

EMPANELMENT OF SUPPLIER TO SUPPLY
ELECTRICAL ITEMS
TO
VAIKUNTH MEHTA NATIONAL INSTITUTE OF
COOPERATIVE MANAGEMENT, PUNE



Vaikunth Mehta National Institute
of Cooperative Management, Pune

Department of Agriculture, Cooperation & Farmers Welfare

Ministry of Agriculture & Farmers welfare,
Government of India

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The Vaikunth Mehta National Institute of Cooperative Management (VAMNICOM), Pune hereby invites Quotations from **local suppliers in Pune** for supplying various Electrical items/ materials to VAMNICOM.

Priority will be given to such vendors/ suppliers who possess their shop nearby to VAMNICOM i.e. Aundh, Banner, Pashan, Shivajinagar etc.

<u>PART II: DATA SHEET</u>	
<i>Sr. No.</i>	<i>Particulars of Data Sheet</i>
1	Name of the Employer: Director , VAMNICOM, Pune- 411007 E-mail: info@vamnom.gov.in
2	Name of the Assignment/job is: Regular Supply of various Electrical items/materials to Vaikunth Mehta National Institute of Cooperative Management, Pune.
3	Last Date, time and address for submission of Proposal: Last Date: 09/01/2019 , Time : 17:00 Hrs. Address : Registrar Vaikunth Mehta National Institute Of Cooperative Management, Savitribai Phule Pune University Road, Pune-411007
4	a) A Pre-Proposal and Site visit meeting: will be held on Date: 02/01/2019 Time : 11:00 am Venue: Office of The Registrar , VAMNICOM, Pune b) Opening of Bid: will be held during Date: 10/01/2019 Technical Bid Opening: 11:00 Hrs. Financial Bid Opening: 16:00 Hrs. Venue: Office of the Director , VAMNICOM, Pune.
5	Processing Fee and Bid Security: Processing Fee (non-refundable) of Rs. 500/- (Rs. Five Hundred Only) and Bid Security (refundable till validity of Proposal) of Rs. 5,000/- (Rs. Five Thousand Only) to be submitted in sealed envelope in the form of Demand Draft in favour of Director, VAMNICOM, Pune payable at Pune. (Should be submitted along with Technical Bid)

6	<p><u>Terms and Conditions</u></p> <ul style="list-style-type: none"> a) The criteria for selection of vendor/supplier will be based on MRP less discount in percent for every item, that is, 2% below MRP or 5% below MRP or 10% below MRP and so on. Thus, the vendor providing highest discount on MRP in percent will be considered as the lowest bidder (L-1). b) GST invoice will be raised by vendor/ supplier on fortnight basis on the net amount (that is, MRP less discount) and payment may be released by the Institute within one week of the receipt of GSTIN Invoice. c) In case of bulk supply by the vendor Transport charges may be included in the bill. d) No advance payment is admissible. e) An earnest money of Rs. 5,000/- is to be deposited by the successful bidder, which will be refundable after expiry of the contract. The earnest money may be forfeited in case of breach of contract by the vendor/supplier. f) The timely supply of Electrical items and lead time for supplying those items in VAMNICOM is the key factor for continuing the contract of vendor/supplier for supply of required materials. g) The performance of the selected vendors/suppliers will be reviewed by the Institute periodically. h) The Institute will place orders for supply of the requisite electrical items/ materials as and when required through E-mail by Engineer-in-charge of the Institute only. The supply should be ensured within 24 hrs on placing of order positively, however, sufficient lead time will be provided for supply of exceptional items/materials which are not listed in the Annexure-A & B. i) The contract with the selected vendor/ supplier will be valid for only one year. However, Institute may consider renewal of the contract for another one year, if the performance of the vendor found satisfactory. j) In case of any defective/damaged material, supplied by the vendor/supplier that should be immediately replaced, if failed to do so, a penalty equivalent to full amount of the item/material will be imposed and same will be deducted at the fortnight bill payment. k) The Director, VAMNICOM has full rights to revert the Contract at any time without giving prior notice and any reasons. l) Director, VAMNICOM, Pune reserves the right to alter/modify any or all conditions of this tender notice.
7	Quarries, if any, may be raised by the participants only on the date of Pre-Proposal meeting.
8	Proposals must remain valid for 120 (One Hundred and Twenty) days after the submission date.

