID**”.
- 4.2 **ANNEXURE II & III** of the tender document, along with the **demand draft towards EMD and other enclosures**, constitutes the **TECHNICAL BID**. This part completed in all respect, should be put in a sealed envelope superscribing “**Technical Bid**”.
- 4.3 **ANNEXURE IV** of the tender document form the **FINANCIAL BID**. The financial bid completed in all respect should be **detached** from the tender document and put in another sealed envelope superscribing “**Financial Bid**”.
- 4.4 Both the “**Technical Bid**” and “**Financial Bid**” should be put in a third sealed envelope superscribing “**Quotation for “CCTV CAMERA”**”
- 4.5 Tenders submitted without above two bid system procedure will be summarily rejected.

Signature
Office Seal

General Information, Terms and Conditions

ANNEXURE- III

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
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Signature
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INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(Quotation for CCTV CAMERA)
(Financial Bid)

1	Name of the firm	
2	Address	
7	Telephone No.	
8	Emailid.	

I) CCTV CAMERA:

Sl. No.	Items	Make	Model (Model Description)*	Unit Cost (In Rs.)	Tax	Total Cost of one Unit	Quantity	Grand Total (In Rs.) (FXG)	Remarks
*	A	B	C	D	E	F	G	H	
1	CCTV CAMERA	Company 1	Model No.1 (.....)				1		
2	CCTV CAMERA	Company 2	Model No.1 (.....)				1		
3	CCTV CAMERA	Company 3	Model No.1 (.....)				1		
4	CCTV CAMERA	Company 1	Model No.2 (.....)				1		
5	CCTV CAMERA	Company 2	Model No.2 (.....)				1		
6	CCTV CAMERA	Company 3	Model No.2 (.....)				1		

*Please enclose Broacher for verifying specifications.

Dated:

(Signatruue)

Name :

Address :

(Office Seal)