

**GOVERNMENT OF MEGHALAYA**  
**INSPECTORATE OF ELECTRICITY: : SHILLONG**

No.IEL.IX/124/2017-18/15

Dated Shillong, the 25<sup>th</sup> August, 2017

**SHORT NOTICE REQUEST FOR QUOTATION**

The Senior Electrical Inspector, Government of Meghalaya, being the Designated Agency for the State of Meghalaya for the purpose of Energy Conservation Act, 2001 invites sealed Quotations in TWO BID SYSTEM namely technical bid and financial bid from the reputed firms holding electrical contractor license issued by the Inspectorate of Electricity, Govt. of Meghalaya, for the following work:-

Name of the Work	Earnest Money	Last date for receipt of Bid	Time & date of opening of Bid	Completion time
Supply, installation, testing and commissioning of energy efficient LED lights for replacing existing lights at the office building of the Deputy Commissioner, East Khasi Hills under the "Demonstration Project on Energy Efficiency" of the BEE, New Delhi	Rs. 16,000/- (Rupees sixteen thousand only)	08.09.2017 At 2.00 pm	08.09.2017 At 3.00 pm.	30 Days

The "Request for Quotations" can be purchased from the Office of the undersigned up to 3 pm on 07.09.17 by payment of **Rs. 500/-** only in the form of Crossed Demand draft in favour of "Senior Electrical Inspector and State Designated Agency on Energy Conservation, Government of Meghalaya" payable at par in State Bank of India, Main Branch, "Shillong" or can be downloaded from the website [www.msda.nic.in](http://www.msda.nic.in).

**Senior Electrical Inspector &  
State Designated Agency on Energy Conservation,  
Meghalaya, Shillong.**

MemoNo. IEL.IX/124/2017-18/15(a)

Dated Shillong, the 25<sup>th</sup> August, 2017.

**Copy to:**

1. The commissioner & Secretary to the Government of Meghalaya, Power Department for favour of kind information
2. The SIO, National Informatics Center, Meghalaya with a request that "The Request for Quotation Document" be kindly uploaded in the website of the MSDA at [www.msda.nic.in](http://www.msda.nic.in) and soft copy of which is enclosed herewith.
3. Notice Board

**Senior Electrical Inspector, &  
Sate Designated Agency on Energy Conservation,  
Meghalaya, Shillong.**

**FOR BRJGHTER TOMORROW SAVE ENERGY TODAY**

# GOVERNMENT OF MEGHALAYA

INSPECTORATE OF ELECTRICITY  
OFFICE OF THE SENIOR ELECTRICAL INSPECTOR  
HORSE SHOE BUILDING,  
LOWER LACHUMIERE  
SHILLONG-793001  
&

STATE DESIGNATED AGENCY FOR THE STATE OF MEGHALAYA  
UNDER ENERGY CONSERVATION ACT, 2001



**Request for Quotation (Bid)**  
**For**  
**Supply, installation, testing and commissioning of the energy efficient LED lights for replacing existing lights at the office building of the Deputy Commissioner, East Khasi Hills**  
**Under**  
**The Demonstration Project on Energy Efficiency of the BEE, New Delhi**

Telephone No: 0364-2500756  
Mob.No: 9856040800  
Email: sei\_meg@rediffmail.com  
Website: [www.msda.nic.in](http://www.msda.nic.in)

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# 1 LETTER OF INVITATION

## 1.1 Advertisement

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Dated Shillong, the 25<sup>th</sup> August, 2017

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Sd/-

(P.K. Shullet)  
Senior Electrical Inspector &  
State Designated Agency on Energy Conservation,  
Meghalaya, Shillong.

## 1.2 Critical Information

Availability of Bid papers	From 25.08.2017 up to 07.09.2017 between 11:00am and 3:00pm on all working days
Last date & Time for receipt of Queries	08.09.2017 at 1:00pm
Last date & Time for receipt of Bid	08.09.2017 at 2:00pm
Time & date of opening of Bid	08.09.2017 at 3:00pm
Estimated Cost	Rs. 8,00,000/-
Earnest Money Deposit	Rs. 16,000/-
Place of opening of Bid	Office of the Senior Electrical Inspector & State Designated Agency on Energy Conservation, Inspectorate of Electricity, Meghalaya, Shillong, Lower Lachumiere. PIN 793001
Contact Person for queries & submission of Bid	Senior Electrical Inspector & State Designated Agency on Energy Conservation.
Contact E-mail ID & FAX	<a href="mailto:sei_meg@rediffmail.com">sei_meg@rediffmail.com</a> , Fax-03642500756, Mob.-9856040800

## 2. Background Information

### 2.1 About the State Designated Agency

The Government of Meghalaya has in its notification vide O.O. No. PE. 14/2002/98-A, dated 22-6-06 under the Energy Conservation Act-2001, has notified the Senior Electrical Inspector as the State Designated Agency for to Coordinate, Regulate & Enforce the provisions of the Act at the State level. On the other side, The Government of India set up Bureau of Energy Efficiency (BEE) on 1st March 2002 under the provisions of the Energy Conservation Act, 2001. The mission of the Bureau of Energy Efficiency, co-coordinating with Designated Consumers (DC), State Designated Agencies (SDA) and other organizations, is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act, 2001 with the primary objective of reducing energy intensity of the Indian economy.

## 3. Objective of the Project

The purpose of the demonstration projects is to showcase the effectiveness of energy efficient Device/Technology, which was done in form of replacement of existing luminaries with LED lights.

## 4. Scope of Work:

This Request for Quotation (RfQ) is for Technical & Financial Offers for supply, installation, testing and commissioning of energy efficient LED lights for replacing existing lights at the office building of the Deputy Commissioner, East Khasi Hills and Pre and Post-installation (after one year) Energy evolution for demonstrate actual savings, under the “Demonstration Project on Energy Efficiency” of the BEE, New Delhi. A hoarding/display board indicating the name of energy efficient project needs to be installed indicating project name, cost, projected energy saving etc.

### 4.1. Types and Quantity of LED Lights to be supplied

Sl. No.	Types of Lights	Quantity*
01.	10W LED Bulbs	153
02.	18 W LED Tube (without fittings)	453
03.	15W LED special purpose square/rectangle type down lights	59

\* The actual quantity may vary during course of projects but payment will be done as per pro-rata basis which is subjected to verify and approve by this office.

## 5. Bid Details:

### 5.1 Technical Bid Details:

#### 5.1.1 TECHNICAL REQUIREMENT OF 10W LED BULBS

Sl. No.	Description	Minimum technical parameters
01	Light Source	SMD LED Chip
02	Lamp Wattage	10 W
03	CCT	Cool white (5700K to 6500K)
04	Led Chip Wattage	< 1 W
05	Base Cap	B22d (Bayonet Cap)
06	Luminous Flux Efficacy	>= 90 lm/W
07	Power Factor	Min. 0.9
08	Lamp Life Hrs	Min. 50,000 Hrs.
09	Operating Voltage Range	100 V — 300 V
10	Beam Angle	Min: 120 degree
11	CRI (Color Rendering Index)	Min. 80
12	Junction Temp.	Max. 85° C
13	Harmonics	Less than 15%
14	Lumen Maintenance	Min. 70% up to 50,000 hours
15	Working Temp.	-10° C to 40 ° C
16	SURGE VOLTAGE	Min. 1.5 kV

#### 5.1.2 TECHNICAL REQUIREMENT OF 18W LED TUBE LIGHTS (WITHOUT FITTINGS)

Sl. No.	Description	Minimum technical parameters
01	Led Fitting Set Type	T8, 4 FEET , 18 WATT
02	Total Power Consumption	18 WATTS
03	CCT	Cool White (5700K to 6500K)
04	Usage	CONTINUOUS
05	Luminous Flux Efficacy	>= 90 lm/W
06	Power Factor	Min. 0.9
07	Lamp Life Hrs	Min. 50,000 Hrs.

