



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

IG/RCP/GV/Pune/RFQ/2018/4803

Dt. 01/11/18.

By Post.

To

Sub:- Procurement and Transportation of H.S.Diesel for Gyan 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 Transportation
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 before
the date mentined below: :

- | |
|---|
| (i) Last Date and Time of submission of Tender at RC, Pune : 26/11/2018 at 03.00 PM |
| (ii) Opening date and Time of Tenders at RC, Pune : 26/11/18 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).

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

IGNOU REGIONAL CENTRE,PUNE

Terms and Conditions for procurement and Transporation 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 inferere 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/untowrd 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 quotatin.
- 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

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

Place

Annexure -A**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	
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

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

Place:

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	As per prevailing Market Rate of Indian Oil Corporation Limited (IOCL) including taxes applicable.
2.	Transportation charges from Petrol pump /Agency to IGNOU Gyvanvani FM Transmetre Receiver at Sinhagad Fort, Pune	Rs _____ per trip. (In words: Rs. _____ _____ only)
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 mentioned 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

required documents may be submitted in a sealed cover at Regional Centre on or before the date mentioned below.

(i) Last Date and Time of submission of bids: 24/11/18 at 04:30 PM
Place: _____
Signature of the Authorised person of the Delaer/Agecny with date, seal and stamp.

Yoursel 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 Pervez)

Sr. Regional Officer

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

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

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