

Annexure : III

General Instruction for the Bidders

The Girls Hostel Managing Committee is pleased to inform the bidders to read the following instructions carefully before submission of the Bid for the Supply, Installation and Commissioning of Solar Electrification & Comprehensive maintenance for 5 years during the year 2023-2024.

1. The detailed Quotation documents which can be downloaded from the school website: (<https://avmoirabari.in/>) 24-11-2023 onwards-

2. Bids, as per the terms and conditions herein should be submitted in DROP BOX at the Office of the Principal, Adarsha Vidyalaya, Moirabari cum Member Secretary, Girls Hostel(KGBV-IV),Moirabari on or before 30 /12/2023 within 10 AM to 2 PM during working days(Saturday up to 12 Noon) no postal or online Quotation will be accepted.

3. The Girls Hostel Managing Committee has the right to award the works under this Quotation to single or multiple Organizations/Bidders based on the best Technical specifications and lowest quote ascertained through this Quotation.

4. The Girls Hostel Managing Committee reserves the right to cancel/ withdraw this invitation for bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

5. The Girls Hostel Managing Committee reserves the right to modify, amend or supplement this document.

6. List of Documents to be submitted in First Cover (In Technical bid)

SI No	Description	Page No
1	Quotation Form and Undertaking(Annexure-V- 3 pages)	
2	PAN Card of the Firm/Organization	
3	GST Registration of the Firm/Organization	
4	Trade License of the Firm/Organization	
5	Turn Over Certificate of the Firm/Organization(In Solar Energy Sector only)	
6	Bank Solvency Certificate of the Firm/Organization	
7	Authorize Dealership Certificate of the Firm/Organization for Solar Panels to be supplied and installed	
8	Authorize Dealership Certificate of the Firm/Organization for Solar Batteries to be supplied and installed	
9	Authorize Dealership Certificate of the Firm/Organization for Solar PCU(Power Conditioning Unit) to be supplied and installed	
10	Certificate from Ministry of New and Renewable Energy, Government of India for Authorize Dealership Certificate of the Firm/Organization	
11	Proof of BIS Certificate inclusion ID of the Authorize Dealership of the Firm/Organization	
12	BIS Certificate of 61215 of the Firm/Organization	
13	Ministry of New and Renewable Energy, Government of India Test Report for Batteries to be installed from any National Institute of Solar Energy of India.	
14	Battery Specification and Test Reports	
15	Company declaration on Expected life in ideal float condition of Battery	
16	The date of manufacture of the Batteries to be installed should be within 40 days on the date of installation.(Declaration to be attached)	

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7. List of Documents to be submitted in Second Cover (In Financial bid)

SI No	Description	Page No
1	Annexure: I	
2	Bank Details of the Bidder	

8. Date schedule

1	Quotation Ref No.	
2	Last date & time for the bid submission	30/11-2023, 2:00 PM
3	Opening date of Technical bid –first cover	05/12-2023, 11:00 AM
4	Opening date of Financial bid – second cover	05/12-2023, 12:00 PM
5	Venue of acceptance and opening of Quotations	AdarshaVidyalaya, Moirabari, Morigaon
6	Link for Downloading the Quotation and other documents.	https://avmoirabari.in/

Any further information or clarification may obtain either in person or through phone during office hours from the office of The Member Secretary, Girls Hostel Managing Committee (Contact Number: 9613859909) or through the email – ghmoirabari@gmail.com

9. Schedule of Supply, installation and commissioning:

Bidder must confirm the schedule of supply, installation and commissioning which is indicated below and the same has to be confirmed through duly enclosing

SI No	Scheduled activity	Within days (no. of days)
1	Supply starts	10 days
2	Supply & Installations ends	25 days
3	Commissioning of all the system	30 days

Note:

Equipment supply can start earlier than scheduled deadline. So that installation and commissioning time schedule is reduced and closure of the Quotation is on time. The Bidder shall complete the supply schedule. If the bidders wish to visit the site, they may request the same to the Member Secretary, Girls Hostel Managing Committee.

