

**Headquarters, 2nd Battalion NDRF, Digberia Camp , Madhyamgram,
Kolkata – 700129, Fax No.03325263077**

PROV/02BnNDRF/2.4KVA/2011/

10TH March 2011.

NOTICE INVITING TENDER

Open Tenders are hereby invited by the Commandant 02 Bn NDRF on behalf of the President of India from Firms/Contractors/Suppliers/authorized service centers for “SERVICE/AMC FOR **2.4 KVA Portable Generator Sets** 54 Nos for One Year w.e.f. 01/04/2011 to 31/03/2012 “as per following details :-.

Sl No	Name of items	Qty	Specifications of Equipment.
01	2.4 KVA Portable Generator Set	54 Nos	# Birla Ecogen Silent Model: EG 2800 ADS. # No Of Phases :- Single 220 V 50 HZ. # Petrol Start and Kerosine Run. #AC generator Set -2200. #starting Type:- Electric . #AC/DC Out put. AC/12 V,DC- 8 amp (min).

02. Schedule of Tender:-

Earnest Money Deposit	Rs.5,000/- (Servicing /AMC of 2.4 KVA Portable Generator Sets)
Date of issue of Tender Notice	10 th March 2011.
Last date & time of receipt of tender	5 th Apr 2011 11.00 hrs.
Date & time of opening of tender	5 th Apr 2011 12.00 hrs.
Venue of opening of tender	HQ 02 Bn NDRF, Digberia (Barasat) Kolkata-700129.
Place of delivery of stores	HQ 02 Bn NDRF, Digberia (Barasat) Kolkata-700129.

03. Tenders should be in the name of Commandant 02 Bn NDRF, Digberia Camp Badu Road (Barasat) Kolkata-700129. Sealed open Tender, should be sent by post or can be dropped at TENDER BOX placed at the office of Commandant 02 Bn NDRF, Digberia Camp Badu Road (Barasat) Kolkata-700129 on or before 5th Apr 2011 by 1100 Hrs.

04. All the tenderers are required to follow two bid systems i.e. Technical Bid and Financial Bid separately. The tender documents be submitted in three different covers as under:-

FIRST COVER	:	This cover should contain following documents.
	I	Technical Bid duly sealed & stamped by the firm.
	ii	Financial Bid duly sealed & stamped by the firm.

	iii	Earnest Money Deposit of Rs.5,000/- (Servicing /AMC of 2.4 KVA Portable Generator Sets.)
	iv	Photocopy of PAN Card.
	v	Photocopy of TIN No. allotted by State Government.
	vi	Photocopy of Latest Income Tax/Sales Tax Clearance Certificate.
	vii	This cover should be super scribed with the Tender No., name of stores and due date of opening of tender.
	viii	The address of the tenderer should be written on the lower left corner of the envelope.
SECOND COVER	:	TECHNICAL BID - Should contain following documents.
	i.	Technical specification of the item/Spares.
	ii.	Proof of ISO certification, if any.
	iii.	Quality Control system, if any.
	iv.	Warranty/Guarantee, if any.
	v.	Any other additional information regarding technical specification of the item which the tenderer wants to submit as regards to name of brand/manufacturer/experience & expertise etc.
	vi.	Proof of Experience of such AMC with other Govt. departments if any.
	vii.	After Sales & Service, if any, offered by the firm.
	viii.	This cover be super scribed as "Technical Bid for (Servicing /AMC of 2.4 KVA Portable Generator Sets).
	ix.	Certificate regarding Quality control system of the items being supplied.
THIRD COVER	:	FINANCIAL BID – Should contain following documents.
	i.	Rates list of spare parts and servicing charges quoted by the firm which should be on firm price basis.
	ii.	Details of rates, taxes, duties, discount if any quoted by the tenderer.
	iii.	The rate must not under any circumstances be altered.
	iv.	Rate so offered should be entered in words as well as in figures.
	v.	FOR & terms of delivery.
	vi.	Rate quoted for the spare parts and servicing charges should be valid up to the end of current financial year i.e. 2011-12 which should be clearly accepted in the Financial Bid which may be further extended with the concurrence of the firm.

	vii	In case of authorized suppliers, Rates list of spare parts of principal supplier has to be attached with "Financial Bid".
	viii.	This cover be super scribed as "Financial bid for(Servicing /AMC of 2.4 KVA Portable Generator Sets).

05. Tenders will be opened by a duly constituted Board of Officers on 5th Apr 2011 at 1200 hrs in the office of Commandant 02 Bn NDRF, Digberia Camp, Badu Road Kol-700129. Representative of the firms are at liberty to be present at the time of opening of tenders.

06. Tenderer are required to submit Earnest Money Deposit of Rs.5,000/- (Rupees Five Thousand) for (Servicing /AMC of 2.4 KVA Portable Generator Sets) in the shape of Bank Draft/Bankers' Cheque drawn in favour of Commandant 02 Bn NDRF payable at STATE BANK OF INDIA, BARASAT, along with the Tender Documents. Earnest Money of unsuccessful tenderers shall be refunded to the firm after completion of the tender formalities and that of successful tenderer after completion of Servicing/AMC Period.

07. The successful tenderer will require to deposit Security Money @ 5% of value of AMC and execute an agreement before placing work order on hearing from this HQ.

08. The tenderer will require to start work at HQ 02 Bn NDRF, Digberia Camp, Badu Road Kolkata-700129 from stipulated period as mentioned in the contract and in case firm fails to follow the terms and conditions in the contract the Security Money as deposited by the supply the stores firm shall be forfeited and deposited into Government Treasury.

09. Servicing /AMC will be done on credit basis. Bill will be accepted against work orders. Payment will be released through Bank Draft by Commandant 02Bn NDRF on proper receipt.

10. Tender not fulfilling any of the above terms & conditions shall be summarily rejected and no representation will be accepted.

11. In the event of failure on the part of the Tenderer to fulfill all or any terms & conditions laid down herein, it shall be lawful for the Commandant 02 Bn NDRF to forfeit a part or whole of the Earnest Money/Security Money Deposit.

12. The Commandant 02 Bn NDRF, Kolkata reserves the right to reject or accept any Tender(s)/stores without assigning any reasons. The stores supplied by the firm are subject to acceptance after survey by a Board of Officers. In case of rejection work/servicing/spare parts replaced by the firm, the firm will be responsible to re-servicing and to provide/ replace spare parts within a specified time at their own risk and cost.

13. The firm will be given maximum 10 days from date of complaint received to complete the work/servicing/replace the spare parts to make the equipment functional. It is responsibility of firm to maintain the equipments 100% functional through out the period of contract. No hidden charges will be accepted.

COMMANDANT

02 BN NDRF

Copy to:-

HQ DG NDRF New Delhi: - For publishing the tender on web site.