INSTRUCTIONS TO FILL-UP THE TENDER DOCUMENT

- a) The bidders should submit their bids, complete in all respects, in two separate sealed envelopes.
- i. **Envelope No.1 Marked as Technical Bid:** Containing Form TECH BID and Demand Draft of Rs. 500/- (Processing Fee) + Rs. 5000/- (Bid Security) both in favour of Director, VAMNICOM, Pune payable at Pune. Name and address of the company must be clearly visible on the envelope
 - ii. **Envelope No. 2 Marked as Financial Bid:** Containing Form FIN BID only.
- b) The bids will be evaluated on the basis of technical details given in the Envelope No. 1 & rates quoted in the financial offer in Envelope No. 2.
- c) Bids received shall be opened in presence of Authorized Officials of VAMNICOM and the bidders who choose to remain present. If any of the required papers / certificates as specified in the Tender are not included or not in proper order, one week period may be given to the successful bidder at the discretion of VAMNICOM authorities, on such specific request received from bidder to furnish such documents, failing which the offer will be disqualified.
- d) The Technical bids will be opened on 10/01/2019 at 11:00 hrs. and only technically qualified bidders will be eligible for opening of Financial bids on the same day.
- e) The Financial Bids will open on 16:00 hrs.
- f) Bids by “e-mail” will not be accepted. Bids received without separate sealed covers and rates not quoted in specified Performa will not be accepted. Bids may be submitted by Registered Post or by Hand or by Courier. However, any delay on this account shall not be accepted as a reason for exception.
- g) Each page of the both Technical and Financial offer submitted needs to be properly numbered, stamped and signed.
- h) The Director, VAMNICOM reserves the right to reject one or all tenders without giving any reason thereof.
- i) Tender document must be submitted before the aforementioned closing date and time.

The Registrar

Vaikunth Mehta National Institute of Cooperative Management, University Road,
Pune – 411 007

List of Materials and Brands Frequently Used By The Institute:	
Sr. No.	Particulars
1	5 Watt LED Bulb (Philips)
2	Philips Bulbs 40 Watts
3	5 AMP Switch Anchor make
4	5 AMP 2 in one socket (Anchor)
5	Insulation Tape (Steel Gripe)
6	Buzzer (Small) Anchor
7	Tube light side holder
8	MCB 20 AMP Single Pole (Legend)
9	MCB Double Pole 40 APM
10	11 Watt PL tubes Philips
11	36 Watt 4 pin tube Philips
12	36 Watt tube light rod
13	18 Watt 2 pin tube PL (PHILIPS)
14	18 Watt 4 pin tube PL (PHILIPS)
15	11 Watt PL TUBE CHOCK (PHILIPS)
16	36 Watt Electronic Chock (phi)
17	18 Watt 2 pin chock (Philips)
18	18 Watt 4 pin chock (Philips)
19	11 Watt PL tube chock (Philips)
20	36 watt Electronic chock PL (Philips)
21	18 watt 2 pin chock
22	18 watt 4 pin chock
23	2.5 M.F.D. Fan Capacitor (ISI)
24	2.5 M.F.D. Fan capacitor switch
25	Fan regulator socket type
26	15 Watt LED Bulb (Philips) with fittings
27	40/60/100 watt LET Street Light bulb (Philips & other brand)
28	Boiler Indicator Red/Green
29	Boiler cutout Thermostat
30	Boiler Thermostat Boiler Led fuse
31	Boiler Thermostat MTS (ISI_
32	Boiler Coil 2 KW Solar Mark (ISI)
33	Boiler Coil 2 KW (ISI)
34	15 AMP SS Casein (Anchor)
35	1.5 sq mm wire bundle (Polycab)
36	2.5 sq mm wire (Polycab)

