

**E-5**

**PROCUREMENT OF GOODS  
THROUGH  
REQUEST FOR QUOTATION  
(RFQ)/SHOPPING PROCEDURES**

*(For Contracts valued less than the  
equivalent of US \$100,000 each)  
(Procurement Bidding process)*

**October 2022**

**REQUEST FOR QUOTATIONS**  
**Procurement of Goods under RFQ/Shopping Procedures**  
**Procurement Notice**

**Purchaser:** ICAR - Indian Agricultural Statistics Research Institute (IASRI), Library Avenue, Pusa, New Delhi-110 012.

*Email:* [cps.iasri@icar.gov.in](mailto:cps.iasri@icar.gov.in)

*Web Site:* [www.iasri.icar.gov.in](http://www.iasri.icar.gov.in)

**Contract title: Request for Quotation (RFQ) for supply, installation and commissioning of Automatic Digital servo Voltage Stabilizer**

**RFQ No: 36(15)/2021-C.P.S**

**Date: 13-October 2022**

**Applicable Procurement Regulations Date:** World Bank Guidelines January 2011, Revised July 2014

1. The Government of India has received a Loan (No. 8776-IN) from the International Bank for Reconstruction and Development in various currencies towards the cost of National Agricultural Higher Education Project (NAHEP) and it is intended that part of the proceeds of this credit/loan will be applied to eligible payments under the contracts for which this Request for Quotation is issued. The Indian Agricultural Statistics Research Institute (IASRI), Library Avenue, Pusa, New Delhi-110 012, invites quotations from eligible bidders for the following goods:-

Sr. No	Brief Description of the Items	Quantity (Indicative)	Delivery Period*	Place of Delivery
1.	Automatic Digital servo Voltage Stabilizer	1	30 days	ICAR-NAARM, Hyderabad, Telangana

*[\* Where ISI certification marked goods are available in market, purchaser should generally limit the procurement to goods with those or equivalent marking only.]*

2. This Procurement notice includes the terms and conditions applicable to submission of quotations; criteria for qualification, evaluation, and for award of supply order(s); and relevant forms to be filled by the bidders. Implementing Agency has not issued a separate RFQ document for this purchase. The Procurement notice including the terms and conditions etc. can be downloaded free of cost from the website [www.iasri.icar.gov.in](http://www.iasri.icar.gov.in). In such cases the bidder would be responsible for ensuring that any addend available in website is also downloaded and incorporated.

3. Quotations shall be submitted to the address mentioned below on or before 14:30 hrs. **(Indian Standard Time)** on 27-October 2022, on all working days, duly written on the cover of envelop as **“Request for Quotation (RFQ) for supply, installation, and commissioning of office equipment at ICAR- IASRI Library Avenue, PUSA, New Delhi -110012:”**.

Room No. 106, Admin Cum Trg Block,  
ICAR-Indian Agricultural Statistics Research Institute  
Library Avenue, Pusa, New Delhi -110012  
*Email* : [cps.iasri@icar.gov.in](mailto:cps.iasri@icar.gov.in)

The Quotations will be opened (at the same address of quotation submission) on Room No. 106, Admin Cum Trg Block at 15:00 hrs. Late submission of Quotations will not be considered and treated as rejected.

4. If the Purchaser’s office happens to be closed on the date of opening of the Quotations as specified, the Quotations will be opened on the next working day at the same time and venue.

5. Other details can be seen in the RFQ document. The Purchaser shall not be held liable for any delays due to postal or any other reasons whatsoever. A Bidder requiring any clarification of the RFQ Document may visit the office of the Purchaser at the address mentioned at para 4 above or by email.

**RFQ No: 36(15)/2021-C.P.S**

**Date: 13-October-2022**

## **Terms and Conditions**

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework

2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on the [www.isari.icar.gov.in](http://www.isari.icar.gov.in) portal for information of all Bidders. Bidders should check on the portal, for any amendments to the terms and conditions.