10. Eligibility to Organizations/Bidders/Bidders:

- The bidder should be a Manufacturer or n authorized Dealer of reputed brand of all three items Solar Panel, Batteries and Hybrid PCU.
- The quotations should contain the complete specifications including the BIS MAKE CERTIFICATES, MNRE APPROVAL CERTIFICATE WITH 61215 CERTIFICATES, Test Reports etc. certificates of the items in solar power generating system necessary as per provision of the procurement. Quotation without proper certification of products will be rejected. (Copy of Estimate is attached herewith for reference as Annexure-IV).
- The quotations should comprise of the tender documents along with the GST Registration Certificate, PAN card, Trade License, Up to Date GST Clearance Certificate and a Sealed and Signed copy of the undertaking.
- The rate quoted should include all prevailing taxes levies etc.
- 5 years warranty certificate of the Solar panels, Batteries and MPPT PCU Inverters shall be provided to us from the manufacturing companies not the dealers at the time of installation.

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- vi. The price quoted should include all incidental charges for delivery & installation at the location of the Girls Hostel (KGBV-IV),Moirabari, Morigaon.
- vii. The organization should be able to provide excellent service. Complaints on the system should be attended within 03(three) days and should be resolved within 07(Seven) working days of reporting.
- viii. The organization should have its own local office, service center and technicians in Morigaon or Nagaon district in Assam (declaration shall be attached)
- ix. Documents to establish that the organization has implemented projects of worth Rs. 60(Sixty) Lakhs or more in the last three financial years including the present year (work order copies shall be attached) solely in the field of Solar Energy Solutions. In case of Organizations/Bidders fails to meet this requirement of implementing projects worth of Rs 60(Sixty) Lakhs in the previous three financial years including the present year(work order copies shall be attached), the Girls Hostel Managing Committee will have the right to reject the bid even if all other criteria are fulfilled.
- x. The decision of Girls Hostel Managing Committee in this regard will be final and binding on such a bidder.
- xi. The separate envelope should be submitted for Technical and Financial Bid. The financial Bid of those Bidders will be opened whose Technical Bid will be fulfilling all the terms and conditions. It may be mentioned here that even if only single bid is found Technically valid and financial bid is found within the budget or sanctioned amount the KGBV-IV(Girls Hostel) Managing Committee will have the right to allot the work order to that Bidder.
- xii. No over-writing in the bid documents shall be allowed and if found any might incur complete rejection of the said bid.
- xiii. Period within which the items can be supplied is 10days from the date of supply order.
- xiv. The quoted rates should be valid for a period of 90 days or three months from the date of supply order.
- xv. Quotations received after the due date is liable to be rejected.
- xvi. No advance payment will be made as 80% payment shall be released by cheque/bank transfer on receipt and installation of the items in good condition, the rest 20% will be paid on availability of fund.
- xvii. For the items rejected, payment will not be made until the replacement of items in good condition.
- xviii. The decision of the Hostel Managing Committee will be final and bound to all the bidders in any case.
- xix. The Hostel Managing Committee will not be bound to award the tender to L1 bidder; priority will be given to quality of products, proper documentation and experience of the bidders only.
- xx. If the Bidder fails to comply with the Declaration made herein they will be blacklisted.

This annexure should also serve as an undertaking for all the bidders and should invariably be included in the envelope containing the bid documents at the time of dropping of the bids.

11. Cost of bidding:

The Organizations/Bidders shall bear all costs associated with the preparation and submission of Bid to the Member Secretary, Girls Hostel Managing Committee. The Girls Hostel Managing Committee will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

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12. The technical proposal shall contain: (As mentioned in Point NO:06 ,Page No:01)

13. The financial bid shall contain:

The rate quoted for Solar Electrification should be against each item mentioned in the Estimate of the 10 KW Hybrid Solar Systems. The rate quoted should include all taxes levied by the State & Central Govt. and forwarding charges including transportation, loading& unloading, installation & commissioning and annual maintenance contract for 5 years.