37	Angle holder (Anchor)
38	Boiler Safety valve (ISI)
39	5 AMP 3 pin top (anchor)
40	15 AMP 3 pin top (Anchor)
41	Switch Indicator (Anchor)
42	16 AMP Switch Board fuse (anchor)
43	Pendant Holder (Anchor)
44	6 AMP Single pole MCB (LEGEND)
45	60 AMP 4 Pole MCB (Legend)
46	¾" casting capping (Modi)
47	½" Screw driver (Taparia)
48	Line tester (Taparia)
49	Weir Cutter (Taparia)
50	LED Tub light Philips & other brand 18 watt with fitting
51	LED Tub light Philips & other brand 22 watt with fitting
52	80 Watt CFL (Philips) branded
53	Geiger 3ltr Crompton / Record / Bajaj / Polycab
54	Tube light 40 Watt (Philips)
55	Tube light 40 watt LED (Philips)
56	Casting writing Patti
57	Door Bell Dig dong Anchor
58	Cashing keeping 1"/1/1/2
59	Ceiling Fan Usha / Crompton / Fan Anchor
60	9 Watt LET Bulb (Philips)
61	7 Watt LET Bulb (Philips)
62	Other Electrical items which are not included here

TECHNICAL BID

Vendor/ Supplier Profile

- a) Name and Address Telephone Nos., Mobile Nos., Fax Nos., email address of the vendor/supplier in Pune for supply of Electrical items/materials (as per Form FIN BID)
- b) Certified copy of GST registration certificate for supply of Electrical items/materials
- c) The bidder will produce latest copies of acknowledgements of GST payment.
- d) VAMNICOM will accept Technical Bids only from such vendors/suppliers who possess minimum annual turnover of Rupees Five Lakh.
- e) Priority will be given to such vendors/ suppliers who possess their shop nearby to the VAMNICOM i.e. Aundh, Banner, Pashan, Shivajinagar and Pune City Area.
- f) The Director of VAMNICOM has full rights to reject such vendors/ suppliers who failed to quote their bid for the specifications and brands detailed in Form FIN BID.

Preference will be given to those vendors/suppliers who have experience for supply of such materials in Institutions and Government Department.

LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To: [Name and address of Employer]

Dear Sir:

We, the undersigned, offer to provide **Regular Supply of various Electrical items/materials to Vaikunth Mehta National Institute of Cooperative Management, Pune** in accordance with your Tender document. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelope.

We agree to supply Electrical items/materials at the rates quoted by us. We hereby agree to abide by all the terms and conditions mentioned in the tender document.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations, if any.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature of Authorized Signatory

Name:

Title:

Address:

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:[Name and address of Employer]

Dear Sir:

We, the undersigned, offer to provide **Regular Supply of various Electrical and items/materials to Vaikunth Mehta National Institute of Cooperative Management, Pune** in accordance with your Tender document and our Technical Proposal.

We hereby submit our Financial Proposal for the sum equivalent to slab-wise variable discount percentages as indicated below inclusive of all applicable taxes:

Sr. No.	MRP (Rs. in Lakh)	Percentage of MRP less Discount (Discount % on MRP)	Percentage of MRP less Discount (Discount % on MRP) in words
1.	Upto Rs. 100		
2.	Rs. 100-500		
3.	Rs. 500-1000		
4.	Rs. 1000-5000		
5.	Above Rs. 5000		

Note: The criteria for selection of vendor/supplier will be based on MRP less discount in percent for every item, that is, 2% below MRP or 5% below MRP or 10% below MRP and so on.

We understand that the actual payment under the Contract, to the successful Bidder, shall be made on the basis of the above stated percentage of MRP less discount.

We hereby confirm that the Financial Proposal is unconditional and we acknowledge that any condition attached to Financial Proposal may result in rejection of our Financial Proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, if any, as per Tender document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,
Signature of Authorized Signatory

Name:

Title:

Address: