

COVERING LETTER BY THE TENDERER
(ON THE LETTER HEAD OF THE TENDERER)

To,
The Executive Director,
M.P. State Tourism Dev. Corp. Ltd.
"Paryatan Bhawan" Bhadbhada Road,
Bhopal - 462003

SUB : "SUPPLY OF PORTABLE FOGING MACHINE"

Dear Sir,

I/We have read and understood the terms , conditions and documents of Tender No.5483 date. 16.07.14 and submitting the tender complete in all respects. I/We agree with the terms and conditions, as mentioned in the tender documents.

Thanking you,

Yours Faithfully,

Signature

Name & Address

of the firm

.....

.....

Rubber Stamp

Telephone No.

M.P. STATE TOURISM DEVELOPMENT CORPORATION LTD.

PARYATAN BHAWAN, BHADBHADA ROAD,

BHOPAL-462003

TENDER DOCUMENT - TERMS & CONDITIONS

TENDER NO.5483

DATE: 28-06-14

SUB: SUPPLY OF PROTABLE FOGING MACHINE

MPSTDC invites sealed tenders from reputed firms/ authorized distributors and dealers for **SUPPLY OF (Non-Chinese) PROTABLE FOGING MACHINE** under the terms & conditions as given below:-

- 1. Last date and time for depositing the Bids:- 16/07/2014 upto 3.00 P.M.**
- 2. Manner of depositing the Bids:-** Sealed Bids should be either dropped in the tender box or sent by registered post at the address as mentioned in the Tender Notice, so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or no delivery/ non-receipt of Bid documents. Bids sent by Fax or E-mail will not be considered.
- 3. Time and date for opening of Bids: 16/07/2014 at 03:30 P.M.**
- 4. Earnest Money Deposit:-** Bidders are required to submit earnest Money Deposit (EMD) for amount of **Rs. 25,000/- (Rs. Twenty Five Thousand only)** along with their bids. the EMD may be submitted in the form of an account payee demand draft. EMD is to remain valid for a period of **Fourty Five days** beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before 30 days after the award of

the contract. The bid security of the successful bidders would be returned, without any interest whatsoever, after the receipt of performance security from them as called for in the contract.

5. **Tender Fee:** Separate D.D. of Rs.1,000/- in favor of **M.P. State Tourism Development Corporation Ltd. Bhopal** to be enclosed with the tender. Tender fee is non-refundable.
6. **Specification:** Tenderers are advised to submit their tender with complete specifications of their products along with relevant literatures and any other information pertaining to the same.
7. **Price Bid:** The prices of products are written in figures legibly. Any corrections are duly signed before submitting the tender. No correction will be entertained after opening the Tender. Rates are required according to the rate schedule as per **Annexure-A**.
8. **Terms of Payment:** The payment within 30 days/04 weeks of the satisfactory installation/ operation of the machine at the F.O.R destination as mentioned in the Purchase Order. Delivery/ Installation reports duly signed by authorized person in the respective unit/ office are to be attached along with the invoice for processing of payment.
9. **Validity of Offer:-** The bid price must be valid for minimum 12 months after finalizing of the rates. It can be extended for another 12 months on mutual consent.
10. **Warrenty:-** The product should be warranted for a period of 12 months from the date of satisfactory installation and operation of the equipments at the site.
11. **Service and Training :-** the installation and after sales services for the product will be provided by the manufacture's service Division. the authorised personnel will train the Operational staff of MPSTDC in proper care and control of the equipments without any charger.
12. **Delivery Period:-** It is mandatory that all ordered PORTABLE FOGING MACHINE to be supplied within stipulated time period as per the purchase Order otherwise L.D. @ 1% will be imposed on weekly basis.
13. Catalogue of manufacturing company to be attached with the tender.
14. **Destination:-** All over Madhya Pradesh.

15. Performance Guarantee:- The performance guarantee will be required from the successful Bidder or 10% of the contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid upto 60 days beyond the date of warranty.

16. Warranty:- The following Warranty will part of the contract placed to the successful Bidder.

- a) Except as otherwise provided in the invitation tender, the seller hereby declares that the goods, stores articles sold/supplied to the buyer under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained / mentioned in contract. The seller hereby guarantees that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of **12 months** from the date of installation of the said goods stores/ articles to the buyer.
- b) Guarantee that they will supply spare parts, if and when required on agreed basis for an agreed price. The agreed basis could be and including but without any limitation an agreed discount on the published catalogue or an agreed percentage of profit on the landed cost.
- c) Warranty to the effect that before going out of production for the spare parts they will give adequate advance notice to the buyer of the equipment so that the latter may undertake the balance of the lifetime requirements.
- d) Warranty to the effect that they will make available the blue prints of drawing of the spares if and when required in connection with the main equipment.

