

NATIONAL INSTITUTE OF SOLAR ENERGY

(An Autonomous Institute, Ministry of New & Renewable Energy, Government of India)



REQUEST FOR QUOTATION

for

Supply, Installation and Commissioning of Two(02 Nos.) digital multimeter with multiplexures

RFQ No. 01(1)/12(02)/2015/NISE-PV

Last Date of Submission: 18/08/2017

Dy. Director General (Admin)
National Institute of Solar Energy
19thMilestone, Institutional Area,
Gurugram-Faridabad Road, GwalPahari, Gurugram - 122003, INDIA

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National Institute of Solar Energy
Potential induced degradation test setup for PV module

Subject: Supply, installation and commissioning of two (02 Nos.) digital multimeter along with multiplexures

The important dates and information for quotation are given below in the table:

S.No	Description	Details
1	Request for Quotation (RFQ) No.	01(1)/12(02)/2015/NISE-PV
2	Tender Type (open/Limited/Auction/EOI/Single)	Limited
3	Tender Issued Through <ul style="list-style-type: none"> • Expressions of interest (EOI) • Request for information (RFI) • Request for proposal (RFP) • Request for quotation (RFQ) • Request for tender (RFT) 	RFQ
4	Tender Category (Services/Goods/works/Supply)	Supply , Installation & commissioning
5	Scope of Work	Supply, installation and commissioning of Two(02 Nos.) digital multimeter along with multiplexures at NISE
6	Place of submission of quotation and address for communication	Dy. Director General (Admin) NATIONAL INSTITUTE OF SOLAR ENERGY 19 th Milestone, Institutional Area, Gurugram-Faridabad Road, GwalPahari, Gurugram, Haryana, India - 122003. E-mail: ddgsk.nise@gmail.com Phone: 0124-2853089/95
7	Period of validity of quotation	Up to 90 days from the opening of bid
8	Last date & time of submission of quotation	18/08/2017 by 12.00 Noon
9	Time of Supply & Completion	Within 4 weeks after issue of Purchase Order
10	Note	Quotation should be signed and sealed packed super scribed as “Supply, installation and commissioning of two (nos.) digital multimeter with multiplexures” with all supporting documents/credentials in desired formats

1. INTRODUCTION:

National Institute of Solar Energy, an autonomous institution of Ministry of New and Renewable (MNRE), is the apex National R&D institution in the field Solar Energy. The Government of India has converted 25 year old Solar Energy Centre (SEC) under MNRE to an autonomous institution in 28th October, 2013 to assist the Ministry in implementing the National Solar Mission and to coordinate research, technology and other related works. The institute is involved in demonstration, standardization, interactive research, training and testing solar technologies and systems. It is an effective interface between the Government and institutions, industry & user organizations for development, promotion and widespread utilization of solar energy in the country.

2. Invitation for Quotation:

On behalf of Director General, National Institute of Solar Energy, Gurugram sealed quotations are invited from the technically and financially capable manufacturers/suppliers who are interested to work with NISE for **“Supply, installation and commissioning of Two nos. (02) digital multimeter with multi plexures”** at National Institute of Solar Energy, GwalPahari, Gurugram, Haryana, India. Bidder shall submit sealed technical and financial bid separately in a common envelope.

3. INSTRUCTIONS TO MANUFACTURER/SUPPLIERS

Eligibility of Bidders

- (i) The Bidder/Vendor should be reputed Supplier/ fabricator of digital multimeter having an annual turnover of not less than Rs 5 Lakh in each financial year during the last two years. Bidders should enclose copy of audited sheets for financial years. Bidder must have sales tax and income tax registration. Copy of PAN Card and GST/ Sales Tax Registration and they should accompany the quotation. Bidder must have required facilities to manufacture the required items for which the bid is submitted. **The proof of turnover and list of clients shall be submitted with the quotation.**
- (ii) The Bidder/Vendor shall be equipped and able to carry out the supply, installation and commissioning of the digital multi meter prescribed by the conditions of the contract
 - (a) That the adequate and specialized expertise is already available or will be made available following the execution of the contract in the Purchaser's city, to ensure that the support services are responsive and adequate.
 - (b) That the Bidder will assume total responsibility for the fault-free operation of equipment / items and Maintenance during the warranty period and provide necessary maintenance services for three years after end of warranty period if required.

(iii) Bidder/Vendor who does not meet the criteria given above, if they have made untrue or false representation in the forms, statements and attachments submitted in proof of the qualification requirements or have a record of poor performance, not properly completing the contract, inordinate delays in completion or financial failure, etc. are subject to disqualification.

Note: Only Submission of the bid does not suffice for deeming the Order to the bidder; all bidders will undergo a strict scrutiny process to evaluate the bids received by the committee.

