



इग्नू  
जन-जन का  
विश्वविद्यालय  
ignou  
THE PEOPLE'S  
UNIVERSITY

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
क्षेत्रीय केन्द्र, पुणे / REGIONAL CENTRE, PUNE

F.No. / IGP / F & A / 2018-19 -5017

Date : 03.12.2018

By Speed psot

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject :** Procurement and Transportation of H.S Diesel Oil for Gyanvani Pune Transmitter at Sinhagad Fort Extension of Last Date for submission of Tender - reg.

**Ref. :** (i) RFQ letter No. IG/RCP/GV/Pune/RFQ/2018/4803, dated - 01.11.2018.  
(ii) RC letter No. IG/RCP/F&A/2018-19/4944, dated - 26.11.2018.

Sir/Madam,

With reference to the above, it is to inform that the last date for submission of Tender/Quotation for Procurement and Transportation of H.S.Diesel Oil for Gyanvani, Pune Transmitter at Sinhagad Fort Pune has been extended from 03/12/2018 at 03.00 P.M to **10/12/2018 at 03:00 P.M.** The other remaining terms and conditions, payment norms are remain same as mentioned in the RFQ dt 1/11/2018.

Thanking you,

Yours faithfully,

  
(Masood Parveez)  
Sr. Regional Director

CC to :

The Director,  
EMPC, IGNOU Hqr.,  
Maidan Garhi, New Delhi-11068

W/C

प्रथम तला, एम एस एफ सी भवन, २७०, सेनापती बापट रोड, पुणे ४११ ०१६.

FIRST FLOOR, MSFC BUILDING, 270, SENAPATI BAPAT ROAD, PUNE - 411 016.

Phone : 020 - 2567 1867, Fax : 020 - 2567 1864

Email : rcpune@ignou.ac.in , Website : www.ignou.ac.in



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IG/RCP/GV/Pune/RFO/2018/ 5016

Dt. 03/12/18.

By Post.

To 18. letter

by cash-Speed-Post

**Sub. : Procurement and Transportation of H.S.Diesel for Gyvan Vani , Transmitter at Sinhagad Fort - Quotation invitation-reg.**

Sir/Madam,

IGNOU is an Autonomous Central Government Organization under the Ministry of Human Resources Development (MHRD) Govt. of India established in the year 1985. Ministry of Broadcasting and Information has given the licence to IGNOU to run the FM Stations in all over India for the sole purpose of educational broadcasting through Gyanvani FM Channels. In Pune, we have Gyan Vani Station FM Transmitter Receiver (FM TR) at Sinhagad Fort, Pune.

In this connection, IGNOU Regional Centre, Pune intends to procure the H.S.Diesel Oil on credit basis to run the DG set FM TR at Sinhagad Fort as per details given below:

Sl.No.	Particulars	Quantity
01	H.S.Diesel Oil	350 liters each time

The H.S.Diesel Oil may be supplied at FM Transmitter Receiver at Sinhagad Fort on the basis of requisite coupons issued by IGNOU RC,Pune. The requisition coupon consists of date,Quantity of requirement with authorised signatory of IGNOU Regional Centre, Pune.

The terms and conditions , payment norms are enclosed separately . In case, you are interested and accepts our terms and conditions and payment norms, you may submit your quotation/tender in the enclosed Tender formats (Two bid system in Annexure -A Technical Bid and Annexure-B- Financial Bid)- providing your rate for the Trasnsportation charges of H.S diesel oil from your petrol pump station to Sinhagad Fort FM Transmit Receiver each time.

The two bids (Technical Bid and Financial Bids) may be filled separately along with required documents may be submitted in a sealed cover at Regional Centre on or beofore the date mentined below:-

- |   |                        |
|---|------------------------|
| (i) <b>Last Date</b> and Time of submission of Tender at RC, Pune | : 10/12/18 at 03:00 PM |
| (ii) <b>Opening date</b> and Time of Tenders at RC, Pune          | : 10/12/18 at 04.00 PM |

Yourself or your authorised representative may attend the Regional Centre ,Pune on date and time of opening of Tender.

IGNOU reserves the right to reject/cancel any quotation/tender without assigning any reason thereon.

Yours faithfully,

(Masood Parveez)  
Sr.RegionalDirector

- Encl. :** (i) Terms and Conditions, Payment norms (ii) Annexure A (Technical Bid)  
(iii) Annexure B(Financial Bid).

0/c

प्रथम तला, एम एस एफ सी भवन, २७०, सेनापती बापट रोड, पुणे ४११ ०१६.

