



Indian Council of World Affairs

Sapru House, Barakhamba Road

New Delhi

ICWA/BLDG/872/16/2013

Dated 07-11-2016

NOTICE INVITING TENDER QUOTATION FOR SUPPLY OF ELECTRICAL CONSUMABLES

Indian Council of World Affairs (ICWA) is an Autonomous Body and Institute of National Importance under the Ministry of External Affairs widely known for research and conferences on current and relevant international issues with institutional partners world-wide. Council intends to invite tender quotations under TWO-BID system for SUPPLY OF ELECTRICAL CONSUMABLES, in sealed envelope from reputed firms/ vendors having valid PAN & VAT Certificate.

The Bidders are advised to follow the following instructions.

As **two bid system** is to be followed, three envelopes duly sealed should be used for submission of tender as detailed below:-

- (i) **Envelope No. 1: Technical Bid** (Annexure –A & B) duly completed and signed should be put in this envelope, also each page of this Notice inviting Tender Quotation along with Terms & Conditions should be signed by the authorized person of the firm and placed in this envelope. The envelope should be sealed properly and super scribed as **“Tender/2016-17/ for SUPPLYING OF ELECTRICAL CONSUMABLE ITEMS for ICWA. Technical Bid”**. Firm’s name and address should be written on the envelope.
- (ii) **Envelope No. 2: Financial Bid** (Annexure -C) duly completed and signed should be put in this envelope. The envelope should be sealed properly and super scribed as **"Tender/2016-17/ for SUPPLYING OF ELECTRICAL CONSUMABLE ITEMS for ICWA. Financial Bid"**. Firm’s name and address should be written on the envelope. **Annexure- C** should be duly filled with net rates inclusive of all taxes and charges.
- (iii) **Envelope No. 3:** Both the Envelope No. 1 and 2 as mentioned above, are to be put into this envelope. The envelope should be sealed properly and super-scribed as **"Tender/2016- 17/ for**

SUPPLYING OF ELECTRICAL CONSUMABLE ITEMS for ICWA”.

The name of firm should be mentioned on the envelope.

Each page of all the Annexure- A, B & C should be duly signed and stamped.

The sealed tender envelope should reach us on or before **22.11.2016 by 1600hrs** addressed to

**Deputy Director General
Indian Council of World Affairs
Sapru House, Barakhamba Road
New Delhi-110001**

The tender received after the stipulated time and date will not be entertained.

Terms & Conditions:

1. The last date & time for submission of quotations shall be 22-11-2016 till 4.00P.M. ICWA may in exceptional circumstances and at its sole discretion may extend the last date & time of submission of quotation by issuing an appropriate notice. Such extension, if any, shall be notified on ICWA website and shall be applicable to all.
2. Quotations may be submitted by Registered Post/ Courier service or in person, so as to reach ICWA on or before the last date & time set.
3. Technical bids are to be opened and evaluated first. Financial bids will be opened only of bidders shortlisted on basis of technical bids.
4. The contract awarded shall be valid for a period of one year from the date of placement of work order, unless extended by mutual consent, or annulled by ICWA for any reason whatsoever.
5. The rate mentioned in the quotation should be in the prescribed format.
6. The quantity of items may vary. It may be increased or decreased as per actual requirement.
7. Rate will be finalized after approval of the competent authority of the Council's.
8. Firms will supply the materials within 48 hours after receipt of supply order.
9. Penalty shall be levied @ 2% of the Total value of that supply, if the firm fails to supply the material within stipulated period of time.

10. Full & final payment will be released after receipt of satisfactory material.
11. Firms will also mention the trade mark of the items on tender quotation as well as in bill and only approved trade mark will be accepted.
12. Bills shall be submitted by the Firm/Agency on monthly basis to ICWA. Bills will be paid by A/c payee cheque only.
13. The bidder should be ready to give security amount of 10% for annual turnover amount i.e. Rs. 15,000/-, and the security deposit will be refundable after successful completion of the contract to the adjustment of dues against the bidder, if required.
14. It may also be noted that in case of contractor backing out in mid-term without any explicit consent of the Council, the firm/company will be liable to recovery at higher rates, vis-a-vis, those contracted with it, which may have to be incurred by the Council.
15. The above act of backing out would automatically debar the firm from any further dealing with this Council and the EMD/performance guarantee amount would also be forfeited.
16. No advance payment in any case would be made.
17. The Council's reserves the right :
 - a. To reject any or all tender quotations without assigning any reason whatsoever and is not bound to accept the lowest (L1) rate.
 - b. To change any clauses/items/condition on the tender quotation document.
 - c. Either to execute the purchase or not to purchase any or all the items, no binding on purchase.
 - d. To execute the rate contract from a single vendor or multiple vendors based on the rates/specifications.
 - e. Information about approval of the sealed estimates / quotations as per the requirement of ICWA will be conveyed to the approved one
19. The rate fixed for each item will not be changed upwards during the currency of the contract. However, if the taxes, if any, are changed by the Government, will be paid.