08	Operating Voltage Range	100 V - 240 V
09	Beam Angle	Min: 160 degree
10	CRI (Color Rendering Index)	Min. 80
11	Harmonics	Less than 15%
12	Lumen Maintenance	Min. 70% up to 50,000 hours
13	Working Temp.	-10 to 40 degree Celsius
14	Led Operating Current	< 0.06 A
15	Surge / Spike Protection	>1.5 KV AS PER IEC 61000-4-5.
16	Line Protection	Short Circuit And Over Voltage Protection
17	Driver	Inbuilt Constant Current Based Led Driver
18	Driver Efficiency	>=80%

### 5.1.3 TECHNICAL REQUIREMENT OF 15W LED SQUARE/RECTANGLE TYPE DOWN LIGHTS:

Data Type	Sl. No.	Description	Minimum technical parameters
Electrical Data	01	Wattage	15W
	02	Voltage range	110-280 V
	03	Power factor	0.90
	04	Input Current (max) mA	96 mA
	05	Line frequency	50 Hz
	06	Protection class	Class I
Optical/Photometric	07	Rated lumens	>1300 lm
	08	Beam angle	Minimum 120 degree
	09	CCT (K)	5700 ± 300 (Cool white)
	10	CRI	>85
	11	Lumen efficacy	≥90 lm/W
	12	Light Source	SMD LED Module (surface-mount light-emitting diode device)
	13	Rated lifetime	Above 30,000 hours with 70% Lumens @ 25° C



	14	Operating temperature	-10 to + 40°C
Housing and Mounting	15	Material	Die-cast aluminum
	16	Front glass	Tempered glass
	17	Heat sink	Good thermal management system should be provided and LED must be mounting on heat sink conductive Aluminum with suitable large areas surface by means of fins to dissipate the heat to ambient air
	18	Housing color	Black/White
	19	Ingress protection	IP65
	20	Shock protection	IK 08
	21	Driver	Integrated Constant voltage and/or current type.
	22	Mounting	Should be suitable for mounting at falls with complete Accessories

## 5.2 Financial Bid Details:

Financial Bid should be per unit basis and total including all taxes (as applicable) and cost of supply, installation, testing, commissioning etc. of LED lights as per the scope specified in the section 4.

## 6. GENERAL REQUIREMENTS FOR LED AND LED BASED EQUIPMENTS:

Following are the BIS criterion for LED and LED based equipment.

1. IS: 513 - Cold-rolled low carbon steel sheets and strips
2. IS 12063- Classification of degree of protections provided by enclosures
3. IS 6873(Part 5)- Limits and methods of measurement of radio disturbance characteristic of electrical lighting and similar equipment.
4. IS 6873 (Part 5)- Equipment for General lighting purposes – EMC immunity requirement.
5. IS 13021 (Part 2)- Performance, AC supplied electronics ballast for tubular fluorescent lamps performance requirement
6. IS 10322 (Part 5/sec 1)- Fixed general purpose luminaries
7. IS 10322 (Part 1)- Luminaries - General requirement and tests.
8. IS 14700 (Part 3/sec2) -Electro Magnetic compatibility (EMC) -Limits for Harmonic current emission – THD <15%.
9. LED of NICHIA/ OSRAM/ SEOUL/ PHILIPS LUMILEDS/ LEDNUIM or other reputed manufactured shall be used in the Luminaries. .
10. The luminaries casing/ housing shall be of stainless sheet steel SS304 grade or aluminum having high conductivity preferably to grade 5000 or similar to high conductivity heat sink material
11. The electronic components used shall be as follows:-