17. Product Support:- The following product support clause will form part of the contract placed on successful Bidder:-

- a) The seller agrees to provide product support for the stores, assemblies/ subassemblies, fitment items and consumables, special maintenance tools (SMT)/Special test equipments (STE) subcontracted from other agencies/ manufacturer by the seller for a maximum period of 5 years including 1 year of warranty period after the delivery of items.

- b) The seller agrees to undertake maintenance support for a maximum period of 12 months.
- c) In the event of any obsolescence during the above mentioned period of product support in respect of any component or sub-system, mutual consultation between the seller and buyer will be undertaken to arrive at an acceptable solution including additional cost, if any.

18. Annual Maintenance Contract (AMC) Clause:- The following AMC clause will form part of the contract placed on successful Bidder:-

- a) The seller would provide comprehensive AMC for a period of 1 year after warranty period. The AMC services should cover the repair and maintenance of all the equipments and systems purchased under the present contract.

The AMC services would be provided in two distinct ways:-

- I. **Preventive Maintenance Service:-** The seller will provide a minimum of four preventive maintenance service visits during a year to the operating base to carry out functional checkups and minor adjustments/ tuning as may be required.
- II. **Breakdown Maintenance Service:-** In case of any breakdown of the equipment /system, on receiving a call from the buyer, the seller is to provide maintenance service to make the equipment/ system serviceable.

- b) **Response time :-** The response time of the seller should not exceed 48 hours from the time the breakdown intimation is provided by the buyer.
- c) Serviceability of 90% per year is to be ensured. This amounts to total maximum downtime of 36 days per year. Also unavailability should not exceed 5 days at one time. Required spares to attain this serviceability may be stored at site by the seller at his own cost. Total downtime would be calculated at the end of the year. If downtime exceeds permitted downtime, LD would be applicable for the delayed period.

- d) Maximum repair turn around time for equipment/system would be 3 days. However , the spares should be maintained in a serviceable condition to avoid complete breakdown of the equipment / syestem.
- e) During the AMC period, the seller shall carry out all necessary servicing/repair to the equipment / syestem under AMC at the current location of the equipment / syestem.
Prior permission of the buyer would be required in case certain components/sub systems are to be shifted out of location. On such occasions, before taking over the goods or components, the seller will give suitable bak guarantee to the buyer to cover the estimated current value of item being taken.
- f) The buyer reserves its right to terminate the maintenance contract at any time without assigning any reason after giving a notice of 01 month . The seller will not be entitled to claim any compensation against such termination. however, while terminating the contract , if any payment is due to the seller for maintanance services already performed it terms of the contract, the smae would be paid to it as per the contract terms.

19. In case of failure of delivery or refusal of the purchase Order by the successful bidder on the lowest prices under the terms and conditions mentioned in the tender document, Earnest Money will be forfeited.

Note: Any disputes arising out of this tender will fall under the jurisdiction of the Bhopal Court only.

Annexure-B

NOTE: TO BE FILLED & SUBMITTED WITH QUOTATION ON YOUR LETTER HEAD

TENDER NO.:5483 DT.16.07.14

FINANCIAL BID

Date & Time to reach this Office	1500 Hrs . on 16/07/2014
Date & Time for Opening the Tender	1530 Hrs. on 16/07/2014
Validity of tender required till	90 days from the date of submission of offer

sl.no.	Items	Rate per unit	Commissioning Charges	Cost Per Unit (in Rs.)	Total Cost (in Rs.) including VAT & all other Taxes
1	None Chinese light duty Portable Fully s.s. body Fogging Machine , thermal type sprayer. Cap. Appx. 6 liter. fuel tank with mask, ear pin, filter set , tools use for control of insect in resorts/ hotels alongwith all necessary accessories				

DECLARATION

We are fully agreed with the terms & conditions mentioned in the tender document no.5483 dt.17.06.14. Enclosed herewith please find bank Draft no. dt. of Rs. 25,000/- (Rs. Twenty Five Thousand only) issued from (name of the Bank) towards EMD against this tender. We also agree to convert our EMD into security deposit for one year if tender finalized in our favor.

**Name & signature of Authorized Person
with complete address**