



**Directorate of Technical Education,  
Maharashtra State, 3 Mahapalika Marg,  
Post Box No.1967, Mumbai 400 001.**

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E-mail:- desk11@dtmaharashtra.gov.in Web:- <http://www.dtmaharashtra.gov.in>  
e-Tendering Parent Portal: <https://mahatenders.gov.in/nicgep/app>

**TENDER FORM**

Sr. No. TENDER NO: 11/DTE/STATE/ET-10/28/2018-2019 **Tender form Fees Rs. 2,000/-**  
**E.M.D. Rs. 10,000/-**

Digitally sealed tenders (Two-Bid System) as per e-tendering system are invited by office of **Director of Technical Education, Maharashtra State**, from reputed manufacturers, their authorized dealers for the supply of following items.

**Please refer to Instructions for Bidders. These are available on DTE 's web site as well as e tendering web portal and are also being made available along with this form.**

**NOTICE DETAILS:**

<b>Tender Reference no.</b>	<b>11/DTE/STATE/ET-10/28/2018-2019</b>
<b>Name of Work / Item</b>	<b>10 KWp Grid Tied Solar Roof Top System</b>
<b>Cost of blank tender document &amp; Mode of Payment</b>	<b>Rs. 2,000/- (Rupees Two Thousand only) (Non Refundable) to be paid through Online Payment Modes during Tender Document Download Stage.</b>
<b>EMD Amount &amp; Mode of Payment</b>	<b>Rs. 10,000/-(Rupees Ten Thousand Only) to be paid through Online Payment during Bid Preparation Stage.</b>
<b>Date ,Time and Place of Pre bid meeting</b>	<b><u>4th Feb 2019 at 1130 Hrs</u> at Conference Room, Govt. College of Engineering and Research, Avasari (Kh), Tal.Ambegaon,Dist: Pune PIN 412405 (O) 02133-230582</b>
<b>Venue of online opening of tender</b>	<b>Desk 11, Directorate of Technical Education, 3, Mahapalika Marg, Mumbai-1</b>
<b>Address for Communication</b>	<b>Directorate of Technical Education, 3, Mahapalika Marg, Mumbai-1</b>
<b>Contact Telephone &amp; Fax Numbers</b>	<b>022 30233470/ 431/ 411 , FAX – 22690007</b>
<b>e-Tendering Helpline Support: For any technical related queries please call the 24 x 7 Help Desk Number 0120-4200462, 0120-4001002</b>	<b>Bidders are requested to mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority. Tel : 0120-4200462, 0120-4001002 Mobile : 8826246593 E-Mail : <a href="mailto:support-eproc@nic.in">support-eproc@nic.in</a></b>
<b>Delivery period</b>	<b><u>42 days from the date of issue of order.</u></b>
<b>Tender shall remain valid Till</b>	<b><u>120 days from the date of submission of offer.</u></b>
<b>Quantity required</b>	<b>*01 (One No.)</b>
<b>Total Estimated Cost of equipment</b>	<b>Rs. 6,50,000/-</b>
<b>Names of the Consignees</b>	<b>Principal, Govt. College of Engineering and Research, Avasari (Kh), Tal. Ambegaon (Bk), Dist.: Pune PIN 412405 (O) 02133-230582</b>

**\* Quantity likely to change**

## **TENDER SCHEDULE**

**Please Note:** All bid related activities (Process) like Tender Document Download, Bid Preparation, bid submission will be governed by the time schedule given under Key Dates below

Sr. No.	Activity	Performed by	Start		Expiry		Duration
			Date	Time(Hrs)	Date	Time(Hrs)	
1	<i>Publishing Tender</i>	<i>Department</i>	<i>29-01-2019</i>	<i>1430</i>			
2	<i>Pre bid Meeting</i>	<i>Department</i>	<i>04-02-2019</i>	<i>1130</i>			
3	Tender Download	Bidders	29-01-2019	1430	12-02-2019	1700	
4	Bid Preparation						
5	Bid Submission	Bidders	29-01-2019	1430	12-02-2019	1700	
6	<i>Bid Opening*</i>	<i>Department</i>	<i>13-02-2019</i>	<i>1730</i>			

\* Dates mentioned here are scheduled dates for Bid Opening Activities. Any changes in dates of opening of technical and commercial bids shall be notified in 'Press Notice / Corrigendum' section on the e-Tendering sub portal of the department <https://mahatenders.gov.in/nicgep/app> or in "Tenders" Folder of DTE website <http://www.dtemaharashtra.gov.in> before opening of the same.

Activities to be performed by the Department

Activities to be performed by the Bidders  
(All Bidders' Activities are Mandatory)

( A Pre bid meeting for the particular tender will be held at DTE Mumbai on the date & time mentioned on page1 of the document. The manufacturers or their representatives with valid authorization are required to confirm their participation by sending an e-mail to [desk11@dtemaharashtra.gov.in](mailto:desk11@dtemaharashtra.gov.in) and [principal.gcoeavasari@dtemaharashtra.gov.in](mailto:principal.gcoeavasari@dtemaharashtra.gov.in) before 1730 on day before the scheduled day. Attending the Training and Pre bid meeting is not mandatory. The bidder may attend the meeting if he has any doubts to be cleared and suggestions to make. **Further, the bidders / representatives who are present will be shown the site for their understanding about installation requirements.** Representative without valid authorization letter will not be allowed to participate in the pre bid meeting.)

### **Check List of documents to be Uploaded along with e tender**

The following documents should be uploaded by the bidders in the form of self attested **PDF Files / Scanned images** in the same order as mentioned below, on the e-Tendering website during **Online Bid Preparation** stage. **PROVISION IS MADE TO UPLOAD A COMBINED FILE IN .rar FORMAT**

<b>S N</b>	<b>Item</b>
1	Certificate of registration / approval obtained from MEDA/MNRE
2	Covering Letter for tender on the company letter head mentioning official address, Contact No, e Mail address and website (if available) address
3	Tender Fee and EMD exemption certificate from competent authorities, if EMD exemption is claimed.
4	GST registration certificate.
5	Latest GST payment proof. Last quarter.
6	Income Tax returns or Balance Sheets for last two financial Years (not necessary if already submitted in the financial year)
7	Authorization certificate from manufacturer. (FORMAT 1)
8	Proof of permission to manufacture the equipment/ item mentioned in the tender document from competent authorities (to be submitted by manufacturer).
9	Proof of permission for sales/trading of the equipment/ item or of similar kind mentioned in the tender document from competent authorities (to be submitted by bidder if he is not manufacturer).
10	No deviation certificate in prescribed pro-forma only. (FORMAT 2)
11	Technical literature / leaflet of the make and model no of equipment quoted.
12	List of users with complete address, name of contact persons, contact numbers and email address for the make and model number of item mentioned in the tender form (FORMAT 3)
13	Performance report / certificates of supplier in last two financial years. (FORMAT 4) (not necessary if already submitted in the financial year)
14	Undertaking of delivery from manufacturer within prescribed period (FORMAT 5)
15	ISI mark certificate if asked for
16	Undertaking for demonstration from manufacturer (FORMAT 6)
17	Undertaking by bidder about risk purchase, fall clause, penalty clause (FORMAT 7)
18	Bill of material/ packing list/ BoQ

### **VERY IMPORTANT**

**Apart from uploading the above documents during bid preparation, the bidder must also submit ORIGINAL Authorization certificate from manufacturer to this office on or before the last date of tender submission, without which the tender will not be accepted.**

**Detailed Specifications of the Item mentioned in the Tender No. 11/DTE/STATE/ET-10/28/2018-2019**

**10 kWp Grid Tied Solar Roof Top System Particulars:**

The 10 kWp Grid Tied solar roof top system should consist of following technical specifications

<b>Sr. No</b>	<b>DESCRIPTION OF ITEM</b>	<b>SUPPLIER MAKE</b>
<b>A-1</b>	<b>Modules-Poly Crystalline</b>	
1	PV Modules-Polycrystalline, 250 Wp-320 Wp range, including module interconnection MC4 Connectors (Indian Make with RFID TAG)	Waaree Solar, Vikram Solar, TATA Power Solar, Renewsys Solar, EMMVEE Photovoltaic's etc.
<b>A-2</b>	<b>Grid-tie Inverter</b>	
1	Grid-tie On-line Solar String Inverters with SPD on both DC & AC Side	SMA, Delta, Fronius, Schneider, Xantrex etc.
<b>A-3</b>	<b>BOS Components</b>	
1	Single Core, Multistrand, 4 Sq. MM TUV approved Solar Cable for DC side	Lapp, Top, Leoni, etc.
2	Multistrand Cable for AC Side	Finolex, Polycab, RR Cable, etc.
3	MC4 Connectors suitable for 4 Sq. mm Cable (Male & Female)	Multi-Contact, Biz-link, etc.
4	UV Protected Cable Ties for Solar Cables	Surelock or Equivalent, etc.
5	Solar LT panels with generation meter and MCCB for isolation	L&T/ Siemens/ABB, etc.
<b>A-4</b>	<b>Module Mounting Structures</b>	
1	Module Mounting AL Profiles, Rails etc. for Metal Sheet Roof	SAPA, PROINSO, Jurchen or Equivalent, etc.
2	Module Mounting Structure on RCC rooftops – Hot Dip Galvanised (80 Micron)	Local
<b>A-5</b>	<b>Grounding and Security System</b>	
1	Treated Earth Pits 50mm dia *3 mt Cu Bonded Earth Rods with back fill compound	Reputed
2	Lightning Arrestor-ESE or conventional type with Earth pit	JMV, SABO or Equivalent, etc.
3	GI Strip ( 25 x 3 mm ) for Plant Earthing	Reputed
<b>A-6</b>	<b>Monitoring System, Cables and accessories</b>	
1	<b>Mandatory:</b> Generation Data Monitoring System with web based server and access of user id and password to access the same to be shared with Savitribai Phule Pune University. <b>Optional:</b> Weather monitoring system including of Irradiance sensor, Air temperature, Module temperature sensor, Power supply and accessories and data logger.	Reputed

2	Wi-Fi /GPRS internet modem	Reputed
<b>A-7</b>	<b>Cable Trays and Accessories</b>	
1	Cable Tray of required sizes	Reputed
2	Cable glands, lugs, ferruls etc	Reputed
3	HDPE/ PVC pipes	Reputed
4	Cable of required size for grid connection (should be considered by inspecting actual site of installation of PV system and MSEDCL power supply transformer)	Reputed
<b>A-8</b>	<b>Fire Fighting system</b>	
1	Danger Board	Reputed
2	Fire Extinguishers Equipments	Reputed
<b>A-9</b>	<b>Net-meter</b>	
1	MSEDCL approved Net-meter	Secure/ L&T, etc.

Note :- Use of brand names is only indicative. Any other brand which completely meets technical requirement of the user is acceptable.

### **User Requirements:**

- 1) The vendors for PV system should be from Channel Partners registered with MEDA / NMRE.
- 2) The supplied system will have carry comprehensive maintenance and warranty of 10 years. The supplier and institute will have to sign a contract in this regard.
- 3) This institute has HT power supply of 11 kV (connected load 665 kW, Maximum Demand 500 kVA for educational purpose). The vendor/ Supplier will have to take all the necessary permissions and approval / license from competent authority of MSEDCL for grid tied solar roof top system. All the expenditure related to this process shall be borne by vendor/supplier. The institute will provide the necessary documents required for the same.
- 4) **The Vendors/ Supplier are strictly advised to visit actual site of installation of 10 kWp Grid Tied solar roof top system (on any working day between 10-30 am and 5-00 pm) in the institute and take actual measurements for estimating cable requirement and other related work for installation and commissioning of project.**
- 5) The payment will be paid to the Supplier / Vendor only after third party inspection of technical specifications, satisfactory performance report and verification of performance warranty by technical team of Savitribai Phule Pune University.
- 6) **The Vendor / Supplier will have to take into account all related expenses for installation and commissioning while quoting. No additional expenses will be paid to the supplier for erection and commissioning of the system.**

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## **INSTRUCTIONS TO BIDDERS- e TENDERS**

### **A. General Instructions : -**

1. Certificate of registration / approval obtained from MEDA/MNRE is compulsory for the bidders.
2. The offers for supply of equipment / Machinery /Furniture as per tender specifications are invited from genuine manufacturers permitted to manufacture these equipment or an agent/ distributor (authorized supplier) appointed by the manufacturer.
3. **The offer should be submitted online in the prescribed format as per TWO ENVELOPE SYSTEM ONLY.** Both the Bids (Technical as well as Commercial) shall have to be submitted online. **Bids which are NOT submitted online will not be entertained.**
4. The offer should be firm, inclusive of all taxes till the period of delivery. Escalation in prices will not be allowed. Reduction in Taxes / levies by Govt. during the period, the benefit should be passed on to consignees.
5. **A Checklist is given at the beginning & end of the Tender Form. Please note that submission of all the documents mentioned in the check list is mandatory. Documents with incomplete/wrong information will lead to rejection of tender offer. Purchaser's decision will be final in this regard.**
6. **Either the agent/ distributor (authorized supplier) or the manufacturer can participate in the bid but not both.**
7. **If an agent/ distributor (authorized supplier) participates for one manufacturer, then he will not be allowed to participate for another manufacturer.**
8. **In short, Only one make and model shall be offered and no options be given.**
9. Details of specifications, relevant leaflets, highlighting technical features shall be quoted. **However, purchaser may ask for any further technical clarification.**
10. Make and model no. along with recent address of the manufacturer must be given. ISI marked equipment if available shall be quoted.
11. Maintenance Manual and operation manual should be supplied along with the equipment free of cost.
12. WARRANTY SHOULD BE FOR A MINIMUM TEN YEARS OR PERIOD PRESCRIBED IN THE TENDER FORM for machines as well as for its accessories. The manufacturer shall submit a written warranty that all goods supplied under the contract are of the most recent and current model and that they incorporate all recent improvements in design and materials provided in contract. The manufacturer shall also ensure that all service calls will be attended by him / his authorized service provider promptly even after the warranty period is over.
13. The purchaser shall have the right to make claims under the above warranty after the goods have

been delivered to the final destination indicated in the contract. Upon receipt of a written notice from purchaser, the supplier shall, within 15 days, replace the defective goods without any cost to the purchaser. A down time of more than Two weeks shall be treated as a breach of contract and the purchaser will be compelled to make alternative arrangement for repair/ replacement of the goods/ equipment. The cost of such repair/ replacement of the goods/ equipment will be charged to the bidder. Legal/ penal actions will be initiated against the bidder and manufacturer in case of breach of warranty clause.

14. A demonstration of equipment/ machinery may be asked by the technical scrutiny committee for the model which is quoted by the bidder. **This demo may be arranged prior to finalisation of technical bid at any place of the user of the model supplied by the manufacturer/ bidder (mentioned in the list of users submitted in envelope 1).** Demonstration charges if any are to be borne by the bidder. The bidder shall arrange all the materials/facilities required for the demonstration.
15. The **rates per unit** should be quoted only for the items specified in the list of requirement and should be for items of given specification / Mark /Model/ Manufacture and be as follows: -
  - a) Free delivery at destination basis including cost of Training to the 3 staff of consignee for operation and maintenance of equipment.
  - b) Break up of price giving basic price and price of standard Accessories in Indian Rupees only.
  - c) GST
  - d) Transportation, loading/ unloading, packing charges etc
  - e) Installation Charges, if any
  - f) The charges for Installation, plumbing foundation, electrification as recommended by manufacturer etc. if any should be mentioned separately by the bidder.
  - g) Pre Dispatch inspection of goods ready as per tender specifications will be done at the factory or at the site. The TA/DA of the inspectors will have to be borne by the supplier.
16. Tender for each item is to be submitted separately. **Rates per unit MUST be quoted in Indian currency (Rupee) only, as the comparison will be done on the basis of INR prices only. No assumptions are to be made regarding concession certificates like customs duty exemption etc.** All inclusive prices in INR must be written on priced tender form in envelope 2. However, to pass on the benefit of concession in customs duty to educational institutes, the purchaser may, at his discretion, issue the PO in foreign currency to the lowest eligible bidder whose bid is technically valid and has been found lowest in INR prices.
17. A Pre bid meeting for the particular tender will be held at Government college of Engineering and Research, Avasari (Kh.) on the date & time mentioned on page1 of the document. **The manufacturers or their representatives with valid authorization are required to confirm their participation by sending an e-mail to [desk11@dtmaharashtra.gov.in](mailto:desk11@dtmaharashtra.gov.in) and [principal.gcoeavasari@dtmaharashtra.gov.in](mailto:principal.gcoeavasari@dtmaharashtra.gov.in) OR [gcoeara@gmail.com](mailto:gcoeara@gmail.com) before 1730 on day before the scheduled day** Attending the Pre bid meeting is not mandatory. The bidder may attend the meeting if he has any doubts to be cleared and suggestions to make. **Representative without valid authorization letter will not be allowed to participate in the pre bid meeting.**
18. As per Government of Maharashtra decision, payments to the vendors etc will be made by NEFT/RTGS only. As such, successful bidder will have to submit complete bank details & PAN number to the consignee.
19. Repeat orders may be issued as per Purchase Policy of Government of Maharashtra.