- a. IC (Integrated circuit) shall be of industrial grade or above
  - b. Metallic film/ paper/ polyester capacitor shall be rated for a sustained operating temperature of 105<sup>0</sup>C.
  - c. The resistors should be preferably made of metal film of adequate rating. The actual rating versus loading shall be by a factor of 3
  - d. The junction temperature of the switching devices such as transistors an MOSFETs etc. shall not exceed 125<sup>0</sup>C (allowing thermal margin of 25<sup>0</sup>C)
  - e. The protective cum adhesive coating used on PCBs should be cleared and transparent and should not affect colour code of electronic components or the product code of the company.
  - f. The construction of PCBs and the assembly for components for PCBs should be as per IS standards.
  - g. The electronics covered for this equipment shall pass all the tests called for in the above specification. The tenderer shall indicate the deviation or compliance otherwise the offer shall not be considered for evaluation.
  - h. The infrastructure for Quality Assurance facilities as called for in the above specification must be available at the manufacturing facility. In house testing facility for Quality Assurance should be present. The compliance shall be indicated clearly in the tender itself.
12. The connecting wires used inside the luminaries, shall be low smoke halogen free, fire retardant ebeam cable and fuse protection shall be provided in input side.
  13. Care shall be taken in the design that there is no water stagnation anywhere. The entire housing shall be dust and water proof having IP65 protection as per 60529.
  14. The LED Module(s), Driver gear, etc. shall be designed in such a way so that temperature of heat sink shall not exceed 150<sup>0</sup>C above the ambient temperature.
  15. All the material used in the luminaries shall be halogen free and fire retardant confirming to UL94.
  16. The manufacturer/ supplier should also offer Annual Maintenance Contract (AMC) package(s) for the luminaries for post Warranty period.
  17. All the supplied luminaries shall carry permanent marking as **“NOT FOR SALE- BEE’S LED LIGHTING DEMO PROJECT.”**

## 7. INSTRUCTION TO BIDDING FIRMS

### 7.1 Procedure for Submission of Bid

The Bidders should submit one hard copy of Bid and one soft copy in a sealed cover. The bids will be in two envelopes marked ‘A’ and ‘B’. Envelope ‘A’ should contain only technical qualifications as specified and Envelope ‘B’ should have the price bid. No format for price bid is being prescribed and it is expected to be per unit of item to be supplied covering the work. Any other form of price bid may become liable for rejection of bid.

The copy of bid should be a complete document and should be bound as a volume. The document should be page numbered an appropriately flagged and contain the list of contents with page numbers. Different copies must be bound separately. The deficiency in documentation may result in the rejection of the Bid.

The soft copy of the bid should be submitted, in the form of a non-re-writeable CD (Compact Disc). The CD media must be duly signed by the Bidder using a “Permanent Pen/Maker” and should bear the name of the Bidder. The sealed cover should be super scribed with the wordings **“LED Demonstration Project 2017 at the Office building of the Deputy Commissioner, East Khasi Hills”**.

Bidder must ensure that the information furnished by him/her in respective CDs is identical to that submitted by him/her in the original paper document. In case of any discrepancy observed in the contents of the CDs and original paper documents, the information furnished on original paper document will prevail over the soft copy.

## 7.2 Cost of Bid documents

The Bidder shall bear all costs associated with the preparation and submission of bids, including cost of presentation for the purposes of clarification of the bid, if so desired by SDA Meghalaya. SDA Meghalaya will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

## 7.3 Contents of the Bid documents

The Bidder is expected to examine all instructions, forms, terms & conditions and Statement of Work in the Bid documents. Failure to furnish all information required or submission of Bid Document not substantially responsive to the RFQ in every respect will be at the Bidder's risk and may result in the rejection of the bid.

## 7.4 Language of Bids

The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder, shall be written in **English language**, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

## 7.5 Confidentiality

SDA Meghalaya requires that recipients of this document to maintain its contents in the same confidence as their own confidential information and refrain from any public disclosure whatsoever.

## 7.6 Disclaimer

SDA Meghalaya and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of SDA Meghalaya and/or any of its officers, employees.

