

# NATIONAL INSTITUTE OF SOLAR ENERGY

(An Autonomous Institute, Ministry of New & Renewable Energy, Government of India)



## REQUEST FOR QUOTATION

*For*

***Annual maintenance contract of three large size walk in Environmental chambers at NISE including utilities for 2 years.***

RFQ No. 03/03/007/NISE-PVTF

**Last Date of Submission: 19/04/2018**

Dy. Director General (Admin)  
National Institute of Solar Energy  
19<sup>th</sup> Milestone, Institutional Area,  
Gurugram-Faridabad Road, GwalPahari, Gurugram - 122003, INDIA

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Website: [www.nise.res.in](http://www.nise.res.in)

**National Institute of Solar Energy  
Photovoltaic Test Facility (PVTF)**

**Subject: Annual maintenance contract of 03 (three) large size walk in Environmental chambers at NISE including utilities.**

**1. Invitation for Quotation:**

On behalf of Director General, National Institute of Solar Energy, Gurugram sealed quotations are invited from the technically and financially capable Manufacturers/suppliers who are interested to work with NISE for “Annual maintenance contract of 03 ( three ) large size walk in Environmental chambers at NISE including utilities ” at PVTF Workshop in NISE, Gurugram Haryana, India.

The important dates and information for quotation are given below in the table:

<b>S. No</b>	<b>Description</b>	<b>Details</b>
A	Request for Quotation (RFQ) No.	<b>03/03/007/NISE-PVTF</b>
B	Tender Type (open/Limited/Auction/EOI/Single )	<b>Open</b>
C	Tender Issued Through <ul style="list-style-type: none"> <li>• Expressions of interest (EOI)</li> <li>• Request for information (RFI)</li> <li>• Request for proposal (RFP)</li> <li>• Request for quotation (RFQ)</li> <li>• Request for tender (RFT)</li> </ul>	<b>RFQ</b>
D	Tender Category (Services/Goods/works/Supply)	<b>Service.</b>
E	Scope of Work	<b>Annual maintenance contract of 03 (three) large size walk in Environmental chambers at NISE including utilities for two years.</b>
F	Place of submission of quotation and address for communication	Dy. Director General (Admin) NATIONAL INSTITUTE OF SOLAR ENERGY 19 <sup>th</sup> Milestone, Institutional Area, Gurugram-Faridabad Road, GwalPahari, Gurugram, Haryana, India -122003. E-mail: <a href="mailto:ddgsk.nise@gmail.com">ddgsk.nise@gmail.com</a> , <a href="mailto:pvtf.nise@gmail.com">pvtf.nise@gmail.com</a> Phone: 0124-2853089/95
G	Period of validity of quotation	<b>90 days from the date of opening</b>
H	Last date & time of submission of quotation	<b>12.00 Noon on 19 April 2018</b>
I	Note	<b>Quotation should be signed and sealed packed super scribed as “Annual maintenance contract of 03 (three) large size walk in Environmental</b>

		<b>chambers at NISE including utilities” for 2 years with all supporting documents/credentials in the enclosed formats(Annexure 1,2 ,3&amp;4)</b>
J	Quantity of Walk in Chamber	<b>03 NOS</b>

## 2. ELIGIBILITY CRITERIA FOR MANUFACTURERS/SUPPLIERS

**(i)** The bidder must have already supplied similar or superior imported system and/or had done AMC Work. A report on the performance of the systems from the client along with clientele list must be enclosed with the Tender documents in prescribed format at annexure 1 (page no- 06)

**(ii)** The Bidder/Vendor should be a suppliers / Manufacturers of reputed of three large size walk in Environmental chambers and a Service Providers for annual maintenance contract. .

**(iii)** The Bidder/Vendor shall be equipped and able to carry out the Client's maintenance, repairs and Spare parts, stocking obligations prescribed by the conditions of the contract

- (a)** That the adequate and specialized expertise is already available or will be made available following the execution of the contract in the Purchaser's city, to ensure that the support services are responsive and adequate.
- (b)** That the Bidder will assume total responsibility for the fault-free operation of equipment / items and Maintenance during the AMC period and provide necessary maintenance services for TWO years
- (c)** .In case of any complaint/ breakdown/fault in any equipment, the firm has to attend the fault within 48 hours of reporting on phone/ Email etc. failing which severe action will be taken on bidder (AMC may be terminate) without proper justification.