3. The Quotation shall comprise the following:

- (a) Letter of Quotation.
- (b) Delivery Period Offered: List of Goods & Related Services indicating Bidder's offered delivery period in the prescribed Form.
- (c) Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications.
- (d) Evidence in accordance with Clause 6 establishing Bidder's qualifications to perform the contract, if its quotation is accepted.
- (e) Performance Statement<sup>1</sup> of supplies of similar goods made during the last 3 years, in the prescribed Format;
- (f) Complete address and contact details of the Bidder having the following information:

Name of Firm

Address for communication

Telephone No(s): Office

Mobile No.

Facsimile (FAX) No.

Electronic Mail Identification (E-mail ID)

- (g) Price Schedule (using the Schedule with the RFQ document)

## 4. **Quotation Prices**

- (a) The contract shall be for the full quantity for all items or for full quantity of each item, as specified in the Price Quotation Form.
- (b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- (c) GST and any other taxes, which will be payable on the goods at the time of invoicing in connection with the sale, shall be shown separately. If these are only stated to be extra, such quotations are liable to be rejected. Wherever these taxes are not shown, these will be assumed

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<sup>1</sup> Purchaser may delete this requirement in case of simple and regular off the shelf items.

to have been included in the quoted price.

(d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

(e) The Prices shall be quoted in Indian Rupees only.

5. **Conformity of Goods:** Bidder shall furnish, documentary evidence that the Goods **conform** to the technical specifications and standards, as relevant for example catalogue, warranty/ guarantee etc. of the manufacturer.

6. **Qualification of the Bidder:**

(a) Bidder should have supplied goods of similar type (& capacity) up to at least 100% quantity in any one of last 3 years. Details of supplies made during the last 3 years shall be submitted in the specified Proforma. Atleast 40 % of the quantity in case of equipment offered for supply should have been in successful operation for at least one year as on date of quotation opening.

(b) Supplies for any particular item in each quotation should be from one manufacturer only. Quotations offering supplies from different manufacturers for the same item in the quotation will be treated as non-responsive.

7. **Validity of Quotation:** Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

8. **Signing of Quotations:** The name and position held by each person signing the quotation and related documents must be typed or printed below the signature.

9. **Quotation Submission:** The complete Quotation as mentioned in para 3 above, shall be filled, signed and submitted along with the Price Schedules that shall be furnished using the Forms available in this document.

10. Warranty period shall be 36 months from the date of acceptance of the Goods.

11. The Purchaser reserves the right to terminate maintenance and repairs contract, after warranty period, at any time without assigning any reasons and the Supplier cannot claim any compensation in this respect

12. **Opening and Evaluation of Quotations:** The Quotations will be opened and Brief of quotation opened will be uploaded on [www.iasri.icar.gov.in](http://www.iasri.icar.gov.in). The evaluation of the quotation are

(a) The Purchaser shall examine the quotation to determine whether the quotation, a) has been properly signed (Clause 8 ); b) meets the eligibility criteria (Clause 1); (c) conforms to all terms, conditions, technical specifications, warranty/guarantee etc.; and (d) the bidder has accepted the delivery schedule (Purchaser's Requirement Form 1).

(b) Only Quotations that are substantially responsive to the RFQ document and meet all Qualification Criteria shall qualify.

(c) The evaluation shall be based on the total price of Goods and Related services at project site including GST and any other taxes, which will be payable on the finished goods at the time of invoicing.

13. **Award of contract:** The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

(a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

(b) The bidder whose quotation is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).

(c) 100% Payment shall be made within 60 days after delivery, installation and commissioning of the goods and acceptance certificate issued by the purchaser. Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals.

# **Quotation Forms**

## Letter of Quotation

*The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.*

RFQ No.:

Our Reference: No.

