

**Tender Document for Installation of Solar Rooftop PV
System-25kWp**

Tender Document for Purchase of Solar Rooftop PV System-25kWp

TENDER NOTICE NO. : **NUV/PROJECT/2022-23/01 dated 10 May 2022**

DUE DATE : **25/05/2022, 5.00 pm**

DATE AND TIME OF OPENING : **26/05/2022, 11.00 am**

NAME AND ADDRESS : Registrar
Navrachana University
Vasna Bhayli Road
Vadodara 391410

TELEPHONE NUMBER : **+91-265-2617146**

E-MAIL ADDRESS : **purchase@nuv.ac.in**

Tender Document for purchase and Installation of Solar Rooftop PV System-25kWp

Table of Contents

SECTION – I

1. Invitation for Bids

SECTION – II

1. Cost of Tender
2. Clarification of Tender Document
3. Amendment of Tender Document
4. Language of Bids
5. Documents comprising the Bids

SECTION – III

1. Technical Specifications of Requirements
2. Financial Bid

SECTION – IV

1. General Terms and Conditions
-

SECTION – I

1. Invitation for Bids

- 1.1 Navrachana University (NUV) proposes to procure Solar Rooftop PV System-25kW. NUV is looking for vendors who have experience in supplying installation, commissioning of the above with necessary cabling and other installation items.
- 1.2 Bidders are advised to study all technical and commercial aspects, instructions, terms and specifications carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.
- 1.3 This tender document is not transferable.
- 1.4 The categories of items and quantity indicated in the tender Document are tentative. The Registrar NUV reserves the right to increase or decrease the quantity or delete some or all items depending on the needs of NUV without assigning any reasons.
- 1.5 The bidders should indicate the price including all taxes and other charges. No additional information will be entertained after due date. The Registrar may reject tenders if they do not carry such information separately and specifically quantitatively.
- 1.6 The bids should indicate that the rates are F.O.R NUV Vadodara.
- 1.7 The tender should clearly indicate the delivery period and validity period of the tender.
- 1.8 The tender should clearly indicate the availability of service and maintenance facilities at Vadodara for items quoted.
- 1.9 The bidders are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in Indian currency or any hard currency.
- 1.10 The Tender must be submitted along with the copies of:
 - i) Registration details of distributor
 - ii) Authority from the distributor if quoted for by sales representatives
- 1.11 The Registrar, reserves the right to reject any or all tenders without assigning any reason whatsoever.

- 1.12 The tenders will be opened on the date and the time indicated in the presence of bidders if any present on the occasion. If the date of opening is declared to be a holiday, the tenders will be opened on the next working day.
- 1.13 No advance payment or payment against proforma invoice will be made. Payment will be made after receipt, inspection, installation and testing.
- 1.14 All damaged or unapproved goods shall be returned at the risk and cost of the bidder and the incidental expenditure thereupon shall be recovered from the concerned party.
- 1.15 The offer/bid shall be unconditional.
- 1.16 Packing list must be put in all packages.
- 1.17 On acceptance of tender, the date of delivery should be strictly adhered to otherwise, the Registrar NUV, reserves the right not to accept the delivery in full or in part. The Registrar specifically and in case the order is not executed within the stipulated period, NUV will be at liberty to make purchase through other sources.
- 1.18 Payment of bill will be made through the RTGS on completion of the works. The decision to purchase each item is taken independent of other items quoted by the firm. It is not binding on NUV to purchase all the items quoted by any particular firm.
- 1.19 Schedule for Invitation to Tender
- a) Email address at which the tender is to be submitted:
- Email: purchase@nuv.ac.in
Kind Attention to:
The Registrar
Navrachana University
Vasna Bhayli Road,
Vadodara
Phone: +91 265 3020146
- b) Latest time and date for receipt of Tender: **25/05/2022, 5.00 pm**
- c) Place, Time and Date of opening of Technical bids:
- Place : **Navrachana, University Campus Vadodara**
- d) Time & Date : **26/05/2022 at 11.00 am.**

Registrar - NUV

SECTION – II

1 Cost of Tender

The bidder shall bear all costs associated with the preparation and submission of its bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the client and client will in no case be responsible or liable for those costs, regardless of the conduct, or outcome of the Tendering Process.

2 Clarification of Tender Document

A prospective bidder requiring any clarification of the tender document may notify NUV in writing at the NUV's mailing address. NUV may respond in writing to any request for clarification of the tender document, received not later than 03 working days prior to the last date for the receipt of the bids prescribed by the client. In case of any further clarification on any of the points in the tender, if required, a meeting can be held. However, NUV reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this clause shall be construed, taken, or read as compelling or requiring NUV to respond to any query or to provide any clarification.

