



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Regional Centre, Karamana, Killippalam,**  
**Thiruvananthapuram – 695 002**

**Ref. No. IG/RCTVM/AC/20**

**Dated: 8<sup>th</sup> September, 2020**

**NOTICE INTIVING TENDER**

Sealed tenders are hereby invited by the Regional Director, IGNOU Regional Centre (Under the Ministry of HRD, Govt. of India) for the work as per schedule, specifications and as per the terms and conditions enclosed herewith from the authorized dealers / distributors / manufacturer of branded Air-conditioner under buy back scheme.

1.	Name of work	Supply, installation and commissioning of high wall mounting split type Air Conditioner (with BEE certification) in Gyanvani Station, AIR, Trivandrum.
2.	Earnest Money	Rs.2,000/- <b>Earnest money shall be accepted only in the form of demand draft drawn in favour of "IGNOU" payable at Trivandrum</b>
3.	Last date of receipt of tender	18-09-2020 15.00 Hrs.
4.	Date of opening the tender	18-09-2020 15.30 Hrs.

**B Sukumar**  
**Regional Director**

**COMPANY PROFILE****ANNEXURE-I**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**(Quotation for supply, installation and commissioning of Air Conditioner**  
**at Gyanvani Station, AIR, Trivandrum)**

Details of Earnest Money Deposit Rs. 2000/- (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 authorized signatory		
6	Designation		
7	Telephone No.		
8	Email Id.		
9	Annual turn over of the Company		
10	PAN No.		
11	Sales Tax Registration No.		
12	Details of current / previous contracts for networking		
i	(a) Name of Organization		
	(b) Contact person name		
	(c) Telephone No.		
ii	(a) Name of Organization		
	(b) Contact person name		
	(c) Telephone 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)**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Regional Centre, Karamana, Killippalam,**  
**Thiruvananthapuram – 695 002**

**(Quotation for supply, installation and commissioning of Air Conditioner  
at Gyanvani Station, AIR, Trivandrum)**

**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 Air conditioner are required for installation at **Gyanvani Station** situated at Doordarshan Kendra, Kudappanakunnu, Trivandrum – 695 043

**2. Scope of work**

- A. Supply, installation testing and commissioning of BEE Certified & Star rated Split type Air Conditioners (Wall mounted) inclusive of stabilizer of suitable KVA.
- B. Installation of air conditioners at site and shall comprise the following works
  - a) Mounting / fitting indoor and outdoor units at the respective locations.
  - b) Laying refrigerant piping and connecting both the units after drilling hole / holes in the walls, if required. The thickness of the copper tubing shall not be less than 0.70 mm.
  - c) Insulation of the suction pipe with expanded polythylene foam 5mm tubing
  - d) Laying 15mm drain pipe to throw out the condensate water being formed in the indoor unit.
  - e) Leak testing the entire system
  - f) Charging refrigerant gas in the unit
  - g) Suitable electric wiring between indoor and outdoor units with 2 core PVC insulated copper wire 2.5mm
- C. Equipment furnished shall be complete in every respect with all mountings, fittings, fixtures and standard accessories normally provided with such equipment's and/or needed for erection, completion and safe operation of the equipments as required by applicable codes though they may not have been specifically detailed in the tender document.
- D. The installation of equipments shall be accepted only after installation tests are over.
- E. The supplier has to make his own arrangement for the ordinary / special tools, machinery, and other consumables required for successful completion of Erection and Commissioning and testing
- F. IGNOU reserves the right for quantity variation due to increase/decrease in requirements.

**3. 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. The quotation must contain all the relevant technical specifications of the equipments as per the tender document along with the relevant technical literatures / brochures / pamphlets / drawings and alternate proposal, if any
- b. The quotation shall be submitted on 18/09/2020 in sealed envelope superscribing "**Quotation for Air Conditioner**" to the Regional Director, IGNOU Regional Centre, Karamana, Killippalam, Trivandrum - 695002 not later than 03:00 PM. The tenders will be opened on 18/09/2020 at 03:30 PM in the presence of the bidders or their authorized representatives whosoever may be present.
- c. No paper shall be detached from this document. The quotation shall not be considered unless all the pages of this document are duly filled in and signed by the tenderer.

- d. **Earnest Money Deposit** : The quotation should be accompanied by an earnest money of Rs. 2,000/- (Rupees Two thousand 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.
- e. Quotations received without earnest money in the form of bank draft shall not be considered.
- f. 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.
- g. 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.**

- h. Late quotations will not be considered.
- i. IGNOU shall have no obligation to convey reason for rejection of any bid. It shall be open for IGNOU to reject even the lowest bidder in the interest of the University and no reason need be given therefore.

#### **4. Local Conditions**

It will be imperative on each bidder to duly acquaint himself of the local conditions and factors which would have effect on the performance of the contract and cost. Bidders are advised to visit IGNOU on any working day between 10.30 AM to 04.00 PM. IGNOU shall not entertain any request for clarifications regarding local conditions.

#### **5. Payment**

Payment will be released on successful completion of the work.

95% payment will be made within 15 days after successful supply, installation and commissioning of equipment at site, to the satisfaction of the competent authority. Balance 5% of payment will be made on completion of Guarantee / Warrantee period, on a request letter to release the amount or on submission of necessary Bank Guarantee for the same amount.

#### **6. Erection**

The supplier has to make his own arrangement for ordinary / special tools, machinery, and other consumables required for successful completion of Erection and Commissioning and testing

#### **7. Indemnification**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, IGNOU, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

#### **8. Disputes:**

In case of any dispute, decision of the Regional Director is final and binding to the party.

#### **9. Warrantees and Guarantees**

1. Agency / Supplier shall fully warrant that all the stores supplied under the order shall be new and of first quality according to the specifications and shall be free from defects (even concealed defects, deficiencies in design material and workmanship)
2. Should any defects be noticed in design, material and of workmanship within 12 months from the completion date, IGNOU shall inform Agency / Supplier and the Agency / Supplier shall

immediately on receipt of such intimation, depute their personnel within 24 hrs to investigate the causes of defects and arrange rectification of the defective work at site without any cost to IGNOU within a reasonable period. IGNOU shall be free to take such corrective action as may be deemed necessary at Agency' s / Supplier's risk and cost after giving notice to the Agency / Supplier.

#### **10. Servicing**

Free servicing shall be provided for 12 months from the date of installation of air conditioner. Firm is also required to send service engineer at least 3 time during the warranty period.

Signature  
Office Seal

Commercial Offer

**ANNEXURE-III****INDIRA GANDHI NATIONAL OPEN UNIVERSITY****(Quotation for supply, installation and commissioning of Air Conditioners at Gyanvani Station, Doordarshan Kendra, Kudappanakunnu, Thiruvananthapuram)**

S. No.	Item Description	Unit	Qty. Required
1.	Supply and installation of 2Ton BEE certified and Star rated Split AC with suitable voltage stabilizer of required KVA, including refrigerant piping upto 5 mtrs.	Split AC	01

S. No.	Item Description		Rate per Unit
1	2	3	4
a.	2 T AC	Brand Name : Model Name :	
a)	5 Star rated		Rs.
Rupees ....			
b)	4 Star rated		Rs.
Rupees ...			
2.	Piping beyond 5 mtrs.		Rs.
Rupees			
Taxes and Duties			
Delivery Period			
Guarantee			
Equipment			
Compressor			
Any other charges			
LESS: Rate quoted under buyback scheme for the defective 2Ton Blue star split AC			Rs.

Signature  
Office Seal