



# INSTITUTE OF NANO SCIENCE AND TECHNOLOGY, MOHALI

(An autonomous Research Institute of Department of Science and Technology,  
Government of India)

Knowledge City, Sector 81, Mohali – 140306, PUNJAB

Phone No: 0172 – 2210056/57/73/75, Fax No: 0172 – 2211074

Website: [www.inst.ac.in](http://www.inst.ac.in)

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F. No. INST/12(212)/2020 -Pur

Date: 11<sup>th</sup> January, 2021

## **SHORT NOTICE INVITING TENDER**

Dear Sir,

Sealed Quotations from reputed Agencies are invited on behalf of Director, INST Mohali for the disposal of two **Gensets (125 KVA each)** so as to reach latest by **28<sup>th</sup> January, 2021** on or before 2.00 pm. The Quotations will be opened on the same day at 3.00 pm in the presence of tenderers, if any:

Tender is also available on Institute website: [www.inst.ac.in](http://www.inst.ac.in) or CPPP website: [www.eprocure.gov.in](http://www.eprocure.gov.in).

Yours faithfully

Sd/-

Head of Office



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## INSTRUCTIONS

- Inquiry, if any, may be sent by Courier or Speed Post. INST will not be liable for any kind of postal delay.
- The Quotation Should be addressed to the Director INST, Mohali invariably giving on the envelop Quotation **for disposal of Genset, Reference No. With date and due date with time.**
- The Quantity mentioned in this inquiry shall be deemed to be only approximate and will not in any manner be binding on the Institute.
- The quotation should be enclosed in a sealed envelope.
- Firms will quote separately for each article.
- Quotation should have minimum validity of 60 days from the date of opening.
- The rates quoted should be for each item (Gen Set) **separately otherwise your quotation is liable to be ignored.**
- Late or delayed quotation will not be accepted.
- Director has the right to reject to the quotations and to split up the requirements or change any or all the above conditions without assigning any reason
- The items will be sold to H1 bidder who will quote the highest price.
- GST/any other taxes are to be deposited by the bidder over and above the bid amount.



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## **NOTICE INVITING TENDER**

INST invites tender from the reputed vendors, agencies as to reach this office on or before scheduled date and time for the disposal **of two Gensets** (125 KVA each) as per the terms and conditions given in the Annexure attached to the Tender form. All offers should be made in English and should be written in both figures and words. Tender forms can be downloaded from the website ([www.inst.ac.in](http://www.inst.ac.in)) of the Institute.

The bidders are requested to read the tender document carefully and ensure compliance with all instructions herein. Non-compliance with instructions in this document may disqualify the bidders from the tender exercise. The Director, INST reserves the right to select the item (**in single or multiple units**) or to reject any quotation wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected

### **Sub: TENDER FOR DISPOSAL OF GENSETS (2 Nos 125 Kv each) AS PER SCHEDULE GIVEN BELOW**

Particular	Disposal of Genset (2 Nos) 125 KVA Each
Tender fee	Rs. 590/- (Rupees Five Hundred Ninety Only)
Date of Inspection for Items to be Disposed off	18/01/2021 to 22/01/2021 from 10:00 AM to 4.00 PM
Last date of submission of Tender	28 <sup>th</sup> January 2021 upto 2.00 PM
Date and Time of opening of tender	28 <sup>th</sup> January 2021 at 3:00 PM on INST
Tender Document and Terms and Conditions	Available on our website <a href="http://www.inst.ac.in">www.inst.ac.in</a> _

**KINDLY NOTE THAT ONE BID FROM ONE PARTY WILL BE CONSIDERED AGAINST THIS TENDER. Further, requests for postponement will not be entertained.** Bids send by/Fax/email bids shall be rejected straightway.

**The Institute shall not be responsible for any postal delay about non-receipt / non delivery of the bids or due to wrong addressee.**

Corrigendum/amendments etc., if any, will be notified only on the INST web site and no separate advertisement will be made for the same. All prospective bidders are therefore advised to regularly visit the INST web site (i.e. [www.inst.ac.in](http://www.inst.ac.in)) for any future information or update.



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## **TERMS AND CONDITIONS**

Important Conditions of the tender to be abide by the tenderer.

