

INVITATION FOR BID
(Indigenous Limited Tender)

Directorate General of Hydrocarbons, Noida invites Sealed Competitive Bids (in duplicate) under single bid system for “Procurement of Portable Public Address System” from the known firms whose names are as mentioned under:

1. M/s Green O Care Solutions Pvt. Ltd., New Delhi.
2. M/s Bisht Price, N. Delhi.
3. M/s Tech Toys Innovation Pvt. Ltd., N.Delhi
4. Kendriya Bhandar, Noida.
5. NCCF, Noida.

Further, tender documents will be hosted on DGH website and CPP portal to enable other eligible and willing bidders to get the bid documents issued by the DGH. This will be subject to submission of downloaded tender documents from the public portal along with requisite documents confirming the following Pre-Qualification Criterion before the tender closing date & time.

QUALIFICATION CRITERIA (QC):

Bidder must have experience of supplying audio system and accessories in last 3 years. Three Years will be counted from the date of closing of tender.

DIRECTORATE GENERAL OF HYDROCARBONS
MINISTRY OF PETROLEUM & NATURAL GAS
GOVERNMENT OF INDIA
NOIDA



MM-11011(13)/1/2016/DGH/ENQ-028

TENDER DOCUMENT
FOR
Procurement of Portable Public Address System

Bid Closing time & date: 1400 Hrs (IST) on. 10/02/2016

Bid Opening time & date: 1500 Hrs (IST) on 10/02/2016

FORWARDING LETTER

To,

Date: 20.01.2016

Sub: Procurement of Portable Public Address System.

Dear Sir,

1. DGH invites you to submit your lowest bid for our above referred requirement as per General Terms & Conditions vide **Annexure-I**, Technical Specifications and Price Format enclosed vide **Annexure-II & III** including all attachments thereto.
2. Please arrange to send your bid in a sealed envelope **under single bid system**, super-scribed with the above mentioned Bid Document No. and Bid Closing Date so as to reach DGH's office at following address before the bid closing date and time. Any bid received after the closing date and time will not be considered.

HOD (MM)
Directorate General of Hydrocarbons
OIDB Bhawan, Plot No.2, Sector 73
Noida – 201301

3. Validity of Offer: Your bid should be valid for a period of **60** days.
4. Delivery: On door delivery within 15 days from the date placement of Purchase Orders/LOA. DGH will not arrange for collection of material in any condition.
5. Payment Terms: Payment will be made within 30 days of receipt of invoices.
6. Bid Security: NIL.
7. Performance Security : NIL.

DGH now looks forward to your active participation in the Bid.

Thanking you,

Yours faithfully

(Ankit Gupta)
EE-M (MM)

For DG, Directorate General of Hydrocarbons

General Terms & Conditions

1.0 Transferability of Bid Documents:

The Bid documents are non-transferable.

2.0 Bid Price:

- 2.1 Bidders should offer firm prices. No increase in price on or any score whatsoever shall be entertained by DGH.
- 2.2 Prices should be quoted as per format mentioned in **Annexure-II** and should include all charges like basic price and freight, taxes & duties etc.
- 2.3 Offered prices shall be both in figures and words and in case of any discrepancy between these two, the prices indicated in words will only be considered.
- 2.4 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- 2.5 Prices should be quoted net of discount and no discount should be shown separately. Discount, if any should be merged with the quoted prices. Discount of any type, indicated separately as well as conditional discount, will not be taken into account for evaluation purpose. However, if an offer is found to be the lowest even without considering discount, DGH shall avail such discount at the time of placement of order.

3.0 Taxes & Duties:

- 3.1 Offer should be inclusive of all taxes & duties.
- 3.2 All taxes, duties and other levies for the services including installation/commissioning, Training etc. where applicable, shall be to the Bidder/Seller's account

4.0 Delivery :

Bid should be for "Door Delivery at DGH's office at Noida", with delivery period as mentioned above. DGH will not arrange any conveyance for collection of material in any condition.

5.0 Bid Security: Nil.

6.0 Submission of Bids :

- 6.1 Bids should be sent in sealed envelope.
- 6.2 The Bid should be submitted in original duly signed by authorized signatory. Bid should be put in a sealed envelope bearing the following details on the left hand top corner:
 - i) DGH's Bid Document No.
 - ii) Bid closing date

- iii) Brief Description of materials
- iv) Bidder's Name, official address with Phone Nos. & Email address

- 6.3 Bids must be submitted in original. No bid should be sent by Telex / Cable / Fax / E-mail/telephone. Bids not complying with above will be rejected.
- 6.4 Relevant technical literature must be submitted along with the bid whenever called for without which the bid would be liable to be rejected.
- 6.5 Incomplete bids would be summarily rejected by DGH.

7.0 Deadline for Submission of Bids:

- 7.1 Bids must be received at the office of the Directorate General of Hydrocarbons at Sector-73, Noida, UP (India) by the Bid Closing Date & time mentioned in the Tender document.
- 7.2 Timely delivery of the bid at the above address is the responsibility of the bidder.

8.0 Opening of Bids:

- 8.1 Bidder or their authorized representative (only one person per bidder) will be allowed to be present at the time of opening of the Bids. However, an authorization letter from the bidder must be produced to the Bid Opening Officer at the time of opening of bids. Unless this letter is presented, the representative will not be allowed to attend the bid opening.
- 8.2 In case of any unscheduled holiday on the bid opening date, the Bids will be opened on the next working day. Accordingly, Bid Closing Date / time will get extended up to the next working day.

9.0 Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC)

- 9.1 The bid shall conform generally to technical specifications and terms and conditions given in this bid document. Bids shall be rejected in case the items offered do not conform to required parameters stipulated in the Technical Specifications. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.
- 9.2 Bidder must have experience of supplying audio system and accessories in last 3 years.
- 9.3 Bidder shall offer firm prices. Price quoted by the successful bidder must remain firm during the execution of the contract and not subject to variation on any account.
- 9.4 Any bid received in the form of Telex/ Telegraphic/ Telefax/ e-mail/ Xerox /Photocopy and bids with Scanned signature will be rejected. Original bids should be signed manually failing which they shall be rejected.
- 9.5 Bids shall contain no interlineations, erasures or over writing except as necessary to correct errors made by bidders, in which case such corrections

shall be initialed by the person(s) signing the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement will be liable for rejection.

- 9.6 Bidders must quote clearly and strictly in accordance with the **“Price Format”** of bidding document; otherwise the bid will be summarily rejected.
- 9.7 Bidder must accept and comply with the following clauses as given in the Bid Document in to failing which offer will be rejected –
- (i) Force Majeure Clause
 - (ii) Tax Liabilities Clause
 - (iii) Arbitration Clause
 - (iv) Termination Clause
- 9.8 The bids conforming to the technical specifications, terms and conditions stipulated in the bid documents and considered to be responsive after subjecting to the Bid rejection criteria will be considered for further evaluation as per the Bid evaluation criteria given below:
- (i) Price evaluation and comparison will be made on “Total Cost including Taxes & Duties” basis for Annexure-II. Bidders are to quote for all items. If any item is not quoted for by the bidder, highest received bid for the same item would be loaded for comparison purpose. However, if such bid gets accepted for contract after such loading, the lowest received bid would be used for the missing quote, in the contract.
 - (ii) If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.
- 9.9 **Documents:** Bidder is required to submit following documents duly attested failing which the bid is liable to be rejected.
- (a) Documentary proof in respect of **9.2** above in the form purchase order/LOI/invoice/contracts or any other document acceptable to DGH.

10.0 DGH’s Right to accept or reject any or all Bids.

- 10.1 DGH reserves the right to accept / reject or prefer any bid either in full or in part or annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder (s) or any obligation to inform the affected bidder (s) of the ground for DGH’s action. DGH also reserves the right to split the order between two or more parties.

11.0 Performance Security: Nil.

12.0 Warranty / Guarantee :

- 12.1 All the equipment and accessories shall be warranted for one year from the date of acceptance.
- 12.2 Goods or materials to be supplied hereunder shall be new, as per specification and brand mentioned in the Technical specifications, of the

best quality & workmanship. Any defects arising in the supplied material during the above said warranty period shall be rectified immediately.

13.0 Default :

- 13.1 In the event of Contract with the Bidder, if the Bidder/Seller contravenes any of the provisions of the Contract or neglects to carry out his obligations of the Contract, DGH may give notice in writing thereof requiring the Bidder/Seller to remedy the breach within seven days, or within such period as DGH may agree to be reasonable and in the event of Bidder's/Seller's failing to do so, DGH will be at liberty to purchase the goods elsewhere or have the work which the Bidder/Seller has neglected to do, carried out by some other person at the Bidder's/Seller's expense. In such an event DGH shall have the right to terminate the Contract.

14.0 Termination :

- 14.1 In the event of a Contract with the Bidder, DGH shall have the right to terminate the Contract giving 7 days' notice or such reasonable time.