## **B. e -Tendering Process**

The bidders are requested to familiarize themselves with the use of the e-Tendering portal of Government of Maharashtra well in advance. To view- Tender Notice, Detailed Time Schedule, Tender Document for this Tender and subsequently purchase the Tender Document and its supporting documents, kindly visit following e-Tendering website of Government of Maharashtra: <https://mahatenders.gov.in/nicgep/app>

The Bidders participating first time for e-Tenders on GoM e-tendering portal will have to complete the Online Registration Process for the e-Tendering portal. A link for enrollment of new bidders has been provided on <https://mahatenders.gov.in/nicgep/app>

All bidders interested in participating in the online e-Tendering process are required to procure Class II or Class III Digital e-Token having 2 certificates inside it, one for Signing/Verification purpose and another for Encryption/Decryption purpose. The tender should be prepared & submitted online using individual's Digital e-Token.

**e-Tendering Tool Kit for Bidders** (detailed Help documents, designed for bidders) has been provided on e-Tendering website in order to guide them through different stages involved during e-Tendering such as online procedure for Tender Document Purchase, Bid Preparation, Bid Submission.

Bidders will have to pay cost of Tender Document through online modes of payment during **Tender Document Download stage**. This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

Similarly, Bidders will have to pay Earnest Money Deposit through online modes of payment during **Bid Preparation stage**. This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

If any assistance is required regarding e-Tendering (registration / upload / download) please

contact GoM e-Tendering **24 x 7 Help Desk Number 0120-4200462, 0120-4001002 or email** [support-eproc@nic.in](mailto:support-eproc@nic.in)

**For a bidder, online bidding process consists of following 3 stages:**

- 1. Online Tender Document Purchase and Download*
- 2. Online Bid Preparation*
- 3. Online Bid Submission*

**All of 3 stages are mandatory in order for bidders to successfully complete Online Bidding Process.**

## **C. Online Tender Document Purchase and Download:**

The tender document is uploaded / released on Government of Maharashtra, (GOM) e-tendering website <https://mahatenders.gov.in/nicgep/app>. Tender document and supporting documents may be purchased and downloaded from following link of **Directorate of Technical Education** on e-Tendering website of Government of Maharashtra, <https://mahatenders.gov.in/nicgep/app> by making payment through **Online Payment Modes**.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder proceed further for next stage resulting in his/her elimination from Online Bidding Process.



**This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.**

Subsequently, bid has to be prepared and submitted online ONLY as per the schedule.

The Tender form will be available online only. Tender forms will not be sold / issued manually from Directorate office

The bidders are required to download the tender document within the prescribed date & time mentioned in online tender schedule. After expiry of the date and time for tender document download, Department / Corporation will not be responsible for any such failure on account of bidders for not downloading the document within the schedule even though they have paid the cost of the tender to the Department / Corporation. In such case the cost of the tender paid by the bidders will not be refunded.

1. The tender document is uploaded / released on Government of Maharashtra, (GOM) e-tendering website <https://mahatenders.gov.in/nicgep/app>. Tender document and supporting documents may be purchased and downloaded from following link of **Directorate of Technical Education** on e-Tendering website of Government of Maharashtra <https://mahatenders.gov.in/nicgep/app>. Subsequently, bid has to be prepared and submitted online ONLY as per the schedule.

**2. Tender forms will not be sold / issued manually from DTE Mumbai office**

3. Only those Tender offers shall be accepted for evaluation for which non-refundable Tender Fee is deposited online.

**D. Online Bid Preparation**

1. Both the Bids (Technical as well as Commercial) shall have to be prepared and subsequently submitted online only. Bids not submitted online will not be entertained.

2. In Bid Preparation stage, bidders get access to Online Technical and Commercial Envelopes where they require uploading documents related to technical eligibility criteria and quote commercial offer for the work / item in respective online envelopes.

**E. Amendment of tender document**

At any time prior to the deadline for Sale of tender, the Purchaser may amend the tender documents by issuing Addenda/Corrigendum.

Any addendum/corrigendum as well as clarification thus issued shall be a part of the tender documents and it will be assumed that the information contained in the amendment will have been taken into account by the bidder in its tender.

To give prospective bidder reasonable time in which to take the amendment into account in preparing their tenders, the Purchaser shall extend, at its discretion, the deadline for submission of tenders, in which case, the Purchaser will notify all bidders by placing it on website of the extended deadline and will be binding on them.

**F. Submission of Tender and its accompaniments: -**

**The offer should be submitted online in the prescribed form as per TWO ENVELOPE SYSTEM ONLY.** Both the Bids (Technical as well as Commercial) shall have to be submitted **online only**. Bids not submitted online will not be entertained.

**The bidder shall submit the Tender and documents in TWO separate online Envelopes as follows: -**

## **Envelope No.1: Technical Bid**

Technical Envelope shall contain following documents (a zipped file of all documents in the form of PDF files / Scanned images). These documents need to be digitally signed by individual contractor's digital signature and uploaded during **online bid preparation stage**. Original copies shall be kept ready at the time of opening of the tender.