**(iv)** It may be ensured that rates for parts of authorized brand only should be quoted and supplied for AMC accordingly. In case if it is found at a later stage that sub-standard /inferior quality items supplied, necessary action will be taken against such supplier, including forfeiture of their Performance Security and debarring them for quoting future tenders.

**(v)** The representative/engineer of the firm has to make a Monthly visit to check that all the equipment under AMC are working properly. At the end of the period of AMC, all machines under AMC will be handed over as functional machine Report of the last month of the AMC.

(vi) The AMC is for preventive as well as for break down maintenance and includes repair and replacement of the parts free of charge during the AMC Period.

(vii) The repair of equipment's should be done as per schedule failing which NISE, Gurugram reserves the right to get any other authorized party to service the machine and the difference in cost if any in such cases will be recovered from the supplier's bills or from the performance Security deposit of the supplier.

(viii) The contractor has to maintain a register for the periodical inspections, which has to be signed by NISE officer/ in - charge. The contractor should depute only qualified/experienced technicians for carrying out the preventive maintenance work.

### **3. TECHNICAL SPECIFICATION OF 03 (THREE) LARGE SIZE WALK IN ENVIRONMENTAL CHAMBERS :**

1. Make: M/s CTS GmbH, Germany (serial nos. 108026,108027 & 108028 of model number CW- 60/10)
2. Working dimension: 2.8m x 2mx 1.5m
3. Temperature range: -60 deg. C to 100 deg. C
4. Humidity range: 0% rh to 95 % rh.

### **4. GENERAL CONDITIONS OF CONTRACT**

- a) **Payment:** payment shall be released on quarterly basis through electronic transfer upon completion of repair of annual maintenance contract of three large size walk in Environmental chambers, and based on inspection Report by the NISE Committee.
- b) **Taxes:** Suppliers shall be entirely responsible for all taxes, duties, license fees, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser.
- c) **Duties:** As per Notification No.51/96- customs dated 23<sup>rd</sup> July, 1996 for availing customs duty exemption and central excise duty exemption in terms of government notification No. 10/97-CE (Central Excise) dated 1<sup>st</sup> March 1997. Being the purchases for scientific purpose, NISE is entitled for availing customs and Excise Duty exemption at present, the customs/Excise duty exemptions are wherever applicable, and as per rules will be issued at the appropriate time. Hence Customs/Excise Duty for such

items should not be included in the Price BID. However, prevailing percentage of Custom Duty may be indicated.

- d) **Penalty Clause:** If the Supplier fails to deliver the satisfactory Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty (Half percent of contract price per week of delay subject to a ceiling of 5% of final contract price).
- e) **Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction in Gurugram, Haryana.
- f) **Rejection Terms:** Incomplete, conditional, fax, late quotation not in the prescribed format will be rejected summarily. Director General, National Institute of Solar Energy reserves the right to reject any or all the quotations at his discretion without assigning any reason therefore.
- g) **Site Survey :** Interested Bidder/Vendor are requested to inspect the work site at the address below mentioned and get them acquainted with the nature of work and local conditions that may have a bearing on the rates/quotes .

**Deputy Director General (Admin)**  
NATIONAL INSTITUTE OF SOLAR  
ENERGY, 19<sup>th</sup> Milestone, Institutional  
Area, Gurugram-Faridabad Road,  
GwalPahari, Gurugram, Haryana, India -  
122003.

(Annexure- 1)  
No. 03/03/007/NISE-PVTF

Performance Statement Form

(For the last Two years)

Name of Bidder/Vendor: \_\_\_\_\_

Order No. & Date	Client	Contact Person/ Phone	Description & quantities of ordered items	Value of order (in Rs Lakhs)	Date of Completion		Satisfactory completed on
					As per contract	Actual	

To be attached: Documentary evidence (client's letter or certificate) in support of satisfactory completion of above orders. Minimum 2 Customers

I /We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract RFQ as stipulated in the Tender Notice No .-----Dated -----. Accordingly, I/We accept the terms and conditions and hereby offer rates for the work as indicated above.