15.0 Force Majeure:

- 15.1 In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligations under the agreement when entered into, it is agreed that on such party giving notice and particulars of such force majeure in writing or by fax to the other party as soon as possible, after the occurrence of the cause relied on, then the obligations of the party giving such notice so far as they are affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.
- 15.2 The term "force majeure" as used herein shall mean 'Acts of God' including Landslides, lightning, Earthquake, Fires, Storms, Flood & Washout, Strikes, Lockouts or other Industrial Disturbances in the Seller's undertaking, Wars whether declared or not, Blockades, insurrection, riots and Government regulations whether of the kinds herein enumerated or otherwise, which are not within the control of the party claiming suspension, and which renders performance of the contract by the said party impossible.

- 16.0 Arbitration:** - In the event of any disagreement/dispute arising in connection with execution of the contract which cannot be settled in an amicable manner between DGH and the contractor, the matter shall be referred to Arbitration. Such Arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 as amended till date. The venue of such Arbitration will be at Delhi.

- 17.0** DGH reserves its right to allow to the Indian Small Scale Sector purchase preference facility as admissible under the existing policy.

Yours faithfully
(Ankit Gupta)
EE-M (MM)

For Directorate General of Hydrocarbons

PORTABLE PA SYSTEM - TECHNICAL SPECIFICATIONS**(1) COMBO AMPLIFIER:** (Make: Ahuja / Bose / Sennheiser)

Description	Specification
Power Output	Minimum 120 watt RMS
Output Regulation	Better than 0.5 dB
Input Channels	3 Nos. Mics : 1.5mv / 4.7 K Ω (Mic source impedance: 50 ohms – 1 K Ω) 1 No. Aux. : 250 mv / 470 K Ω 1 No. Line input : 1V / 10 K Ω
Frequency Response	40 – 20,000 Hz \pm 3 dB
S/N Ratio	60 dB
Tone Control	Bass : \pm 5 dB at 100 Hz Treble : \pm 5 dB at 10 KHz
Digital Player	MP3 player with USB / SD, MMC card reader and Bluetooth
Protection	AC Fuse 3 Amps 250 V Dc 2x5 Amps 250 V
Line Output	1 V / 1 K Ω
Power Supply	220 – 240 V AC, 50 – 60 Hz
AC Power Consumption	Not more than 250 VA
Weight	Not more than 15 Kg.
Dimension	Maxm. : W356 mm x H530 mm x D326 mm
Type	Combo
Speakers	Built-in

(2) TROLLY BAG FOR PA SYSTEM (Make: SENNHEISER)

Mounting	Wheel Mounted
Handle	Metallic, Telescopic, Retractable for comfortable handling
Design	Heavy-duty Padded Tilt-Back Design with 4 Wheels to keep the equipment safe during transportation
Package Weight	6 .5 kg
Bag Dimensions	(LxWxH) – 686 mm x 432 mm x 330 mm
Pockets	Additional extra pockets on the outer for stowing PA system accessories

General Terms & Conditions

1. **Warranty:** All equipment and accessories shall be warranted for one year from date of acceptance.
2. **Portability:** Trolley bag specified is intended for safe, comfortable & easy transportation of PA system combo amplifier and all accessories. Bidder should ensure the size of Trolley bag to accommodate all equipment & accessories before quoting.
3. **Delivery:** All items should be delivered at Directorate General of Hydrocarbons, OIDB Bhawan, Tower-A, Sector – 73, Noida within 15 days of issue of Purchase Order/LOI.
4. **Installation:** Supplier shall install the system at DGH.
5. **Payment Terms:** 100% payment after acceptance of the materials and services.
6. **Training:** Supplier shall train DGH personnel at the time of installation at DGH premises.
7. **Documentation:** Installation / Operation manual and Warranty certificates shall be supplied along with the equipment & accessories.

BILL OF MATERIALS- PRICE FORMAT

Sr. No.	Description of Material	Quantity	Unit Rate	Tax amount on unit rate	Net Amount
		Q	A	B	N= A + B
1	Mobile Public Address System, Make: Ahuja/Bose/Sennheiser	01 No.			
2	Microphone (Combination of two hand held wireless mic), Make: Ahuja Model: AWM 520V2	01 Set			
3	Microphone (Combination of one hand held and one collar mic) with 01 no. of floor mic stand, Make: Ahuja Model: AWM 520VHL	01 Set			
4	Trolley Bag for PA System equipment Make: Sennheiser	01 No.			
5	Termination, installation and support	1 AU			
	Total Amount inclusive of all Taxes				

Note:

1. Bidder must quote the price in the price format mentioned above.
2. Bid will be evaluated on the basis of Total Amount including applicable taxes quoted in the above stated Price Format.
3. Bidder must quote the price for each line items in accordance the brand and detailed specifications mentioned at Annexure-II.
4. Payment Terms: Payment will be made within 30 days of receipt of invoices and successful completion of the delivery of the ordered goods and services.