1. **Due date:** The tender has to be submitted before the due date. The offers received after the due date and time will not be considered.
2. **Preparation of Bids:** The offer/bid should be submitted in single bid system. **The Quotations should be valid for 60 days from the due date.** The Quotations duly sealed and super scribed on the envelope with the reference No. and due date, should be addressed to “**The Director, Institute of Nano Science and Technology, Knowledge City, Sector 81, Adjacent to IISER, Mohali - 140306, Punjab**” so as to reach on or before the due date.
3. **Delivery of the tender:** The tender shall be sent to the addressee given in para 2 (above) either by post or by courier so as to reach our office before the due date specified in our Schedule. The offer/bid can also be dropped in the tender box on or before the due date specified in the schedule. The tender box is kept in Foyer area of INST.
4. **Opening of the tender:** The offer/bid will be opened by a committee duly constituted for this purpose. The bidders if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate in the tender opening. Only one representative will be allowed to participate in the tender opening.
5. **Acceptance/Rejection of bids:** The INST reserves the right to reject any or all offers without assigning any reason.
6. **Tender fees and EMD: Bid Security Declaration**” as per GFR rule 170 and Tender fees to be obtained from the bidders who want to participate. The tenderer should submit Tender Fee amount as per tender ref. no. through NEFT/RTGS in INST Account. Account Details are as follows:

a. Name of Beneficiary: Institute of Nano Science and Technology (INST)

b. Account No. **2452201001102**

c. Name of Bank: **Canara Bank, Sector 34, Chandigarh**

d. IFS Code: **CNRB0002452**

e. MICR Code: **160015003**

f. Swift Code: **CNRBINBBFFC**

The details of transaction for Tender fee viz. Name of bidder firm, Tender Description, Transaction ID/No. of Transfer, Transaction date, Amount of Transaction, Name of Bank, Address of Bank shall be furnished by the tenderer on their letterhead separately along with their tender.

8. The materials offered for disposal is on “AS IS WHERE IS & WHAT IS BASIS” Ex-go down in unpacked condition. Taxes & duties that may be levied by the Govt. will be extra as applicable and shall be borne and deposited by the highest successful bidder before lifting of material. **GST as applicable will have to be deposited by the highest bidder over and above the bid amount before lifting the material (stores).**
9. The purchaser may inspect the material (Gen SET) on any working day from Monday to Friday between 10:00 AM to 4.00PM by prior appointment to satisfy themselves about the quality & condition of the material (Gen Set) offered. **Site inspection report to be submitted along with the bid (Annexure-III).** No complaint whatsoever will be entertained after the tenders are submitted or before or after the materials are lifted. No request for inspection after submission of the tender will be accepted.



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10. Tenderers should clearly quote their rates as asked for both in figures and in words exclusive of any Taxes and Duties etc. Any overwriting in rates or any change and/or alteration without attestation is liable to culminate in the outright rejection of the tender. In case there is any error between the amount specified in figures and words, the higher of the two will be taken for consideration. Any statutory variations in the rate of taxes and duties will be borne by purchaser, the amount deposited by the successful bidder towards taxes and duties will be immediately deposited with concern authority without waiting for actual delivery.
  11. Tenders should be valid for a period of 60 (Sixty) days from the date of opening of the tenders.
  - 12. The tenderer should quote the rates for Both Gensets separately.**
  13. The award of contract for sale of Gen Set will be considered based on the highest value quoted for each Gen Set. The purchaser shall have to submit a SD @ 25 % in the form of Bank DD / Pay Order or Direct Credit in to Institute bank account of the total sale value of the contract with in 07 calendar days of the issue of acceptance letter / sale order (excluding the date of issue).
  - 14. The successful tenderer has to take the free delivery within 10 days from the date of sale order positively; the delivery will be given only after receiving the full payment. If the purchaser unable to take delivery within free delivery period, he may request for extension. Extension may be granted subject to levying a ground rent @ 0.5 % of the sale value per day maximum up to 5 days.**
  16. The successful tenderer should remove the material within 10 days at his own cost from the date of award of the order. In case the material is not lifted within the time specified ground rent as decided by the committee per day will be charged from the purchaser for a further period of 7 days. On completion of the seven days, the material not so removed will be treated as abandoned lots and the sums if any paid for the lot will be forfeited without any reference to the purchaser. For such abandoned lots, INST reserves the right to re-sell it or dispose it to the H2 bidder or to any third party without any notice.
  - 17. The materials will be allowed to be lifted between 10.00AM to 4.00PM on any working days.** No picking, choosing or sorting will be allowed in the premises for the disposal lots. Any damage to INST property while removing of material will have to be rectified by the purchaser.
  18. The labor, transport and other arrangements should have to be made by the purchaser at their risk, cost and responsibility.
  19. The person authorized by the purchaser will be allowed to take the delivery.
  20. The address given in the tender shall be deemed to be the Purchaser's address and correspondence sent on that address shall be considered to have been delivered to the purchaser. No claim will be entertained for the reason of forfeiture of the sum deposited in case the correspondence is returned back undelivered.
  21. Director INST reserves the right of withdrawing from the sale of any material at any stage without assigning any reasons therefor.
  22. **Notices:** For the purpose of all notices, the following shall be the address of the Purchaser and Supplier.
    - i. **Disposer:** The Director,  
Institute of Nano Science and Technology,



