


Tele: 044-26841194/7238

By Hand/ Speed Post

 Gp Capt

23 Equipment Depot  
Air Force Station, Avadi  
Chennai- 600055

23ED/1177/8/3/EDN

28 Sep 2021

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**INVITATION OF QUOTATION FOR SUPPLY AND INSTALLATION OF  
ON GRID SOLAR POWER SYSTEM  
RFP No. AIR FORCE SCHOOL, AVADI 01/2021-22 DATED 28 SEP 21  
UNDER TWO BID SYSTEM**

1. For and on behalf of The Air Officer Commanding, Air Force Station, Avadi, Chennai – 600055 invites bids in sealed cover for supply and installation of items listed in Part- II of this RFP. Please super scribe the subject Title, Tender Enquiry number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.
2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -
  - (a) Bids/queries to be addressed to:  
**Air Officer Commanding, Air Force Station, Avadi**
  - (b) Postal address for sending the Bids:  
  
**23 Equipment Depot  
Air Force Station, Avadi  
Chennai – 600 055**
  - (c) Name/designation of the contact personnel: **Executive Director, Air Force School, Avadi, Chennai-55**
  - (d) Telephone numbers of the contact personnel: **(044) 26842845**
  - (e) E-mail ids of contact personnel: **NIL**
  - (f) Fax number: **NIL**

  
( G Senthil Kumar )  
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Executive Director  
AF School Avadi

3. This RFP is divided into five parts as follows:-

- (a) **Part I** – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, validity period of tenders, etc.
- (b) **Part II** – Contains essential details of the item required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
- (c) **Part III** – Contains Standard Conditions of RFP, which will form part of the contract with the successful Bidder.
- (d) **Part IV** – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
- (e) **Part V** – Contains Evaluation Criteria and Format for Price Bids.

4. Tender documents attached are to be returned along with your quotation duly filled and signed by you on all pages as having read, understood and accepted the terms and conditions mentioned therein. Any additional terms & conditions, if included by the seller will not be considered. Deviations (from tender specification, if any) should be highlighted separately, failing which the offer will be treated as incomplete and liable to be rejected without assigning any reason.


5. **Two Bid System:** The tender should be submitted under a two bid system, consisting of a Techno-Commercial Bid and a Price Bid; which will consist of the following documents.

(a) **Techno-Commercial Bid:** The following documents are to be placed in one sealed envelope marked "Techno-Commercial Bid for **RFP No. AIR FORCE SCHOOL, AVADI/01/2021-22 DATED 28 SEP 21**" Part-I to IV of the RFP duly stamped and signed on each page by the seller.

- (i) EMD as per Para 14 of Part-I of RFP.
- (ii) Documentary proof of registration with an agency as mentioned in Para 14 of Part-I, if exemption is sought from submitting EMD.
- (iii) Details of plant, machinery and performance as per DPM Form-5 (Annexure-II).
- (iv) Compliance of specification as per the format given at Para 2 & 3 of Part II & Annexure II to RFP.
- (v) Compliance to commercial terms and conditions of the RFP as per Annexure-V.
- (vi) GST registration certificate.

(b) **Price Bid:** The prices quoted for each item to be submitted in a separate sealed envelope as per the format given in Para 2 of Part V. The envelope should be marked "Price Bid for **RFP No. AIR FORCE SCHOOL, AVADI/01 /2021-22 DATED 28 Sep 21**" Both the envelopes containing the techno-commercial bid and price bid should be placed in a bigger envelope and forwarded to the address given in Para 2 or dropped in the tender box marked as "SUPPLY AND INSTALLATION OF ONGRID SOLAR POWER SYSTEM" placed at Main Guard Room (Visitor's Room). The envelope should be marked "For **RFP No. AIR FORCE SCHOOL, AVADI/01 /2021-22 DATED 28 Sep 21**" Price bid received without techno-commercial bid will be rejected.

6. The Sellers are requested to sign on each page of the RFP before submitting the same and ensure that there is no (R) no overwriting on the rates quoted. Rates are to be quoted both in figures as well as in words.

  
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7. Firms marketing the items in the open market with well established brand name can also participate in this tender.

8. Date of opening of Price Bid will be intimated separately to the qualifying firms. Part 'V', containing the price bid, pertaining to those firms who comply with all other terms & conditions specified in the RFP will be opened. Price bid of technically qualified firms will only be opened.

9. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary, at any stage.

Thanking you,

Yours Sincerely,



(G Senthil Kumar)  
Group Captain  
Executive Director  
Air Force School  
AF Stn Avadi

Annexure: As stated.

**PART-I**  
**GENERAL INFORMATION**

1. **Last date and time for depositing the Bids:** 1000 hrs on 25 Oct 2021.

The sealed Bids (both Techno-Commercial and Price Bid), should be deposited/reach by the due date and time. The entire responsibility to ensure this lies with the Bidder.

2. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box marked as **ON Grid Solar Power System** or sent by registered post/courier at the address given in covering note so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non delivery/ non-receipt of Bid documents. **Bids sent by FAX or e-mail will not (R) not be considered.**

3. **Time and date for opening of Bids:** 1000 hrs on 26 Oct 2021.

(If due to any unforeseen exigency or the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. **Location of the Tender Box:** Main Guard Room (Visitor's Room) of 23 Equipment Depot, Air Force Station, Avadi, Chennai – 600 055. Only those Bids that are found in the Tender Box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5. **Place of opening of the Bids:** Office of the Executive Director, Air Force School, 23 Equipment Depot, Air Force Station, Avadi, Chennai – 600 055. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates in case of price bid and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6. **Two-Bid system:** In this RFP, two-bid system will be followed wherein only the Techno commercial Bid will be opened on the time and date mentioned above. Date of opening of the Price Bid will be intimated after acceptance of the Techno-commercial Bids. Price Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Buyer. **Format for Technical Evaluation is placed at Annexure-V.**

7. **Forwarding of Bids** – Bids should be forwarded by Sellers under their original memo / letter pad inter alia furnishing details like GST number, Bank address with EFT Account, if applicable, etc and complete postal & e-mail address of their office.

8. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the buyer will be sent to all prospective sellers who have received the bidding documents.

9. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the Buyer not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid, during this period, will result in forfeiture of Bidder's bid security.

  
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10. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at his discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

11. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-RFP correction may invoke summary rejection with forfeiture of EMD. **Conditional bids will be rejected.**

12. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be de-listed for the given range of items as mentioned in this RFP.

13. **Validity of Bids:** The Bids should remain valid till 120 days from the last date of submission of the Bids.

14. **Earnest Money Deposit:** – Bidders are not (R) not required to submit any Bid Security. However, participating bidders are to sign "**Bid Security Declaration**" as stipulated in Gol, Ministry of Heavy Industries & Public Enterprises DoE OM No 9/4/2020 – PPD dated 12 November 2020, accepting that if they withdraw or modify their bids during the period of validity etc, they will be suspended for the time specified in the tender documents. A specimen format of the Bid Security Declaration is appended below for ready reference:-

"I/We **(Name of the participating bidder/ concern)** are aware that I/we have been exempted from depositing any Bid Security. I/We hereby declare that if I/we withdraw or modify my /our bids in part or completely during the period of validity of the bids, I/We shall be suspended for the time specified in the tender documents and I/We will not make any further claim on this accord.

Signature with stamp  
Authorised Signatory of Bidder



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