12. Technical Specifications for two digital multi meter with multi-plexures

S. No	Items	Descriptions
1	Digital multi meter	Two digital multi meter with two multi-plexures
2	Type of Measurement	DC voltage, DC current, Resistance (2 wire & 4 wire), Temperature (RTD & Thermistor)
3	Measurement range	Digital multi meter of 300V, 1A capacity for voltage channels; 60 W, 125 VA. 3A capacity for current channels
4	Input	Single phase 220 V
5	Multi-plexure	20 channels for general-purpose measurements, 2- and 4-wire measurement, Automatic Cold Junction Compensation (CJC) sensors on the scanner card
6	Temperature accuracy	$\pm 1^{\circ}\text{C}$
7	Operating environment	Specified for up to 50°C, 80% R.H.
8	Switch speed	1 msec step size
9	Channel configuration capabilities	Per channel for measurement setups, and limits
10	Scanning capabilities	Continuous
11	Communication interface	GPIB
12	Software	Data logging software compatible with win 7/10.
13	Warranty	1 year
14	Calibration	NIST Traceable calibration
15	Manual	The Manual shall include the work instructions, configuration, troubleshooting guidelines, mechanical layout and electrical connection diagrams, list of parts used, Operation and maintenance plan shall be provided

13. General Conditions of Contract

a) **Inspections and Tests:** All routine test & acceptance tests as per relevant standards and specification shall be carried out by the vendor on the premises of the MANUFACTURER. Charges for all these tests for all the equipment / items & components shall be included. Drawings and production data shall be furnished to the inspectors at no

charge basis to the Purchaser, Should any inspected or tested Goods fail to conform to the specifications, the Purchaser may reject the goods.

- b) **Commissioning Check Tests/ Performance and Guarantee Test:** In addition to the checks and test recommended by the manufacturer, the contractor shall supervise the acceptance tests to be carried out on each set.
- c) **Certificate:** The vendor shall furnish, at its own cost, test certificate for the various material and equipment / items as called for. Such certificate shall be from the manufactures for the particular consignment / lot/piece and shall be duly authenticated by respective consultants.
- d) **Packing:** The Supplier shall provide such packing of the Goods as is required to prevent the damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
- e) **Delivery and Documents:** Delivery of the goods and completion of works should be made within **(04 weeks) four Weeks** from the date of placement of purchase order at **National Institute of Solar Energy, Gurugram – Faridabad Road, GwalPahari, Gurugram – 122 003, Haryana, India.**, Within 24 hours of shipment, the supplier shall notify the purchaser and the insurance company by cable/telex/fax/e mail/phone the full details of the shipment including contract number, railway receipt number/ AWB etc. and date, description of goods, quantity, name of the consignee, invoice etc. The Supplier shall mail the following documents to the purchaser with copy to the insurance company:
- i) Copies of the Supplier invoice showing contract number, goods' description, quantity, and unit price, total amount;
 - ii) Acknowledgment of receipt of goods from the consignee(s) by the transporters;
 - iii) Insurance certificate, if any.
 - iv) Manufacturer's/Supplier's warranty certificate;
 - v) Inspection Certificate issued by the Competent Authority, and the Supplier's factory inspection report; and Certificate of Origin.
 - vi) Two copies of the packing list identifying the contents of each package.

The above documents should be received by the Purchaser before arrival of the Goods (except where the Goods have been delivered directly to the Consignee with all documents) and, if not received, the Supplier will be responsible for any consequent expenses.

- f) **Insurance:** For delivery of goods at the purchaser's premises, the insurance shall be obtained by the Supplier to an amount equal to 110% of the value of the goods from "warehouse to warehouse" (final destinations) on "All Risks" basis including War Risks and Strikes.

- g) Transportation :** Where the Supplier is required under the Contract to transport the Goods to a specified place of destination including insurance, as shall be specified in the Contract, shall be arranged by the Supplier, and the related cost shall be included in the Contract Price.
- h) Warranty:** The vendors must provide full comprehensive warranty for a period of 12 months (one year) post installation. During this period they should provide all spare parts required for repair and maintenance. Along with repair maintenance service within 12 hours of communication of such services, warranty of one year against manufacturing defects shall be provided. Warranty should be provided by the original manufacturer.
- i) Performance Guarantee:** Performance Guarantee in the form of Bank Guarantee shall be provided against the warranty period of up to one (01) year for 10% of contract value.
- j) Payment:** 100% against delivery, Installation testing & commissioning and acceptance of the system /equipment / items to the entire satisfaction of the Purchaser.
- k) Taxes and Duties:** Suppliers shall be entirely responsible for all taxes, duties, license fees, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser. Being the purchases for scientific purpose, the customs/Excise duty exemptions are applicable.
- l) Penalty Clause:** If the Supplier fails to deliver the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty (Half percent of contract price per week of delay subject to a ceiling of 5% of final contract price).
- m) Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction in Gurugram, Haryana.
- n) Free maintenance and defects liability period of one year.** The vendor service center shall be in Delhi NCR with at least one year of local after-sales Service history in Delhi NCR. Following are the works shall be carried out during the free maintenance period.
- Emergency call back service
 - Inspect, clean, where necessary
 - Adjustment of machinery
 - Replacement of any defective parts
- o) Rejection Terms:** Incomplete, conditional, fax, late quotation will be rejected summarily. Director General, National Institute of Solar Energy reserves the right to reject any or all the quotations at his discretion without assigning any reason thereafter.