1. Certificate of registration / approval obtained from MEDA/MNRE
2. **Covering Letter for Enclosure:** A covering letter stating the list of enclosures should be attached in the offer along with the checklist. Complete Address, contact details, email address, website address etc must be there on the letter head for easy and fast communication.
3. **Payment of the Tender Form :** Tender form fee is to be submitted on line and the procedure for depositing the fee will be displayed on e tendering website.
4. **Earnest Money Deposit:**

Earnest Money Deposit is to be deposited on line and the procedure for depositing the fee will be displayed on e tendering website.

The offer of the bidder who is not exempted from paying the Tender fee/EMD will be rejected if it is found that the Tender fee/EMD. is not deposited

Earnest Money Deposit is Refundable and shall be remitted to the bidder's account after the tender process is over.

If the bidder is a supplier registered with Central Store Purchase Organisation (CSPO of Govt. of Maharashtra) /DGS&D/ NSIC/DIC , the attested copy letter of registration with CSPO/DGS&D/ NSIC/DIC and attested copy of certificate stating that the firm is exempted from payment of Earnest Money Deposit MUST be attached .

In case of manufacturers, valid Certificate of registration with Directorate of Industry, Government of Maharashtra MUST be attached.

**For CSPO/DGS&D/ NSIC/DIC / MSME/ registered manufacturers/Suppliers, exemption will be allowed only for the items mentioned in the respective registration certificates. As such name of the item MUST be highlighted or underlined in the relevant certificate.**

Exemptions for firms registered with CSPO/DGS&D/ NSIC/DIC / MSME will be as per Government of Maharashtra rules.

### **5. GST and Sales Tax / VAT Registration & Clearance Certificate**

GST registration number and proof thereof to be attached. In addition, proof of GST paid / acknowledgement upto last quarter

### **6. Income Tax Returns/ Balance Sheet**

Self attested copies of Income Tax Returns of the firm for last two consecutive years or Balance sheets of last two consecutive years duly certified by a chartered accountant required as a proof to establish the financial capacity of the supplier/ manufacturer. (Need not be given if submitted already in the financial year)

## **7. Authorization Certificate: (Please see FORMAT 1)**

Authorization letter of the manufacturer who manufactures the item mentioned in the tender document is essential if the bidder himself is not a manufacturer.

1. Authorization letter should be in typed form on the letter head of the manufacturer duly signed by the competent authority of the manufacturing company with his name and company's seal on it.
2. The letter head must contain the manufacturer's office address, factory address, contact numbers, email address and website address (if available) for verifying the details in the letter.
3. It should be addressed to the Director of Technical Education, Maharashtra State, Mumbai clearly authorizing the bidder to participate in this tender by **quoting tender No and name of the Model for the tendered item**
4. Manufacturer shall assure that he/ she will supply the equipment through the bidder and will attend all service calls during warranty period. He will also give list of authorised service providers in Maharashtra/ India

**Apart from the authorisation letter, the manufacturer shall produce documentary evidence to prove that he is permitted to manufacture the items mentioned in the tender form or item of similar kind.**

**If the bidder himself is a manufacture of the item mentioned in the tender form, he is required to produce documentary evidence to prove that he is permitted to manufacture the items mentioned in the tender form or item of similar kind.**

This office reserves the right to ask for any further documentary evidence to establish genuineness of manufacturer, bidder and authorization letter.

## **8. No Deviation Statement:- (Please see FORMAT 2)**

The no deviation statement must have mention of the make & model of the item quoted by the bidder against the tender, specification of the equipment tendered, specification of the equipment offered and deviations in specifications if any.

**Bidder must fill all detailed information required in format 2. Merely certifying that 'There is no deviation between tender specifications and specifications quoted by the bidder' is not acceptable and such bids are likely to be rejected. No deviation statement is actually a comparison of technical requirement of the consignee and the specifications offered by the bidder/ manufacturer. No separate technical offer is required to be submitted.**

## **9. Bill of material, Technical Literature/Relevant Leaflet of the equipment:**

Self attested Relevant leaflet /Technical literature / Maintenance manual /Catalogue highlighting products features offered in the Tender must be enclosed in original. The offer shall be considered only if the leaflets/literature is enclosed. All the technical information about the equipment required for checking whether the equipment offered as per Tender Specification or not should be available in the Technical literature enclosed. **The literature should be corresponding to the Model and Make offered in the commercial Bid. In case the**

**literature contains description of more than one model, the bidder must tick mark on name of the model and make signature there.**

**10. List of Users for past experience: (Please see FORMAT 3)**

Self attested List of users other than this Department (other than DTE) for verifying the quality of the equipment being supplied and after sales service rendered by the manufacturer . This list must contain **at least three users of the model being quoted** along with the name of contact person and his contact details ( postal address, email and contact number) and the items and year of purchase of that item by that department.

This list will help the purchaser to ensure good performance of the make and model which is offered by the bidder/ manufacturer.

**11. Performance of Bidder: (Please see FORMAT 4)**

Past experience of bidder with other Departments or elsewhere regarding equipment supplied to this Department – Information to be submitted in **FORMAT 4** giving Order No., date, name of equipment, name of consignee. Latest certificate regarding after sales service should be provided by the supplier. **Minimum Three** recent certificates are required to be produced.

These certificates from other departments will show the performance of the bidder.

**12. Undertaking of delivery (Please see FORMAT 5)**

Original Undertaking of delivery within stipulated weeks is to be submitted.

**13. Undertaking for giving demonstration (Please see FORMAT 6)**

Undertaking for giving demonstration of tendered item within short period of notice.

**14. Standard Mark Certificates** If equipment is I.S.I. marked, valid copy of license issued by B.I.S. should be enclosed otherwise same is to be indicated in offer as “NOT I.S.I. Mark”

**15. Declaration by the bidder ( Risk purchase clause, Fall Clause, penalty clause) : (Please see FORMAT 7)**

Copy of Declaration duly signed by bidder regarding acceptance of all tender conditions and also penalty clause, Risk purchase clause, fall clause. These clauses are displayed on website of this office under Tender Purchase section.