3 Amendment of Tender Document

- 3.1 At any time prior to the last date for receipt of bids, the client may for any reason, whether at its own initiative or in response to a clarification request by the prospective bidder, modify the tender document by an amendment.
- 3.2 The amendment will be notified in writing or E-mail to all prospective Tenders who have received the tender document and will be binding on them.
- 3.3 In order to afford prospective bidders reasonable time in which to take the amendment into the account in preparing their bids, the Client may, at its discretion, extend the last date for the receipt of the Bids.

4. Language of Bids

The bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and the client, shall be written in English language, provided that any printed literature furnished by the bidder may be written in another so as long accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

5. Document Comprising the Bids

5.1 The Bids prepared by the bidders shall comprise of the following components:-

a) **Technical bid Format** shall consist of the following:-

- i) Technical bid furnished as per the format for technical (**Technical bid Format (Annexure-I of Section III)**)
- ii) Technical literature for each product/service, covering full technical specifications.
- iii) Certificate of Incorporation/ Registration
- iv) PAN No. of the company/Firm, TIN No (As applicable): self-attested copies to be attached
- v) Proof of GST Registration Number (Self attested copies to be attached).
- vi) Proof of authorization of dealership/Partnership issued by the respective OEM.
- vii) Product profile of the company.
- viii) Audited balance Sheet and Profit and loss account for the last 3 years.

b) **Commercial bid** consisting of the following: -

- i) Bid prices duly filled signed and complete as per the format (**Financial bid Format (Annexure-II of Section III)**) Maximum discount as could be offered should be mentioned.

SECTION - III

Annexure I

Technical Bid Format

Sr. No.	Item	Technical Specification	Quantity
1.	25 kWp Solar Rooftop Project Under GUVNL Scheme	Solar PV Modules (Make: Adani) Grid Tied String Inverter (Make: Growatt) Module Mounting Structure (Size and Material use) Junction Boxes Make – Eaton / schneider / DC & AC Cables (Make: Polycab) Earthing & Lighting Protection Any other	One

Technical Terms and Conditions

- 1) The person signing the Tender shall be deemed that he has the authority to sign the Tender on behalf of the said company.
- 2) Proof of Income Tax, Sales Tax, Service Tax and VAT Registration Number (As applicable; Self attested copies to be attached).
- 3) The Vendor shall be Original Equipment Manufacturer (OEM) or the authorized Partners/ Dealer. Proof of the above shall be submitted in the form authorization of dealership/Partnership issued by the respective OEM.
- 4) The vendor should have a local presence fully functional service/support center in and around Vadodara with minimum qualified support staff to provide quality service support. Undertaking mentioning office address and the number of Employees with qualification to be enclosed.
- 5) The vendor should have successfully supplied and installed Hardware amounting to Rs. 25 lakhs to at least one customer in last 2 Years. The company has to provide Proof of satisfactory completion and the Purchase Order.
- 6) The company/firm should be in existence and should have been in operation for a period of 2 years.
- 8) PAN No. of the company/Firm, TIN No (As applicable): self-attested copies to be attached.
- 9) The bidder should not have any of their contracts terminated or blacklisted in the last three years by any University

SECTION - III

Annexure II

Financial Bid Format

S. No	Item	Technical Configuration	Make/Brand Name. (Mandatory)	Quantity	Unit Price	Total Price
1						
2						

TOTAL AMT

Total Amount in words (Rupees _____)

This offer/quote/bid is unconditional.

(Name of the bidder)

Financial Terms and conditions

1. The rates should be quoted in figures, on the Financial Bid Format duly signed and stamped by the authorized person.
2. Unit rates mentioned above are inclusive of all taxes, FOR destination and installation charges and all other charges. No charges of whatsoever nature would be paid additional to the cost mentioned above.
3. Registrar NUV reserves the right to alter the quantity of the IT equipment.

SECTION – IV

TERMS AND CONDITIONS

1. The company should adhere with all seriousness to the time schedule provided by the NUV.
 2. The products asked for should be of very high standard and of reputed with authorized service provider in and around Vadodara.
 3. All the rates will be F.O.R, NUV, Vadodara.
 4. The Company shall be liable to indemnify the NUV in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising out of an as a consequence of the negligence, deficiencies, mistakes, lapses, delays etc. in the execution of the various jobs and the services provided.
 5. The company should ensure quick back up response in case of equipment failure which should be replaced if needed within 24 hours of the distress call.
 6. There is no provision for making advance payment to the Company as per University rules. Payment terms should be clearly depicted in the bid.
 7. Send a copy of the profile of the company along with the customer's satisfaction report.
 8. Offers should contain the details of warranty period and the cost of AMC beyond the warranty period for all items.
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