## 7.7 Authorized Signatory (Bidder)

The "Bidder" as used in the RFQ shall mean the one who has signed the bid document forms. The Bidder should be the duly Authorized Representative of the Company/firm. All certificates and documents (including any clarifications sought and any subsequent correspondences) received thereby, shall, as far as possible, be furnished and signed by the Authorized Representative. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the bid in case of a tenderer not being a Government body/undertaking/PSU. SDA Meghalaya may reject outright any proposal not supported by adequate proof of the signatory's authority.

## 7.8 Contact details of the Bidder

Bidder, who wants to receive SDA Meghalaya's response to queries, should give their contact details to SDA. The Bidder should send their contact details in writing the SDA Meghalaya's contact address indicated in Para 1.2 of this document.

## 7.9 Queries on the Bid Document

Bidder requiring any clarification on this Document may send a query in writing at the SDA Meghalaya's contact address indicated in Para 1.2 of this document. SDA Meghalaya's response (including an explanation of the query) to all the queries, received not later than the dates prescribed by the SDA Meghalaya in Para 1.2 of this document, will be made available and sent to the Bidders who have given their contact details. SDA Meghalaya may also hold a conference to give clarifications and invitation of the same will be sent to the Bidders who have given their contact details.

## 7.10 Amendment of Bid document

At any time prior to the last date for receipt of bids, SDA Meghalaya, may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidder(s) modify the Bid Document by an amendment. In order to provide prospective Bidders reasonable time in which to take the amendment into account

in preparing their bids, SDA Meghalaya may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the Invitation for Bid.

### 7.11 Bid Processing Fees

All bids must be accompanied by a bid processing fee of **Rs. 1,000/-** (Rupees One Thousand Only) and cost of Bid document amounting **Rs. 500/-** (Rupees Five Hundred Only) (*in case of the Bid document downloaded from SDA's website bid document fee is not required*) in the form of crossed Demand Draft(s) drawn in favour of the SENIOR ELECTRICAL INSPECTOR AND STATE DESIGNATED AGENCY ON ENERGY CONSERVATION, GOVERNMENT OF MEGHALAYA and payable at par in SHILLONG.

### 7.12 Earnest Money Deposit (EMD)

- i. The Earnest Money amounting to Rs. 16,000/- (Rupees sixteen thousand only) shall be paid by each tenderer, in the form of crossed Demand Draft drawn in favour of the SENIOR ELECTRICAL INSPECTOR AND STATE DESIGNATED AGENCY ON ENERGY CONSERVATION, GOVERNMENT OF MEGHALAYA and payable at par in SHILLONG, to be enclosed along with the sealed tender;
- ii. Any category of tenderers specifically exempted by the Government from the payment of Earnest Money Deposit are not required to make such a deposit provided they enclose copies of documents proving exemption;
- iii. The Earnest Money Deposit will be refunded to the successful tenderer only after satisfactory completion of the ordered works and on proper fulfillment of contract;
- iv. In case of unsuccessful tenderers, the Earnest Money Deposit will be refunded to them within three months of finalizing the tender;
- v. The Earnest Money Deposit will not carry any interest.

Tenders received without the Earnest Money Deposit other than specified in Sub-clause (ii) above will be summarily rejected.

## 8. TIMELINE AND DELEVERABLES

### 8.1 Broad Timeline

The broad timeline for the demo Project is as under:

Issue of order	Commencement of Supply	Expected completion date
By the SDA	Within 10 days of receipt of order from SDA Meghalaya.	Within 30 days from the date of commencement of works.