**16. Bill of material / Packing List / BoQ against the tender enquiry.**

**i) Envelope No.2: (Commercial Bid)**

**1.** All financial offers must be prepared and submitted online (An online form will be provided, during online bid preparation stage) and signed using individual’s digital certificate.

**2.** Bidder should not quote his offer anywhere directly or indirectly in Technical Envelope (T1), failing which the Commercial Envelope (C1) shall not be opened and his tender shall stand rejected.

**3.** The rate should be quoted only for the items specified in the list of requirement and should be for items of given specification / Mark /Model/ Manufacture and be as follows: -

a) Free delivery at destination basis including cost of Training to the minimum 3 staffs of consignee for operation and maintenance of equipment.

Break up of price giving basic price and price of standard Accessories.

- b) **Percentage of GST**
- c) **Amount of GST**
- d) Installation Charges, if any
- e) The charges for Installation, plumbing foundation, electrification as recommended by manufacturer etc. if any should be mentioned separately by the bidder.
- f) Normally the inspection will be at the consignee's place. If the inspection is at the factory or at the site then the TA/DA of the inspectors will have to be borne by the supplier.
- g) Inspection charges if any are to be borne by the supplier. The supplier shall arrange all the materials/facilities required for the inspection.

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER	NUMBER	NUMBER	NUMBER	TEXT	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	MODEL NO AND MAKE	Quantity	Units	Estimated Rate	BASIC RATE PER UNIT In Figures To be entered by the Bidder Rs. P	Percentage of GST	Amount of GST	Freight Charges (Unloading & Stacking)	Any Other Taxes /Duties/Levies	Other Taxes 2	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	3	4	5	6	13	14	15	16	17	18	53	54	55
1				No s								0.0000	0.0000	INR Zero Only

*Note: During Online Bid Preparation stage, bidders are allowed to make any changes or modifications in the bid data uploaded by them in Technical (T1) as well as Commercial (C1) envelope. Once a bidder successfully completes the Bid Preparation stage (by generating the Hash Values for T1 and C1), system won't allow him/her to make any further changes or modifications in the bid data.*

**Special Note for this Tender Enquiry :- Use the template given at the end of this document for submission of commercial offer. But the commercial offer should be separately uploaded in Enevelope2 online.**

## **G. Online Bid Submission**

In this stage, bidders who have successfully completed their Bid Preparation stage are required to transfer the data, already uploaded by them during Bid Preparation stage, from their custody to department's custody.

*Note: During this stage, bidders won't have any capability to make any kind of changes or editing into technical as well as commercial data.*

## **H. Opening of Tender / Evaluation of Bid :-**

The tenders will be opened online as per e-Tendering procedure on the date specified in the tender notice. The supplier/their authorized representative can attend the tender opening.

### **i). TECHNICAL ENVELOPE (T1):**

1. First of all, Technical Envelope of the bidder will be opened online through e-Tendering procedure to verify its contents as per requirements. If the various documents contained in this envelope do not meet the requirements, a note will be recorded accordingly by the tender opening authority and the said tenderer's Commercial Envelope will not be considered for further action but the same will be recorded. Decision of the tender opening authority shall be final in this regard.

ENVELOPE NO. 1 (TECHNICAL OFFER) will be opened on the date specified in Tender Notice.

2. The supplier/their authorized representative can attend the tender opening.

The Technical scrutiny committee appointed to scrutinize the documents will check the documents for their eligibility, validity, applicability, compliance and substantiation stipulated in the tender document.

3. The Technical scrutiny committee shall also analyze that there is no collusive or fraudulent practice involved in the entire tendering process amongst all tenders received.

4. The Technical scrutiny committee may ask for original copy of any of the documents submitted by the bidder online to verify its authenticity.

5. A demonstration of the make and model no of the equipment being quoted may be asked at bidders cost if the technical scrutiny committee recommends.

6. Tenders which are in full conformity with tender requirements and conditions shall be declared as eligible for commercial bid opening (Envelope 2)

### **ii) COMMERCIAL ENVELOPE (C1):**

1. The Commercial bids shall not be opened till the completion of evaluation of technical bids.

2. Commercial bids of only technically valid offers will be opened on a specified date and lowest offer will be recommended for award of contract.

## **I. Acceptance of tender and delivery of Goods**

1. Bidder quoting the lowest offer will be informed about the intention of award of contract (Acceptance of Tender) by sending an Advance letter of Acceptance (A/L). On acceptance of Terms and conditions of A/L and submission of security deposit (bank guarantee) and agreement bond, Purchase Order (Acceptance of Tender) will be released. Security deposit will be 3% of the value of goods ordered and will be retained by the purchaser till 45 days plus warranty period months from the date of award. In case there is delay in supply and purchaser has extended the delivery period, the retention period of security deposit will have to be extended accordingly. Security deposit will be released after expiry of warranty period subject to clearance from the consignee institute.

Sample A/L and A/T are available on website of this office under Tender Purchase section.

2. Before accepting the Purchase order, the bidder should ensure with the purchaser in writing that the execution of purchase orders will be carried out in time.

3. In his/ her acceptance letter of the specified tender only, the bidder shall give,

- Probable dates of Pre dispatch Inspection,
- The delivery schedule,
- Dates of installation and training.

so that the institute can plan accordingly. Any change in the scheduled dates will be communicated at least 15 days in advance to the consignee in writing. Purchase order will not be issued to the bidder without the security deposit and the acceptance letter containing the above

schedule. The bidder will also inform the consignee about the pre requisites for installation and commissioning of the goods/ equipment.

