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**TWO PART TENDER**

**INVITATION OF TENDER AND INSTRUCTIONS TO TENDERERS**

To \_\_\_\_\_  
M/s. \_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

**Sub: Purchase of Tender documents –  
Tender Notice No.IPR/TN/PUR/TPT/17-18/41 dated 28-2-2018**

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This booklet contains invitation to tender, tendering conditions, contracting conditions and specifications of stores required by us. The tenders in respect of this case are to be submitted in TWO PARTS, i.e. Part-I (Techno-Commercial) and Part-II (Price). If you are interested to quote, please go through the contents of this document particularly the tendering conditions and ensure that your quotation reaches us on or before the due date indicated above.

Yours faithfully,

**D.Ramesh**  
**Purchase Officer-II**

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## INSTRUCTION SHEET

### **TENDER NOTICE No.IPR/TN/PUR/TPT/17-18/41 DATED 28-2-2018** **(TWO PART)**

**For Supply, installation, testing and commissioning of DX type Air Handling Unit with ducting, grills, condensing units, electrical panel, insulation, controller etc.**

1. Full details and specifications of the items and general instructions to be followed regarding submission of tenders are indicated in the tender documents.
2. **Proof for fulfillment of eligibility criteria mentioned hereunder should be submitted along with the tender. If the tender is submitted without valid documents, we shall not consider your offer. Tenders received without proof of eligibility criteria will be rejected.**
3. Tender documents can also be obtained by submitting a written request to the Purchase Officer together with prescribed tender fee, provided that the eligibility criteria is fulfilled. Last date for issue of Tender documents is **04-04-2018.**
4. While requesting for Tender Documents, such request shall indicate **the “REQUEST FOR TENDER DOCUMENTS AGAINST TENDER NOTICE NO. IPR/TN/PUR/TPT/17-18/41 DATED 28-2-2018”.**
5. **The tender fee of Rs.300/- (non refundable) should be made in the form of DEMAND DRAFT issued by SBI/nationalized banks or any one of the scheduled banks mentioned in the bracket (Axis Bank, HDFC Bank, ICICI Bank and IDBI Bank) drawn in favour of Institute for Plasma Research and payable at Ahmedabad. Vendor’s name and tender number shall be indicated on the reverse side of the Demand Draft.**
6. **Exemption from payment of Tender Fee:** The firms registered with DGS&D, NSIC, DPS or Micro & Small Enterprises (MSEs) which are actual producers/manufacturers of tendered items are exempted from payment of Tender Fee provided valid registration certificate is to be submitted along with the offer.

7. **The scheduled banks approved by IPR are Axis Bank, HDFC Bank, ICICI Bank and IDBI Bank. No other scheduled banks except above are acceptable to IPR.**
8. **DD should not be prior dated to the date of advertisement. Separate request letter and separate Demand Draft shall be sent for each tender.**
9. **Those who use the downloaded tender documents from IPR Website may submit the prescribed Tender Fee keeping in a separate envelope along with the tender.**
10. **Tenders received without the prescribed tender fee will be rejected.**
11. No request for the extension of due date will be considered.
12. Late/Delayed offers will not be accepted.
13. **Tender in a sealed envelope (Technical Bid, Commercial terms and conditions and EMD [Part-I] in one envelope and Price Bid [Part-II] in another envelope) superscribing the envelope with the above tender no., date, due date and brief description of tendered item should be submitted to the *Purchase Officer* at the above address by 1.00 p.m. on 11-04-2018. Part-I (Technical Bid along with Tender Fee of Rs.300/-, commercial terms and conditions and EMD for Rs.56,706/-) received upto 1.00 p.m. on 11-04-2018 will be opened on the same day at 2.30 p.m. in the presence of attending tenderers.**
14. IPR will not be responsible for any delay/loss of documents in transit.
15. Tenders received without the details asked for including proof of eligibility for participating in the tender may not be considered.
16. Tenderers should furnish/enclose full technical details/literature, delivery period and confirm the terms and conditions attached with the tender.
17. **Those who do not meet with the eligibility criteria need not submit Tender.**
18. The Director, IPR reserves the right to accept or reject any offer in full or part thereof without assigning any reason thereof.
19. **Quotations received without EMD will not be considered.**