14. Price schedule:

The Organizations/Bidders shall complete the price schedule as per **Annexure :IV** PRICE SCHEDULE furnished in the Bidding Documents, indicating the total cost towards supply and installation. The Girls Hostel Managing Committee will not pay any extra charges over and above the rate quoted by the Organizations/Bidders/Bidders. The Girls Hostel Managing Committee will only accept the budget in the exact format outlined in Annexure: IV.

15. Fixed price:

Prices quoted by the Organizations/Bidders are firm and final and binding and not subject to variation at any cost. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

16. Period of Validity of Bids:

Bids shall remain valid for a period of 3 months from the date of opening of the Second cover (Financial Bid). A Bid valid for a shorter period shall be rejected by the Girls Hostel Managing Committee as non-responsive.

17. Format and Signing of Bid:

The Organizations/Bidders **shall give a set of hard copies of all the documents** on the sealed cover in prescribed format and drop into the prescribed DROP BOX only.

18. Deadline for Submission of Bids:

Bids must be received by the Girls Hostel Managing Committee no later than the time and date specified in the **Invitation for Bids**. The Girls Hostel Managing Committee may, at its discretion, extend this deadline for submission of the bid by amending the bid Documents in which case all rights and obligations of the Girls Hostel Managing Committee and Organizations/Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

19. Quotation Opening:

The Technical & Financial bids will be opened separately as per the date and time mentioned above. The Financial bids (Second Cover), of only technically qualified Organizations/Bidders will be opened. The Organizations/Bidders Names, Bid Modifications, or Withdrawals, bid prices, Discounts and the presence or absence of the requisite details as the Girls Hostel Managing Committee, at its discretion, may consider appropriate will be recorded by the Purchasing Committee of the Girls Hostel Managing Committee.

20. Clarification of Bids:

During evaluation of Bids, the Girls Hostel Managing Committee may, at its discretion, ask the Bidder for a clarification of its bid. The reply for clarification and the response shall be in writing only from Bidders.

21. Preliminary Examination:

The Girls Hostel Managing Committee will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are in order or not.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between words and figures, the lower of the two shall prevail and the bid shall stand corrected to that effect.

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The Girls Hostel Managing Committee may waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Organizations/Bidders.

22. Acceptance or rejection of bids:

The Purchase Committee formed by the Girls Hostel Managing Committee reserves the right to accept or reject any bid and reject all bids at any time prior to award of contract, without thereby incurring any liability or any obligation to inform the affected Organizations/Bidders or Organizations/Bidders of the grounds for the said action.

Any Bid with incomplete information and supporting documents is liable to be rejected.

23. Selection of Technical Specifications, Decision on quality:

The rights of selection of technical design/ specifications and evaluation of the quality of products will be done by the Purchase Committee of the Girls Hostel Managing Committee and their decision will be final and binding.

Bidders must submit technical information in accordance with Annexure: I in proper order for their bid to be accepted. Submissions that are missing/incomplete information or have blank fields will not be considered.

24. Terms and Conditions of the Contract.

a. Duration:

The agreement will be valid from the date of signing the Contract and for a period 5 years (60 months) from the date of completion of the supply, installation, commissioning of the Hybrid Solar System. The maintenance and service will commence from the date of completion of installation of the solar system and will be effective for a period of 5 (five) years. The end date of this agreement will be sixty (60) months after the date mentioned in supply, installation and commissioning reports that will be subsequently annexed to this agreement and will form an integral part of this agreement.

b. Prices:

Prices quoted/ provided by the Bidder, and accepted by the Girls Hostel Managing Committee shall be considered as final and firm and will not be subject to escalation due to any variations in the prices of materials, labour and/or any other reasons which may occur while the order is being carried out. The Project Costs are inclusive of taxes, transport, installation and 5 years maintenance service which will include minimum two visits to the installation site per year. The costs mentioned here do not include replacement of spares while servicing (only if the item is not included under company warranty).

c. Payment Terms:

For the supply, installation, commissioning of Hybrid Solar System the payment will be released in 02 installments.