### 8.2 Payment Schedule & Penalty/Damages for Delay in Delivery

- a) 75% of the payment shall be released against receipt of material on pro-rata basis.
- b) 10% of the payment shall be released on installation of material at site on pro-rata basis.
- c) 10% of the payment shall be released after complete testing & commissioning and handing over the installation to the department.
- d) Remaining 5% shall be released upon receipt of performance guarantee valid up to warranty period.
- e) Applicable taxes as deductible at source will be deducted from the bill amount.
- f) If the firm fails to deliver the ordered material/equipment within the stipulated period of delivery, SDA Meghalaya may cancel the relevant supply order and in the event of SDA Meghalaya allowing the firm to carry on with the supply works upon such delay, penalty fee at the rate of 1% of the cost of incomplete delivery per week shall be deducted from the payment already due to the firm or the Earnest Money

Deposit, as the case may be, subject to the condition that such penalty shall not exceed the total cost of undelivered portion of supply.

No living accommodation for the staff of manufacturer/agency shall be provided by the SDA Meghalaya. Carriage of material to SDA Meghalaya's office shall be the responsibility of the firm at their own cost.

### 8.3 Documents Comprising the Bid

The proposal prepared by the Bidder shall comprise the following components:

- i. Bid Form 1 : Bid Letter Proforma (refer Para 9.1)
- ii. Bid Form 2 : Comments and Suggestions (refer Para 9.2)
- iii. Bid Form 3 : Format for confirmation of pre-qualification criteria (refer Para 9.3)
- iv. Bid Form 4 : Technical Bid (refer Para 9.4)
- v. Bid Form 5: Financial Bid (refer Para 9.5)
- vi. Bid processing fee of Rs. 1,000/- (Rupees One Thousand only).
- vii. Earnest Money Deposit of Rs. 16,000/- (Rupees sixteen thousand only) (refer Para 7.12)
- viii. In case of a tenderer not being a Government body/undertaking/PSU, registered Power of Attorney executed by the Bidder in favour of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this Bid.
- ix. Memorandum of Understanding (MoU)/Agreement prepared on a stamp paper of requisite value with the subcontractor clearly indicating their relationship. (In case of subcontractors)

SDA shall not be responsible for non-receipt/non-delivery of the Bid due to any reason whatsoever. Bidders are advised to study the Bid document carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the Bid document with full understanding of its implications.

### 8.4 Liquidated Damages

Should the supplier firm fail to complete the supply work within the period prescribed for, SDA Meghalaya shall be entitled to recover 50% of the Earnest Money Deposit on expiry of the first week of delay and the rest 50% of the Earnest Money Deposit on expiry of the second week of delay. **Quantum of liquidated damages as assessed for realization by SDA Meghalaya shall be final and not challengeable by the supplier firm.**

### 8.5 Test certificates and instruction book etc.

The supplier firm shall furnish to SDA Meghalaya the following documents along with the consignment. Printed Pamphlets/Catalogues: 2 Copies for each item.

The supplier firm shall furnish the relevant Test Certificates complying ordered specifications along with consignment of material.

### 8.6 Guarantee/Warranty/Maintenance/Service

All supplied items shall be **guaranteed for a period of 5 years** from the date of handing over the ordered items to SDA Meghalaya against unsatisfactory performance and/or break down due to defective design, workmanship of material. The items or components, or any part thereof, so found defective during guarantee period shall be forthwith repaired or replaced free of cost, to the satisfaction of SDA Meghalaya. The manufacturer/supplier should also offer Annual Maintenance Contract (AMC) package(s) for the luminaries for post Warranty period.

### 8.7 Jurisdiction

All legal proceedings in connection with this contract shall be subject to the territorial jurisdiction of local civil courts at the Shillong only.

## 8.8 Preliminary Scrutiny

Preliminary scrutiny of the proposal will be made to determine whether they are complete, whether required process fee has been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Proposals not conforming to such preliminary requirements will be prima facie rejected.

## 8.9 Technical evaluation

The Technical Evaluation of Pre-qualified Bidders shall be carried out to achieve the objective of assignment as detailed in the Terms of Reference the bidders will outline their methodology in their proposals giving a brief description of methods that they intend to adopt to achieve this objective. The evaluation of the proposals shall be carried out in two stages: Firstly the quality, and then the cost. The financial proposals shall be opened only after the technical proposals have been evaluated and concluded. "Financial Bid" of only technically qualified bidders shall be opened.

