

Ref No : Public Tender Notice No.AMC/VCP/IAO/11-12.

October 24, 2011.

M/s.

Dear Sir/s,

The Director, Indian Institute of Astrophysics, Bangalore, invites Sealed Tenders (Commercial Bid) for the “**Annual Maintenance Contract for 2.5 Meter Coating Plant - 1 unit as per request for proposal / Scope of work enclosed**” installed at Indian Astronomical Observatory, Hanle (Leh region). The terms and conditions may be noted from IIA Website. You are in a position to quote for the Job/supply in accordance with the requirements, please submit your quotation. The Tender documents and other details are available on IIA web site www.iiap.res.in/tenders.htm

The Tender bids must be in rupees only. Your completed Tender bids must reach our office on or before 20/11/2011 by 15 00 hrs. The bids along with EMD Amount & Tender fee with sealed envelopes duly superscribed with the name of the Job/supply and the Due Date must reach our office within the due Date and Time. The bids will be opened in presence of the bidders or authorized representative of the company by **15.30 hrs on 20/11/2011**. Incomplete Bids are liable for rejection.

Thanking you,

Yours faithfully,

Y.K.Raja Iyengar
Asst.Admin.Officer

**PUBLIC TENDER DOCUMENT No : AMC/VCP/IAO/12/11-12.
DT : 24/10/2011.**

TENDER FORM

FROM:

TO

THE DIRECTOR
Indian Institute of Astrophysics,
Bangalore - 560 034.

Sir,

I/We hereby offer to supply/complete the Job the Items indicated below at the price hereunder quoted and agree to hold this office open till I/We shall be bound to supply the items complete the job hereby offered upon the issue of the Work order communicating to the acceptance thereof on or before the expiry of the last date mentioned.

S No.	Description of the item(s)	Qty.	Tender fee	EMD amount
1.	Annul Maintenance Contract for 2.5 Meter Coating Plant at Hanle (Leh region) as per . Request for proposal enclosed. (Tender bids should be in Rupees only)	1 No.	Rs.300/- Non- refundable	Rs.15,000/- refundable

Place at which the supply/work is required : Indian Astronomical Observatory,
Hanle (Leh region)

Date by which the supplies/work are required : 4 weeks from the date of order.

2 I/We have understood the Job of the tender annexed to the invitation to the Tender and have thoroughly examined the Request for proposal quoted or referred to herein and / are fully aware of the nature of the items / Job required and my / our offer is to supply the items/ Job strictly in accordance with the requirements subject to the terms and conditions contained in the Work order communicating the acceptance of this tender in whole.

Date :

Signature and Seal of Supplier

Annexure - A

INSTRUCTIONS TO SUPPLIERS

1. Tenders should be sent in sealed and superscribed envelopes with mention of Tender No. date and date of opening. Only one Tender should be sent in each envelope.
2. Late and Delayed tender will not considered at all.
3. Duties, Taxes where legally leviable and intended to be claimed should distinctly shown separately in the Tender.
4. a) Your quotation should be valid for 90 days from the date of opening of Tender.
b) Prices are required to be quoted according to the units indicated in the annexed tender form. When quotations are given in terms of units other than those specified in the Tender form, relationship between the two sets of units must be furnished.

d) Specifications:

Items / Job offered should strictly conform to our specifications. Deviation, if any should be clearly indicated by the vendor in their quotation. The vendor should also indicate the Make / type No. of the stores Job offered, wherever necessary along with the quotations. Test certificates wherever necessary should be forwarded along with the supplies/Job. Whenever options are called for in our specifications, the vendor should address all such options. Wherever specifically mentioned by us, the vendor could suggest changes to specifications with appropriate response for the same.

1. Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail.
2. Final performance should be guaranteed.

TERMS AND CONDITIONS OF CONTRACT

1. DEFINITIONS:

- a) The terms 'Purchaser' shall mean the Director, Indian Institute of Astrophysics, Bangalore - 560 034.
- b) The term 'Vendor' shall mean, the person, firm or company with whom or with which the Work order for the supply of Items / Job is placed.
- c) The terms 'Work Order' shall mean the communication signed on behalf of the Purchaser by an officer duly authorized intimating the acceptance on behalf the Purchaser on the terms and conditions mentioned or referred to in the said communications accepting the tender or offer of the supplier for supply of Items/completion of the Job.

2. PRICES:

The price may please be indicated on Job basis only.

3. TEST CERTIFICATE:

Wherever required Test Certificate should be sent.

4. ACCEPTANCE OF ITEMS / JOB:

It is expressly agreed that the acceptance of Items/Job is subject to final approval by the Director, IIA, whose decision shall be final.

5. If any information furnished by the tenders is found incorrect at a later stage, the firm shall be liable to be debarred from tendering and taking up of work in IIA. The Institute reserves the right to verify the particulars furnished by the tenderers.
6. For any Technical clarifications please contact Mr.S.Kathiravan, through Mob: 9448092022 or email skathir@iiap.res.in commercial clarification please contact Asst.Admin,Officer Extn:1244 or email ykri@iiap.res.in during office hours.
7. The contract is initially for one year period but likely to continue against satisfactorily performance.

8. This contract is for Maintenance excluding spares.
9. The vendor must provide Three preventive Maintenance visits to site during a year apart from break down calls. The local Transportation and Hospitality will be provided by IIA.
10. Vendor should agree to give 3 month notice before contract termination.
11. Penalty clauses to be agreed on.
12. Personnel qualifications must fit roles.
13. The firms should submit the bids superscribed along with Tender fee and EMD of prescribed amount up to 15 00 hrs. Latest by 20/11/2011. The Bids will be opened in presence of the bidders or their authorized representatives at 15 30 hrs on 20/11/2011.
14. Incomplete bids re liable for rejection.
15. Late / delayed offer will not be considered.
16. The bidder has to pay Lump sum Rs.15,000/- as EMD amount.
17. No bids will be considered if prescribed Tender Fee and EMD amount are not found with Tender bid.
18. IIA is not responsible for any delay / loss of documents in transit.
19. IIA reserve the right to reject any or all tenders without assigning any reasons.