**4. Unless specified otherwise in tender form or in any tender document supplied by this office, normally delivery is to be effected within 6 weeks from the date of final order. If the quoted delivery period is more than period prescribed it must be justified with specific reasons.**

**Purchaser's decision will be final in deciding the delivery period. Stores should be delivered to the consignee on working days during office hours only. Free rigorous working trial with derived results should be given at consignee's place immediately after delivery.**

**5. Stores will not be accepted by the consignee after the due date of delivery without written sanction of the purchasing authority.** The bidder must request in writing to the purchase authority in advance for grant of delay in supply of stores mentioning the reasons for delay. The supplier shall not dispatch the stores till such time an extension in delivery period is granted by the purchaser. If the stores are dispatched by the supplier before obtaining an extension, he would be doing so at his risk and no claim for payment shall lie against the purchaser either in respect of the cost of the stores dispatched or any other expenses which the supplier may have incurred. **Purchaser's decision will be final in deciding grant of delay in supply of stores. The grant of delay will not be given beyond the stipulated 5 weeks period in the purchase manual. Non supply of stores in the granted delivery schedule will automatically lead to declaration of bidder as defaulter and the bidder will not be allowed to participate in any further bidding process of the department.**

**6.** Pre-dispatch Inspection will be carried out by the consignee or representative of this Directorate. However inspection charges will be borne by the bidder. In case the purchaser desires, he may direct the bidders to get their items examined and certified by third party agency like reputed Central Govt labs or organizations like BIS/ERTL/SAMEER/NABL/IITs etc or State Government agencies or institutions. This testing may be required at any stage of tender process to validate the technical specifications. The charges for testing will have to be borne by the bidder.

## **J. Installation and Demonstration of goods**

Immediately after delivery of goods, the supplier should send his team of experts for installation and demonstration of goods supplied. The goods will be offered for inspection and trial by the supplier after complete installation is done.

Foundation & electrical connection as per drawing, if any, will be suppliers responsibility. Allocation of proper space and power supply within the vicinity of three meters from the place of vicinity will be the responsibility of the consignee.

Free training for operation and preventive & breakdown maintenance of the equipment is to be arranged by the supplier / manufacturer immediately after installation to minimum of 3 staff members from each of the consignee.

**Supplier will ensure the time table of Pre dispatch inspection, delivery of goods, installation, demonstration and training given in his acceptance letter.**

More details about installation commissioning requirements will be provided during pre bid meeting.

**K. PAYMENT TERMS :-** ET payment within 21 days from the delivery and satisfactory installation, testing of equipment, training & working trail at consignee's place and balance 10% within 30 days against satisfactory performance of the equipment. **It will be the responsibility of the consignee (Head of the Institute) to see before the delivery of stores that funds are made available on Bank account / BDS , the bills are sent to treasury/ PA office within shortest possible time and**

the bill amount is transferred to the bidder's account within 10 days of the satisfactory installation, testing of equipment, training & working trail at consignee's place



(To be printed on the letter head of the firm)

**FORMAT 1**

No.

Date :-

**AUTHORISATION LETTER**

To

The Director

The Directorate of Technical Education,

Maharashtra State, Mumbai

Sub : Authorisation for submission of Tender for \_\_-\_\_\_\_-

Ref : Your Tender No. 11/DTE/ STATE /ET- Due on \_\_\_\_\_

Dear sir

With reference to above, this is to inform you that. We, \_\_\_\_\_ are an established manufacturer of \_\_\_\_\_, having factory at \_\_\_\_\_ since 20\_\_\_/ 20\_\_\_\_\_.

We do hereby authorise M/S \_\_\_\_\_ to quote and negotiate for item/s mentioned in tender enquiry number 11/DTE/ STATE /ET- Due on\_\_\_\_\_.

No other firm/agency has been authorised to quote or negotiate particularly for tender no 11/DTE/ STATE /ET- Due on \_\_\_\_\_

We further undertake that the products supplied by M/S \_\_\_\_\_ will be fully supported by us during and after the warranty period and all service calls will be attended by us / our authorised service provider promptly.

All goods/equipment to be supplied under the contract are of the most recent and current model and that they incorporate all recent improvements in design and materials provided in contract.

The list of Authorised service providers in India/ Maharashtra is attached herewith.

Thanking you.

For \_\_\_\_\_

Authorised Signatory

Name -

Designation -

Date

Place -

(To be printed on the letter head of the firm)

**FORMAT 2**

**No Deviation Statement**

No:-

Date :-

To

The Director

The Directorate of Technical Education,

Maharashtra State, Mumbai

Dear sir,

We submit herewith a no deviation statement giving comparison of our technical offer and the specifications of the items mentioned in the tender no. Due on \_\_\_\_\_

Name of Manufacturer :-

Make & Model quoted :-

Specification of equipment stated in Tender Enquiry <b><u>step by step</u></b> <b><u>(Department's Specifications)</u></b>	Specification of equipment offered by Bidder <b><u>step by step</u></b> <b><u>(Technical offer by manufacturer)</u></b>	Whether there is any deviation from the tender specification Yes / No	If yes, indicate clearly the deviations and ur justification for deviation
1	2	3	4

Signature of Bidder with Seal

To be printed on the letter head of the firm)

**FORMAT 3**

**LIST OF USERS**

List of users other than this Department (other than DTE) for verifying the quality of the tender items supplied and aft sales service rendered by the manufacturer .

Name of the item :-

Model & Make :-

S r. N o	Name and Address of the user	Contact person	Contact no, mobile no and e mail address of the contact person	Purchase order no with date	Quanti ty purcha sed	Any complaints/ queries court matter etc in this regard?