- a) The 1st installments of payment will be 80% paid after completion of the supply, installation, commissioning of Hybrid Solar System through E-Transfer.
- b) The 2nd installments of payment will be 20% and will be paid only on availability of fund /after the maintenance period.
- c) No advance payment will be released till the 100% completion of the supply, installation, commissioning of Hybrid Solar System.
- d) Any taxes and charges such as TDS that will have to be paid by the supplier on the Work Order amount as per the rules in force from the time of release of payment by the Girls Hostel Managing Committee.

25. Inspection, Checking, Testing:

The products covered by the Work order shall be subject to inspection within a reasonable time after installation and the bidder must facilitate this process by fixing time informing the Girls

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Hostel Managing Committee in writing in advance and making bidder representative available at the Hostel. Besides, the Girls Hostel Managing Committee is also entitled to do a preliminary inspection at the installation site by giving prior notice.

Even if inspections and tests are fully carried out, Bidder shall not be absolved to any degree from their responsibilities to ensure that products supplied, comply strictly with requirements of the Work order and technical specification at the time of delivery, inspection on arrival at site, installation and commissioning and warranty/guarantee period.

In any case, the products supplied must be strictly in accordance with the Work order and the technical specification specified by the Quotation failing which the Girls Hostel Managing Committee shall have the right to reject goods and hold the Bidder liable for non-performance of contract.

26. Warranty:

The Bidder shall warrant that every material/product to be supplied shall be in accordance with the specifications agreed upon by both parties. The items should be consistent with the established, recognized or stipulated standards for material of the type usually used for the purpose and in full conformity with the specifications and drawings or samples, if any, outlined by the Girls Hostel Managing Committee in the Quotation documents and agreed upon by the Bidder by the virtue of acceptance of the Work Order by the bidder. Products offered must withstand normal operating conditions. The warranty shall continue notwithstanding inspection, payment, acceptance of Quotation product and shall expire except in respect of complaints notified to Bidder prior to such date within 60 months from the date of commissioning. The warrant will be according to manufacturer's warranty policies.

27. Performance Guarantee:

The Bidder shall guarantee that any/all material used in execution of the Work Order shall be in strict compliance with characteristics requirements and specifications agreed upon. The Bidder shall guarantee that all material and products shall be repaired or replaced, as the case may be, at his own expense in case the same have been found to be defective in respect of material, workmanship for smooth and rated operation within a period of 60 months from the date of commissioning. Acceptance by the Girls Hostel Managing Committee of any product and materials or their replacement will not relieve the Bidder of his/its responsibility concerning the above guarantee. In case of any legal case against the Girls Hostel Managing Committee by any ultimate user of the product with respect to the performance of the system (during the warranty period), the Girls Hostel Managing Committee shall not be held liable in such cases and the Bidder should support the Girls Hostel Managing Committee with required and relevant technical testing and reports supporting the performance of the product and to defend that the non-performance of the product is not because of any manufacturing defect.

The warranty replacements will be made within 10 to 15 working days from the date of receipt of the Complaint from Hostel Management.

28. ANNUAL MAINTENANCE:

- a. Two Scheduled visits per year with 6 months of interval gap should be done.
- b. Schedule visits should consist of basic maintenance of the system:
- c. Cleaning of panels and inspecting their condition and performance
- d. Cleaning of batteries & topping up with distilled water, check the specific gravity from each cell of the battery & inspect the battery performance.
- e. Inspecting inverter performance.
- f. Verifying the battery-inverter room has proper ventilation maintained
- g. Verifying the DOs & DON'TS plaques, SLD & load details sheets are present in the

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battery room

- h. Verifying the connectivity & condition of earth pits, ensure the resistance of the earth pits is below 5 OHMS
- i. Inspecting complete wiring (Solar PV system with loads connected) as per bill of material.
- j. Verifying that non-solar loads are not connected to solar system
- k. Ensure all the solar loads are functional.
- l. Verifying all the control switches & regulators of solar loads are functional
- m. Ensuring the lightning arrester set-up is intact
- n. Checking and verifying system performance with prescribed format provided by the Girls Hostel Managing Committee.



Member Secretary
Girls Hostel Managing Committee
KGBV-IV (Moirabari), Morigaon
Date: 22-11-2023