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## **IGNOU, REGIONAL CENTRE, PUNE**

### **Terms and Conditions for procurement and Transportation of H.S.Diesel Oil for Gyan Vani,Pune**

1. IGNOU reserves the right of rejecting any or all quotations. Reasons will be not be communicated to such party/supplier/tenderer.
2. The quotation should be valid for one year.
3. Supplier should have to maintain quality and specifications mentioned in their quotation/tender.
4. In case of inferior quality of material found, the same will be rejected and payment will not be made to that effect.
5. Supply of H.S.Diesel Oil should be on the basis of requisition coupon which will be signed by IGNOU authorised officials only. In case, suppliers make the supply without authorised coupon,IGNOU will not be held responsible and will not make any payment to that effect
6. Delay in supply of material will render the cancellation of supply order.Such payment of delayed supply will not released.
7. Safety rules to be followed strictly. IGNOU will not be held responsibility for any kind of mishap/accident/untoward incident occurs.

### **Terms of payment for procurement and Transportation of H.S.Diesel Oil for Gyan Vani,Pune**

1. No.Advance will be made to the supplier for supply of H.S.Diesel Oil.
2. Supplier may submit the bill (On monthly basis) at IGNOURegional Centre ,Pune office along with coupons of diesel requisitions ( in original ) mentioning period , quantity supplied in month, rate and taxes applicable .
3. Payment will be released with in 15 days after receipt of your bill , after verification OF claim with requisitions, and receipts .
4. Payment will be made by an account payee cheque/ transferred to supplier bank account through NEFT/RTGS system.
5. Supplier should submit their (agency) bank account details i.e. Bank and Branch Name, Type of Account, Account No, IFSC code etc. for RTGS/NEFT purpose with their quotation
6. Supplier should submit self attested statutory documents like Copy of Licence of agency copy of PAN card, copy of Aadhar Card and GST Registraton No. etc. with their quotation.
7. The Price quoted in quotation /tender should be mentioned clearly and supplier should also mention taxes(GST etc ) applicable thereon.
8. Supplier should have to maintain specification of items as per quotation.
9. If applicable, Income Tax TDS will be deducted from your bill at prescribed rate and the certificate (TDS) to that effect in the prescribed format will be issued by this office.
10. The Agency/supplier will be responsible for all legal matters related to supply of HS diesel oil.

Signature with date and Seal of Agency/Delaer



**IGNOU, REGIONAL CENTRE , PUNE****QUOTATION FOR SUPPLY AND TRANSPORTATION OF H.S.DIESEL OIL****TECHNICAL BID**

Sl.No.	Particulars	
1	Name and Address of the Agency/Dealer	As per prevailing Market Rate of HPCL/BPCL/KIOI including taxes applicable
2.	(A)Name of the Proprietor/Manager of Agency with his Mobile No.. (B)Name of the contact person and his Designation and his mobile No.	
3.	Agency Telephone No. (A) Land Line (B) Mobile No of contact Person	
4.	Licence No/Dealership No. ( copy of Licence/Dealership certificate (self attested)may be enclosed)	
5.	GST No. (Copy of GST Registration(self attested) may be enclosed)	
6.	Aadhar No. ( copy of Aadhar card (self attested )may be enclosed)	
7.	PAN No. (Copy of PAN card self attested may be enclosed)	

I confirm that I have read the bid document and agree to all the terms and conditions and payment norms mentined therein. I also understand that in case any of the statements furnished by the undersigned is found false or if any of/all the terms and conditions of the bid documents are not complied with, the contract is liable for cancellation.

Place :

Signature of the Authorised person of the Delaer/Agecny  
with date , seal and stamp.



Annexure -B

**IGNOU, REGIONAL CENTRE , PUNE**

**QUOTATION FOR SUPPLY AND TRANSPORTATION OF H.S.DIESEL OIL**

**FINANCIAL BID**

Sl.No.	Particulars	
1	Cost of H.S. Diesel Oil	As per prevailing Market Rate of HPCL/ BPCL/IOCL including taxes applicable.
2.	Transportation charges from Petrol Pump / Agency to IGNOU Gyanvani FM Transmetre Receiver at Sinhgad For, Pune	
3.	Bank Account Details (copies of Passbook / cancelled cheque may be enclosed) (i) Name of the Bank (ii) Branch Name (iii) Account No. (iv) Type of Account (v) IFSC Code No. :	(i) _____ (ii) _____ (iii) _____ (iv) Savings/Current/Other _____ (v) _____

I confirm that I have read the bid document and agree to all the terms and conditions and payment norms mentined therein. I also understand that in case any of the statements furnished by the undersigned is found false or if any of/all the terms and conditions of the bid documents are not complied with, the contract is liable for cancellation.

Signature of the Authorised person of the Delaer/Agecny  
with date , seal and stamp.

Place :