Dated

To:

Kuldeep Kumar Hans

AAO, CP&EMS

Room# 507, Administration cum Training Block

ICAR-Indian Agricultural Statistics Research Institute

Library Avenue, Pusa, New Delhi-110012

Email: cps.iasri@icar.gov.in

Tel. No.: 25847121 -24 ; Ext. 4130/ 4137

Subject: Request for Quotation (RFQ) for supply, installation, and commissioning of office equipment at ICAR- IASRI Library Avenue, PUSA, New Delhi -110012

Sir,

1. We, the undersigned, hereby submit our Quotation. In submitting our Quotation, we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the RFQ Document;
- (b) **Conformity:** We offer to supply in conformity with the RFQ Document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *as mentioned in RFQ.*
- (c) The total price of our Quotation, including any unconditional discounts offered is:  
Total price of the Quotation *[insert the total price of the quotation including GST and any other taxes, which will be payable on the finished goods, in words and figures];*
- (d) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none."]*
- (e) **Quotation Validity Period:** Our Quotation shall be valid for the period of 30 days, from the deadline fixed for the Quotation submission;
- (f) **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank.



(g) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices.

Yours faithfully,

Authorized Signature

Name & Title of Signatory \_\_\_\_\_

In the capacity of [insert legal capacity of person signing the Letter of Quotation]

Name of Bidder \_\_\_\_\_

Address \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

**FORMAT OF QUOTATION**

Sr.	Description of Goods	Specifications	Qty.	Unit	Quoted Unit Rate <sup>2</sup> at destination in Rs.	<sup>3</sup> GST and similar other taxes applicable on finished Goods/ Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
							In Figures	In Words
1.	Automatic Digital servo Voltage Stabilizer	Attached (as per Form-2 Technical specification)	1					

*\*Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.*

We agree to supply the above goods in accordance with the technical specifications for a total contract price (including all taxes and duties) of Rs. ....(Amount in figures) (Rs... amount in words) within the period specified in the Request for Quotations.

We also confirm that the normal commercial warranty/guarantee of .....months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

**Signature of Bidder**

<sup>2</sup> Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

<sup>3</sup> Indicate each applicable tax separately.

## PROFORMA FOR PERFORMANCE STATEMENT\*

Proforma for Performance Statement (for a period of last 3 years)

RFQ No. `                      Date of opening \_\_\_\_\_      Time \_\_\_\_\_ Hours

Name of the Bidder \_\_\_\_\_

<u>Order placed by (full address of Purchaser)</u>	<u>Order No. and date</u>	<u>Description and quantity of ordered Goods/ equipment</u>	<u>Value of order</u>	<u>Date of completion of delivery</u>		<u>In case of Equipment, state if the equipment been satisfactorily functioning? (Attach a certificate from the Purchaser/Consignee)</u>
				As per contract	Actual	
1	2	3	4	5	6	8

\*This proforma shall be deleted if requirement of Performance Statement is deleted in Clause 3.

**Signature and seal of the Bidder**

## Purchaser's Requirement

### LIST OF GOODS & RELATED SERVICES AND DELIVERY PERIOD

Line Item No.	Description of Goods and Related Services	Quantity	Physical unit	Final Destination(Project site)	Desired Delivery Period for completion of supply from the date of the Contract	Bidder's offered Delivery Period <i>[to be provided by the Bidder]</i>
1	2	3	4	5	6	7
1.	Automatic Digital servo Voltage Stabilizer	1		ICAR-NAARM, Hyderabad, Telangana	Delivery within 30 days	

**Signature and seal of the Bidder**

Note:

1. All details should be filled in by Purchaser except for Colum 7.
2. Delivery Period offered by the Bidder should be filled in Column 7 by the Bidder.

**TECHNICAL SPECIFICATIONS****TECHNICAL SPECIFICATIONS - AUTOMATIC DIGITAL SERVO VOLTAGE STABILIZER.****I. List of items/services/work**

<b>S.No</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>
	<b>Servo Stabilizer</b>		
1	Servo - 200 KVA, Voltage Range - 360-450V/415V	NS	1
2	Servo Bypass Panel	NS	1
3	Servo Oil	NS	1
4	Changeover DG Panel	NS	1
5	Cabling and Termination Accessories with Erection	Lot	1
6	Civil Work If any (As per the actual conditions and locations of the site)	Lot	1
7	Mounting Stands for Panel	Lot	2
8	Supply, Installation and commissioning Scope	Lot	1