***Note:** Forwarding of tender/quotations is mandatory on Company/firm's letter head only.

ANNEXURE-A

TECHNICAL BID

S.No.	Information sought	Information Provided
1.	Name of the Firm (In Block Letters)	
2.	Date of Establishment / Incorporation	
3.	Registration no. for registration under Companies Act, 1956. (Please enclose photocopy of certificate)	
4.	Correspondence address and telephone no. with email id	
5.	Address of Head Office (If separate) and Telephone no.	
6.	Status Proprietary/ Partnership/ Private Limited Company/ Public Limited Company	
7.	Name of the Partners/ Directors	
8.	Name of Representative (s) with Designation who would be calling on us and attending to our jobs and his Contact numbers.	
9.	Name of Bankers with address & telephone nos.	
10.	PAN/VAT No. of the Firm (Please enclose photocopy)	
11.	Previous supply order copies received from Government offices/Autonomous Bodies, or reputed firms minimum 2 or 3 different clients (Copy attached).	

We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS of supplier of electricals & consumable items and assure to render the services to the fullest satisfaction of the corporation.

We further give our consent and undertake that our firm is competent and capable of Electrical Consumable Items the ordered materials to ICWA, Sapru House, New Delhi -110001 within the stipulated time as desired by the Council.

Dated at.....this.....day..... 2016

Signature with Seal

Name:

Designation:

Note: The Council reserves the right to accept or cancel tender/bids of any/ of the agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.

UNDERTAKING

Ref: Tender/2016-17/ for supplying of Electrical Consumables.

We hereby confirm that we have not been blacklisted by Organization/ Government / Semi Government / Quasi Govt. Departments in India as on date of submission of bid in response to the above.

We also agree with your terms and conditions quoted in tender.

Dated at.....this.....day of2016

Authorized Signatory Signature NAME:

DESIGNATION:

Mobile No.

Email ID :

Name and Address and SEAL OF THE FIRM / COMPANY:

ANNEXURE-C**FINANCIAL BID**

S.No	Item's Name	Make/Trade Mark	Unit Rate (Rs.)	Tax Amount (Rs.)	Total Unit Cost (Rs.)
1.	Bulb 60 watt (with ring)	oshram/philips/wipro			
2.	Bulb 40 watt (with ring)	Oshram/philips			
3.	Bulb 100 watt ordinary	-do-			
4.	Torch with LED bulb 4 batteries	Jeep/eveready			
5.	Extension cord 5 ampere (computer strip)	Rider/anchor			
6.	Chok compact (40 watt)	philips			
7.	Universal multi plug (15 amp)	Anchor/cona/rider			
8.	Universal multi plug (5 amp)				
9.	Switch 6 amp	Anchor/roma			
10.	Switch 16 amp	Anchor/roma			
11.	Socket 6 amp	-do-			
12.	Socket 16 amp	-do-			
13.	Socket 25 amp/30 amp	-do-			
14.	Switch 30 amp DP (AC switch)	-do-			
15.	Chok combined (2x28) electronic	Wipro/oshram			
16.	Universal conversion plug (5 amp)				
17.	Universal conversion plug (15 amp)				
18.	Switch 5 amp (piano) old model	Anchor/cona			
19.	Tube light PLC (36 watt)	Oshram/wipro/philips			
20.	Tube light PLC (18 watt)	-do-			
21.	Tube light PLC (9	-do-			

	watt)				
22.	Multi plug (5 amp)	Anchor/cona			
23.	Switch 15 amp old	-do-			
24.	Regulator 650 watt/flush type	-do-			
25.	Tube light (40/36 watt)	Philips/wipro/oshram			
26.	Tube T5 28 watt	-do-			
27.	Starter 40/36 watt	Philips			
28.	Plug top 5 amp	Anchor/cona			
29.	Plug top 15 amp	-do-			
30.	MCB SP 10 amp	Havells			
31.	MCB SP 32 amp	-do-			
32.	Multi plug 15 amp	Anchor/cona			
33.	PVC wire roll 4 mm	Plaza			
34.	PVC wire roll 2.5 mm	-do-			
35.	PVC wire roll 1.5 mm	-do-			
36.	PVC wire roll .75 mm	-do-			
37.	PVC wire roll 6 mm	-do-			
38.	PVC wire 3 core 80/20				
39.	PVC wire 3 core 40/76				
40.	PVC wire 2 core (flexible) 40/76				
41.	Extension chord 15 amp (computer strip)				
42.	Tube CFL 11 watt	Philips/oshram/wipro			
43.	Tube CFL 14 watt	-do-			
44.	LED bulb 9 watt	-do-			
45.	LED bulb 12 watt	-do-			
46.	Condenser/capacitor 2.5 mfd	tibcom			
47.	Condenser/capacitor 3.15 mfd	-do-			
48.	Condenser/capacitor 4 mfd	-do-			
49.	Socket 15 amp old	Anchor/cona			
50.	MCB 32 amp double pole	Havells			
51.	MCB 63 amp double pole	-do-			
52.	MCB 63 amp triple pole	-do-			

53.	MCB 63 amp TPN	-do-			
54.	Metal clad top	Crompton Greaves			
55.	Metal clad socket	-do-			
56.	Choke 4x14 watt	Philips			
57.	Choke 2x14 watt	-do-			
58.	Batten holder	Anchor/cona			
59.	Pandent holder	-do-			
60.	Tape PVC	Steel grip			
61.	Tube 20 watt T5	Oshram/philips/wipro			
62.	Tube light PLL 36 watt	-do-			
63.	Tube PLC 18 watt	-do-			
64.	Tube 14 watt T5	-do-			
65.	Socket 5 amp old	Anchor/cona			
66.	Tube CFL 20 watt with ring	Philips/oshran/wipro			
67.	Pencil cell AAA	Duracell			
68.	Pencil cell AA	Duracell 2			
69.	Cell A	Eveready/jeep/nobino			
70.	Mosquito killer refill	All out/good night active			