Signature of  
Manufacturer/Bidd  
with a Seal

## FORMAT 4

### PROFORMA FOR PERFORMANCE OF BIDDER

Certified that performance of \_\_\_\_\_ supplied and after sales service provided by M/s. \_\_\_\_\_

\_\_\_\_\_ for last 3 years is as given below :-

Sr. No.	Make and Model of the Stores	Supply Order No.& Date for 3 recent years	Date	Date	No.of failures during warranty period (Please Give details)	No.of failures after expiry of warranty period (Please Give details)	Afte r supplier /Satisfactory/ Good	Remark Please attach service reports of the supplier.
1	2	3	4		5	6	7	8

\*\* Specific remarks only to be given in words specified.

Signature of Head of Institute/Organisation/Office With  
name and seal of the Office

(To be printed on the letter head of the Manufacturer)

**FORMAT 5**

No.

Date :-

**UNDERTAKING FOR DELIVERY**

We \_\_\_\_\_, the manufacturers of  
\_\_\_\_\_ (name of item) do undertake to deliver the material mentioned in the tender No  
11/DTE/ STATE /ET- Due on \_\_\_\_\_ within the stipulated delivery period mentioned in the tender form.

For and on behalf of \_\_\_\_\_

Seal of the manufacturer

(To be printed on the letter head of the Manufacturer)

**FORMAT 6**

No.

Date :-

**UNDERTAKING FOR DEMONSTRATION**

We \_\_\_\_\_, the manufacturers of  
\_\_\_\_\_ (name of item) do undertake to demonstrate the material mentioned in the tender  
No 11/DTE/ STATE /ET- \_\_\_\_\_ Due on \_\_\_\_\_, as and when asked by the purchasing  
authority.

For and on behalf of \_\_\_\_\_

Seal of the manufacturer

(To be printed on the letter head of the firm)

**FORMAT 7**

No.

Date :-

**DECLARATI**  
**ON**

To

The Director

The Directorate of Technical Education,

Maharashtra State, Mumbai

I, the undersigned for and behalf of M/S\_\_\_\_\_hereby accept and agree with the Fall clause, penalty clause and Risk purchase clause for the tender No 11/DTE/ STATE /ET-  
Due on\_\_\_\_\_as published in the Manual of the office procedure for purchase of stores by the Government departments of the Government of Maharashtra.

For and on behalf of \_\_\_\_\_

Seal of the Bidder

### **Check List of documents to be Uploaded along with e tender**

The following documents should be uploaded by the bidders in the form of self attested **PDF Files / Scanned images** in the same order as mentioned below, on the e-Tendering website during **Online Bid Preparation** stage. **PROVISION IS MADE TO UPLOAD A COMBINED FILE IN .rar FORMAT**

<b>S N</b>	<b>Item</b>
1	Certificate of registration / approval obtained from MEDA/MNRE
2	Covering Letter for tender on the company letter head mentioning official address, Contact No, e Mail address and website (if available) address
3	Tender Fee and EMD exemption certificate from competent authorities, if EMD exemption is claimed.
4	GST registration certificate.
5	Latest GST payment proof. Last quarter.
6	Income Tax returns or Balance Sheets for last two financial Years (not necessary if already submitted in the financial year)
7	Authorization certificate from manufacturer. (FORMAT 1)
8	Proof of permission to manufacture the equipment/ item mentioned in the tender document from competent authorities (to be submitted by manufacturer).
9	Proof of permission for sales/trading of the equipment/ item or of similar kind mentioned in the tender document from competent authorities (to be submitted by bidder if he is not manufacturer).
10	No deviation certificate in prescribed pro-forma only. (FORMAT 2)
11	Technical literature / leaflet of the make and model no of equipment quoted.
12	List of users with complete address, name of contact persons, contact numbers and email address for the make and model number of item mentioned in the tender form (FORMAT 3)
13	Performance report / certificates of supplier in last two financial years. (FORMAT 4) (not necessary if already submitted in the financial year)
14	Undertaking of delivery from manufacturer within prescribed period (FORMAT 5)
15	ISI mark certificate if asked for
16	Undertaking for demonstration from manufacturer (FORMAT 6)
17	Undertaking by bidder about risk purchase, fall clause, penalty clause (FORMAT 7)
18	Bill of material/ packing list/ BoQ

### **VERY IMPORTANT**

Apart from uploading the above documents during bid preparation, the bidder must also submit ORIGINAL Authorization certificate from manufacturer to this office on or before the last date of tender submission, without which the tender will not be accepted.

\*\*\*\*\*



**Template for Commercial**

Please type this template on bidder's letterhead, fill in the details and sign and seal it. Attach the digitally scanned copy in Envelope for Commercial

**11/DTE/STATE/ET-10/28/2018-2019**

**10 KWp Grid Tied Solar Roof Top System**

**Name of the Bidding Company / Firm :-**

S.No	Item Description	Amount Incl of all taxes ( Rs)
	<b>10 KWp Grid Tied Solar Roof Top System- installation, commissioning</b> Please quote all inclusive rates. No separate charges will be paid except the amount mentioned herein.	
Amount in words Rs		

Signature

Name

Company Seal

**Template for Commercial**

Please type this template on bidder's letterhead, fill in the details and sign and seal it. Attach the digitally scanned copy in Envelope for Commercial

**11/DTE/STATE/ET-10/28/2018-2019**

**10 KWp Grid Tied Solar Roof Top System**

**Name of the Bidding Company / Firm :-**

S.No	Item Description	Amount Incl of all taxes ( Rs)
	<b>10 KWp Grid Tied Solar Roof Top System- installation, commissioning</b> Please quote all inclusive rates. No separate charges will be paid except the amount mentioned herein.	
Amount in words Rs		

Signature

Name

Company Seal