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**Knowledge City, Sector 81, Adjacent to IISER, Mohali –  
140306, Punjab**

ii. **Tenderer** (To be filled in by the tenderer)

.....  
.....  
.....

23. **Resolution of Disputes:** The dispute resolution mechanism to be applied pursuant shall be as follows:

i. In case of Dispute or difference arising between the Disposer and the tenderer relating to any matter arising out of or connected with this contract, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, Institute of Nano Science and Technology (INST) Mohali and if he is unable or unwilling to act, to some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

24. **Applicable Law:** The place of jurisdiction would be Mohali (Punjab) INDIA

25. This Tender and Bid Document is non-transferrable.

26. The tender should be submitted in as format and each & every page of the documents must be duly signed by the bidder.

27. The conditional bid will not be accepted.

28. A photo copy of photo identity and address proof such as voter ID card/Adhaar/Driving license/Passport/Electricity bill/MTNL landline telephone bill etc. will be mandatory to submit with the tender.

29. Sublet of Bid & part disposal of item will not be allowed.

30. The material will have to be removed on “As is where and Clean Sweep is Basis” at the buyer`s own cost and expenses. No processing other than dismantling as may be enquired for convenient transportation will be permitted at the sole discretion of INST. The buyer shall not be provided with any man power or equipment including Dozer, scrapper, cranes, gas, power, water or other facilities by the occupier. The buyer has to arrange for any of these at their own cost and they shall take prior permission from INST for this purpose. While removing one lot, the other should not be disturbed/damage.

31. Dismantling and transportation of the material shall be the responsibility of the purchaser at his own cost and risk, taking all safety precautions.

32. For heavier and longer consignments if required, buyer`s may arrange trailers cutters, cranes etc. With prime-movers through their own resources INST shall not be responsible for any delay occurring due to non –availability of above trailer, cutter and prime mover etc.

I accept the above conditions,

(Full signature of the Tenderer)



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## BID PARTICULARS

1. Name of the Tenderer :
  2. Address of the Tenderer :
  3. Tender cost enclosed: : Yes/No if yes
  4. Transaction ID/No. of Transfer\_\_\_\_\_
  - Transaction date: \_\_\_\_\_
  - Amount of Transaction\_\_\_\_\_
  - Name of Bank\_\_\_\_\_
  - Address of Bank\_\_\_\_\_
- 
5. Name and address of the Officer/contact person to whom all references shall be made regarding this tender enquiry
- Name:
- Address:
- Ph:
- Fax:
- Mobile:
- Email:
- Web:



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## Compliance statement for the tender specifications

Tender Ref No.: INST/12(212)/2020-Pur

S.No.	Check list of documents/Undertakings	Yes/No	Remarks (give explanation if the answer is No)
1.	Is Tender fees details attached? (if applicable)		
2.	Bid Security deceleration		
3.	Validity of 60 days or not?		
4.	Undertaking from bidder regarding acceptance of tender terms & conditions		
5.	Whether free dismantling, lifting, transportation etc. Offered?		