**II. Specification**

<b>S. No.</b>	<b>Item/Feature</b>	<b>Specification</b>	<b>Compliance (Yes/No)</b>
1.	Quantity	01	
2.	Type	Three Phase, Unbalanced Type Input & Balanced Type Output, Indoor Unit	
3.	Capacity	200 KVA	
4.	Input Voltage	330V – 470V	
5.	Output Voltage	400V +/- 1%	
6.	Technology:	Torridly wound Variable Auto Transformer for Linear control and greater efficiency. (Internationally accepted)	
7.	Drive	Direct AC drive for fastest voltage correction and durability (Without any chain, sprockets and rail of pulleys)	
8.	Controls	All the three phases controlled individually for better voltage and load management.	
9.	Applicable Standard	IS 9815	
10.	Duty Cycle	Continuous 24x7	
11.	Wave Form Distortion	Nil	
12.	Response Time	Less than 10ms	
13.	Suitability	all power factor loads	
14.	Cooling	Oil Cooled	
15.	Efficiency	99%	
16.	Correction Speed	Faster than 60V per sec	
17.	Major Assembly	3 Nos. Copper wound Variable Autotransformers one for each phase.	

		3 Nos. Heavy duty AC synchronous motor for individual phase correction. 3 Nos. Copper wound buck/boost Transformer. 3 Nos. Control circuits for individual phase control	
18.	Winding & Wiring Material	Copper EC grade (99.9% Pure) Input/ Output Termination	
19.	Standard Fittings	(a) One Nos. Earthing terminals. (b) Cable end boxes for incoming and outgoing side for terminating cables.	
20.	Salient Features	“IC” based solid-state, relay less, front-loading plug in control cards for easy online serviceability. Output voltage adjustable + 6% of set voltage from front panel. Meters on front panel for easy monitoring of input and output voltage along with limit indicators. Provision for Auto/Manual control from the front panel. Wide ambient temperature operation from –20° C to 50° C.	
21.	Warranty	Three years on site Comprehensive	
22.	Supply	Supply, installation and commissioning	
23.	Location	ICAR, NAARM Campus, Rajendra Nagar, Hyderabad, Telangana 500030	

## ANNEXURE-I

### Scope of work

i. **Existing infrastructure status and requirement**

- a. There is already implemented and in functional stage Data Centre having Electric Panel, UPS, Smart Rack and other BMS tools.
- b. The power supply feeder to the Data Centre are state board grid and diesel generated.
- c. A servo stabilizer is required to regulate the power fluctuation by any source or other factor.

ii. **Scope of Work**

- a. The supplier has to intact the functionality and availability of data centres power supply.
- b. To complete the required activity, the supplier has to provide all necessary cables, connectors and other related accessories.
- c. Providing authentic report of Output Voltage 400V +/- 1%
- d. Supply, installation and commission of servo stabilizer.

**ATTACHMENT**

**OFFICE OF .....**  
.....

**PURCHASE/SUPPLY ORDER**

To:

M/s

.....  
.....  
.....  
.....

Dear Sirs,

Sub: Supply of .....  
.....

Ref: Request for Quotation no..... dated .....

1. Your quotation no.....of .....(Date) for the supply of ..... **has been accepted. You are requested to** supply the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Serial. No	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	GST*	Total Price (Rs.) including all taxes and duties
1						
2						
3						
4						
5						
			Total			

\*GST and similar other taxes and duties applicable on finished goods. Indicate each applicable tax separately.

2. Delivery Period: .....days from the date of issue of this supply order.

3. Place of delivery .....



4. Consignee Address: .....

5. GST and other taxes and duties, if any will be reimbursed at actual rates paid on the date of supply or the rate/amount shown in 1. above, whichever is lower.

6. Standard Manufactures commercial Warranty/Guarantee shall be..... months from the date of delivery and acceptance.

7. Payment shall be made on delivery or within 7 days of delivery; and acceptance of the goods/equipment.

8. Other terms and conditions are as under:

.....  
.....

**(Purchaser)**

Date:

Place:

Name: .....

Designation:.....

*Modify as appropriate for individual cases*