p) Interested Bidder/Vendor are requested to inspect the work site at the address above mentioned and get them acquainted with the nature of work and local conditions that may have a bearing on the rates.

The following forms/documents are provided by the bidder/vendor.

- (i) Performance Statement Form (As per the attached Format No.04)
- (ii) Service Support details;
- (iii) Manufacturer's Authorization Form
- (iv) Certificate of experience of minimum two similar jobs / Client List.
- (v) Turnover for the past 02 years (Profit/Loss Account/ Balance/Sheet).
- (vi) Price Bid (As per the attached Format No.05)

q) **Site Survey:** Interested parties/ Vendors are requested to visit the concerned lab at the address mentioned above and get them acquainted with the nature of work and local conditions that may have a bearing on the rates.

NOTES

- a) NISE, Gurugram will evaluate all the options and activities mentioned above and reserve the right to award the contract for the most feasible and cost effective option and activities.
- b) NISE, Gurugram reserves the right to accept or reject any or all applications without assigning any reasons.
- c) Offers with incomplete information are liable to be rejected, which may be noted.

Deputy Director General (Admin)
National Institute of Solar Energy
Gurugram-Faridabad Road,
GwalPahari Gurugram – 122 003, INDIA

(Annexure- 1)

No. 01(1)/12(02)/2015/NISE-PV**Performance Statement Form**

(For the last Two years)

Name of Bidder/Vendor: _____

Order No. & Date	Client	Contact Person/ Phone	Description & quantities of ordered Items	Value of order (in Rs Lakhs)	Date of Completion		Satisfactory completed on
					As per contract	Actual	

To be attached: Documentary evidence (client's letter or certificate) in support of satisfactory completion of above orders. Minimum 2 Customers

Signature and seal of the Bidder

Date

(Annexure- 2)

Price Bid Format

(On Company's Letterhead)

Ref No.

Date:

PRICE BID

The Deputy Director General (Admin)
 National Institute of Solar Energy (NISE)
 Gurugram – Faridabad Highway
 GwalPahari; Gurugram – 122 003, INDIA

Subject: Supply, installation and commission of Two digital multimeter with multiplexures at
 NISE-No.01(1)/12(02)/2015/NISE-PV

S No	Item	Basic Price (in Rs)	AMC Charges for each Year (Rs)	Taxes (in Rs)	Other Charges (if any) (in Rs)	Total (in Rs)
	Total					

Amount in words (Rs.)

Signature:

Name of the Representative Submitting the Bid:

Designation:

Company Seal

(Annexure-3)

Format for submission of Bidder/ Vendor Data

1.	Name of vendor	
2.	Registered Address	
	Phone No.	
	Fax No.	
	Name of Proprietor/ CEO/Chairman	
	Phone/Mobile No.	
	Email id	
3.	Factory Address	
	Phone No.	
	Fax No.	
	Email id	
4.	Delhi/NCR Address (if any)	
	Phone No.	
	Fax No.	
	Email id	
5.	Correspondence Address	
6.	Name of Contact Person	
	Designation	
	Phone/Mobile no.	
	Fax No.	
	Email id	
7.	Website	

8.	Sales Tax related information/ GST	
	TIN No.	
	L.S.T. No.	
	C.S.T. No.	
	Sales Tax Exemption No. (if any)	
9.	Income Tax related information	
	PAN No.	
	PAN reference no. (in case PAN applied for)	
	PAN Status (in case PAN applied for)	
	Excise duty related information	
10.	ECC No.	
	Range	
	Collectorate	
11.	Registration No. with Directorate of Industries	
12.	SSI Reg. No. (if Small Scale Industrial Unit)	
13.	Bank related information	
	Bank name	
	Branch name	
	Bank address	
	Bank phone no.	
	Bank fax no.	
	Bank MICR Code (9 digit)	
	RTGS-IFC Code	
	Account type	
	Account no.	
	Swift Code	

I certify that the information given herein is correct to the best of my knowledge and belief.

Signature of
Proprietor/CEO/Chairman Seal
of the company/concern