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**Annexure-II (To be filled separately for each Genset in separate envelop)**

**Price Bid (Gen Set I)**

Ref.No. INST----

Date:

Sub: - Disposal of Gen Sets

1. Offer valid till (..... days from tender due date) \_\_\_\_\_

2. Name of the party with Postal address & \_\_

Contact Person Name \_\_\_\_\_

Tel. No. / Mobile No. / Fax No \_\_\_\_\_

E-mail \_\_\_\_\_

3. Basic Price for the purchase of Genset: Please quote the rates below

Sr. No.	Description of Materials	Make and year of Purchase	Location	Quantity	Total usage Hours of Gen Set	Condition	Bid Price
1.	Genset(125 KvA) 1	Mahindra, 2014	INST Habitate Centre, Phase X, Mohali	One	1051 hours	Good working Condition	

(In Words: \_\_\_\_\_ )

Signature of bidder



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## Annexure-II (To be filled separately for each Gen set in separate envelop)

### Price Bid (Gen Set II)

Ref.No. INST----

Date:

Sub: - Disposal of Gen Sets

1. Offer valid till (..... days from tender due date) \_\_\_\_\_

2. Name of the party with Postal address & \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Tel. No. / Mobile No. / Fax No \_\_\_\_\_

E-mail \_\_\_\_\_

3. Basic Price for the purchase of Genset: Please quote the rates below

Sr. No.	Description of Materials	Make and year of Purchase	Location	Quantity	Total usage Hours of Gen Set	Condition	Bid Price
1.	Genset(125 KvA) II	Mahindra,2 017	INST , NPDL Lab,Knowledge Centre, Sector 81 Mohali	One	1330 Hours	Good working Condition	

(In Words: \_\_\_\_\_)

Signature of bidder



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## Undertaking for disposal of Gen set/Gen Sets at INST, Mohali.

To

Director  
INST,  
Mohali

Dear Sir,

1. I, the undersigned hereby bind myself for disposal of Gen **Set/Gen Sets** on the terms & conditions mentioned in the tender documents.
2. I shall abide by the Govt. rules and work order terms & condition for disposal Of Gen Set/Gen Sets
3. I shall be directly responsible for the nature of disposal of items to adhere to the existing laws/rules/regulations for its transport/disposal etc. in that regard.
4. I shall not assign the present contract to any person or allow any other person to interface in the management of performance.
5. In the event of any breach/violation of the terms conditions, the competent authority shall be at liberty to terminate my contract.
6. The decision of the competent authority, INST will be final and will not be challenged by me.

Signature of the Bidder

Name:

Address:

Contact no:



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**Annexure III**

**FORM OF BID-SECURING DECLARATION**

(The Bidder shall fill in this Form in accordance with the instructions indicated)

Dated :

To  
Director,  
INST, Mohali

Ref: Tender document No. \_\_\_\_\_ dated \_\_\_\_\_

We, the undersigned declare that:

We know that the bid should be supported by a Bid Security Declaration in accordance with your conditions.

We accept to automatically be suspended from being eligible for bidding in any contract in INST for a period of 3 years from the date of opening of Bid, If we are in breach of our obligation(s) under the bid conditions, because we:

After having been notified of the acceptance of our bid by INST within the period of bid validity:

1) We failed or refused to furnish a Performance Security in accordance with the Condition of the Tender Document of Tender No. \_\_\_\_\_

**OR**

2) We failed or refused to accept the contract/sale order

We know that this Bid-Securing Declaration will expire, if contract is not awarded to us, upon:

- 1) Our receipt of your notification to us of the name of the successful bidder or
- 2) Twenty –eight days after the expiration of our Bid or any extension to it

We know if we are a Joint Venture, Securing Declaration should be in the name of the JV submitting the bid. If the JV is not legally constituted at the time of bidding, the Bid-Securing Declaration will be in the name of all partners named in the JV agreement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

For and on behalf of M/s. \_\_\_\_\_

Address :

Signature Name

In the capacity of

(DULY AUTHORISED TO SIGN THE BID)