Signature of authorized signatory: \_\_\_\_\_

Name of the Representative Submitting the Bid:

Designation:

Company Seal and Date

**Annexure- 2**

(To be type/ written on the company's/party's/ Letter Head)

**PERFORMA FOR FINANCIAL BID**

NIT No.03/003/007/NISE-PVTF

The Director General  
National Institute of Solar Energy (NISE)  
Gurugram – Faridabad Highway  
Gwal Pahari; Gurugram – 122 003  
Haryana

**Subject:** Sealed tenders from reputed manufacturer / authorizes supplier for Annual maintenance contract of 03 (three) large size walk in Environmental chambers at NISE including utilities for two years.  
- NIT No.03/03/007/NISE-PVTF

**Sir,**

With reference to your Tender Notice (NIT) NO 03/03/007/NISE-PVTF , dated 19<sup>th</sup> April 2018 .I quote the following rates , including all taxes and duties , for the work mentioned below :-

**A.**

Sr. No	Items Description	Unit	Unit price( Rs /USD/EURO )	Total Price	Taxes/Duties/Freights applicable (Please indicate separately )			Total Amount (including Taxes/ duties )
					Taxes	Duties	Freight	
1.	AMC Charges for First Year							
2.	AMC Charges for Second Year							
4.	Total							

Total Amount (in words) .....

B.

	List of Critical Spare parts to be consumed for Two years	Unit	Unit price( Rs /USD/EURO )	Total Price	Taxes/Duties/Freights applicable (Please indicate separately )			Total Amount (including Taxes/ duties )
					Taxes	Duties	Freight	
1								
	Total							

Total Amount (in words) .....

I /We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract RFQ as stipulated in the Tender Notice No .-----Dated ----- . Accordingly, I/We accept the terms and conditions and hereby offer rates for the work as indicated above.

Signature of authorized signatory: \_\_\_\_\_

Name of the Representative Submitting the Bid:

Designation:

Company Seal and Date



**Annexure- 3**  
**F.No.03/03/007/NISE-PVTF**  
**Commercial Terms (to be enclosed with Techno-Commercial Bid)**

Sl. No	Particulars	Bidders Confirmation (please write accepted ,if accepted T&C)
1.	Scope of Work (please refer clause 1E , Page -2)	
2.	Technical Specification (Please refer clause 3 , page 4)	
3.	ELIGIBILITY CRITERIA ( please refer clause 2, page 3-4)	
4.	GENERAL CONDITIONS OF CONTRACT ( please refer clause 4 , page 4-5)	
5.	Proof of income Tax Assessment /Return for last three financial years (2014-215, 2015-16, 2016-17).	Enclosed

I /We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract RFQ as stipulated in the Tender Notice No .-----Dated -----.

Accordingly, I/We accept the terms and conditions and hereby offer rates for the work as indicated above.

Signature of authorized signatory: \_\_\_\_\_

Name of the Representative Submitting the Bid:

Designation:

Company Seal and Date

**(Annexure-4)**  
**Format for submission of Bidder/ Vendor Data**

**F.No.03/03/007/NISE-PVTF**

1.	<b>Name of vendor</b>	
2.	Registered Address	
	Phone No.	
	Fax No.	
	Name of Proprietor/ CEO/Chairman	
	Phone/Mobile No.	
	Email id	
3.	Factory Address	
	Phone No.	
	Fax No.	
	Email id	
4.	Delhi/NCR Address (if any)	
	Phone No.	
	Fax No.	
	Email id	
5.	Correspondence Address	
6.	Name of Contact Person	
	Designation	
	Phone/Mobile no.	
	Fax No.	
	Email id	
7.	Website	

8.	<b>Sales Tax related information/ GST</b>	
	TIN No.	
	L.S.T. No.	
	C.S.T. No.	
	Sales Tax Exemption No. (if any)	
9.	<b>Income Tax related information</b>	
	PAN No.	
	PAN reference no. (in case PAN applied for)	
	PAN Status (in case PAN applied for)	
10.	Registration No. with Directorate of Industries	
11.	SSI Reg. No. (if Small Scale Industrial Unit)	
12.	<b>Bank related information</b>	
	Bank name	
	Branch name	
	Bank address	
	Bank phone no.	
	Bank fax no.	
	Bank MICR Code (9 digit)	
	RTGS-IFC Code	
	Account type	
	Account no.	

I /We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract RFQ as stipulated in the Tender Notice No .-----Dated ----- . Accordingly, I/We accept the terms and conditions and hereby offer rates for the work as indicated above.

Signature of authorized signatory: \_\_\_\_\_

Name of the Representative Submitting the Bid:

Designation:

Company Seal and Date