

Annex –I
Technical Requirements

- 1-Services of Two, canopy type Generator set of 20KVA & 10 KVA Capacity in good working conditions.
- 2-Normally, services of above Generator sets will be required during five days in a week i.e. Monday to Friday between 0900 to 1730 hours, which are the normally working hours of our Office.
- 3-In case, services of above detailed Generator set/ sets will be required other than normal days/ normal hours, the additional payment (OT) will be given as per rate accepted.
- 4-**The bids should be submitted in the enclosed format only**

Annex –II
General Terms

- 1-Quotations, Bids qualified by indefinite expressions as "subject to immediate acceptance, subject to prior sale" etc and incomplete quotations are liable to be summarily rejected.
- 2-The Bureau reserves the right to accept or reject summarily and / or all tenders in whole or part without assigning any reason whatsoever.
- 3-**Bids should be submitted in one envelop, containing two envelops titled as, "Technical Bid" and "Financial Bid". Nature of Bids (Technical or Financial) Should be clearly mentioned in Bold letters on top pf both the envelopes**
- 4-The Technical bids will be opened first and **the financial bids of the Technical qualifying Firm only** will be opened.
- 5-The Bureau takes no responsibility for delay, loss or non receipt of tenders after dispatch.
- 6.In case of non compliance with the terms and conditions of the contract, the Bureau reserves its right to cancel/ rescind / revoke the order if already issued.
- 7.All questions, disputes or differences arriving under, out of or in connection with this tender enquiry shall be subject to the exclusive jurisdiction of Kanpur Courts.
- 8-Normal rate and Overtime rate should be quotatted clearly and separately.
- 9-**Rates should be filled in enclosed format inclusive all kind of tax, salary of attendant, diesel cost or any other expenses.**(see format enclosed)
- 10.For providing services, agency, after chosen for the services, will have to submit a contract for a period of one year on stamp paper of Rs. Ten.
- 11-For any other enquiry, this office may be contacted during Office hours.
- 12-The service provider shall be responsible for compliance of any legal requirement whatsoever, if any other Govt. deptt, as applicable from time to time, e.g., Minimum Wages, Pollution Control etc.etc.. Our Office will not at all be responsible for any contravention of legal requirement while providing the above services.

Annex –III
Payment Terms

- 1-Payment will be made on monthly basis, during second week of next month, on production of bill/ bills separately for both Generator Sets.
- 2-No advance payment shall be given.
- 3-During interrupted services from KESCO, contractor should have insured uninterrupted supply through Generator set. In case of any interruption more than ten minutes, a deduction shall be made for entire period of interruption at the @ of twice the Overtime. Additional payment rates.

Annex – IV

Sl. No.	Capacity	Technical Details	Rates in RS. Per Month	Overtime Rates per hour	
				All kind of rates should be inclusive all kind of Tax, Salary of Attendant, Diesel Cost or any other expenses	
1	10 KVA	50 Hz 220 – 250 V Canopy Type Single Phase			
2	20 KVA	50 Hz 220 – 250 V Canopy Type Three Phase			

Name of the Firm : _____

Name of the Proprietor : _____

Signature of Proprietor : _____

Place: _____ Date: _____ Signature: _____

Regd A/d

Our Ref: KB/1:0(Contract)
Subject: Quotation for providing
Services of Gen Set

08 Dec 2009

Dear Sirs,

Sealed Bids (under 2 Bid System, Technical & Financial) are invited for the supply of "Generator set Services", which should reach the undersigned **latest by 1700 h on 04 Jan 2010** at the following address:

Director & Head,
Bureau of Indian Standards
Kanpur Branch Office,
117/418 B, Sarvodaya Nagar,
Kanpur – 208 005

2-The detailed information of the above mentioned services are given in Annex-I.

3-General Terms and Conditions of the services are given in Annex-II and Payment terms in Annex-III.

4-The Technical Bids shall be opened in the First Floor of Kanpur Branch Office, at 'Officers Hall', at the above mentioned address **at 1500 h on 5th January 2010** in the presence of such tenderers or their duly authorized representative, who may like to attend.

5-After qualifying Technical bids, the Financial Bids will be opened at the same place **at 1500 h on 6th January 2010**.

6-An EMD of Rs.4800/-in the form of Demand Draft in favour of BIS,payable at Kanpur should be accompanied with the bid.

7-Please note that the envelopes containing Bids should be sealed separately and properly i.e. either wax sealed or with adhesive cello tape on both ends. Unsigned Bids, unsealed/ stapled envelops and bids without EMD shall be summarily rejected. No exemption whatsoever for payment of EMD shall be accorded.

8-Any kind of overwriting is strictly prohibited. Such kind of bids shall not be considered.

9-The specification and terms & conditions may also be downloaded from BIS website, www.bis.org.in.

Thanking you,
Yours faithfully,

Encl: As above

(P C Joshi)
Director & Head