## 8.10 Evaluation of Proposals

The proposals will be evaluated on the basis of the prescribed specifications. However, SDA Meghalaya in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the Bid submitted by the bidders.

**The price bid for all technically qualified bidders will be opened and the contract will be awarded to the lowest price bidder.**

## 8.11 Force Majeure

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 5 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of SDA Meghalaya as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 30 days, either party may, at its option, terminate the contract.

## 9 BID FORMS

Bid is to be submitted in the following format along with the necessary documents as listed. The Bid shall be liable for rejection in the absence of requisite supporting documents.

## 9.1 Bid Form 1 : Bid Letter Proforma

(Letter on official letter head stating the following)

To

The Senior Electrical Inspector &  
State Designated Agency on Energy Conservation,  
Government of Meghalaya,  
Lower Lachumiere,  
Shillong-793001.

Sub: Supply of LED street light luminaries under BEE's LED Light Demonstration Project undertaken at  
**the Office building of the Deputy Commissioner, East Khasi Hills.**

Ref: RFQ No.....

Sir,

The undersigned Bidders, having read and examined in detail all the Bid documents in respect of appointment of a supplier for SDA Meghalaya, do hereby express their interest to Supply of LED street light luminaries under BEE's LED light demo project for the State Designated Agency, Meghalaya as specified in the scope of work.

### 1. Correspondence Details

Our correspondence details are:

1	Name of the Bidder	
2	Address of the Bidder	
3	Name of the contact person to whom all references shall be made regarding this tender	
4	Designation of the person to whom all reference shall be made regarding this tender	
5	Address of the person to whom all references shall be made regarding this tender	
6	PAN No.	
7	GSTIN No.	

8	Electrical Contractor License No. (Issued by the Inspectorate of Electricity, Meghalaya)	
9	Telephone (with STD code)/Mobile No.	
10	E-Mail of the contact person	

## 2. Document forming part of Bid

Part-A & Part- B of the tender comprise the following documents:

### A) We have enclosed herewith the followings as Technical Bid in envelop 'A' (Tick)

- a) **Bid form-1** Forwarding letter
- b) **Bid form-2** Comments and Suggestion
- c) **Bid form-3** Format for Confirmation of Pre-qualification Criteria
- d) **Bid form-4** Technical Bid
- e) Photocopy of partnership deed in case of partnership firm
- f) Detail of order issued and past experience against supply made to different State/Central Govt. Departments/Agencies and photocopies of certificate of satisfactory performance.
- g) Test certificates (if any)
- h) Bid processing fee: **Rs. 1000/-** only in the form of Crossed Demand draft in favour of "Senior Electrical Inspector an State Designated Agency on Energy Conservation, Government of Meghalaya" payable at par in State Bank of India, Main Branch, "Shillong", if bidder downloads the tender document or copy of the received from SDA Meghalaya.
- i) **Earnest Money Deposit** of Rs. 16,000/- (Rupees sixteen thousand Only)/ letter issued by Government for exemption of EMD (refer Para 7.12)
- j) Registered Power of Attorney executed by the Bidder in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this Bid. (In case of a tenderer not being a Government body/undertaking/PSU).
- k) Photocopy of Electrical Contractor license
- l) Photocopy of Work order/ Completion report of at least one similar work project in the Sate.
- m) Memorandum of Understanding (MoU)/Agreement prepared on a stamp paper of requisite value with the subcontractor clearly indicting their relationship. (Optional).

### B) We have enclosed herewith the following as Financial Bid in envelop 'B'.

- a) **Bid Form 5:** Financial Bid



3. DECLARATION

- a) We have read and understood the terms & conditions of the above mentioned tender and comply to all Terms & Conditions of your Tender.(In case of any deviation the Bidder must attach a separate sheet clearly mentioning the Clause No. of the Tender and Deviation thereto).
- b) We certify that the information mentioned above are true and correct to best of our knowledge.
- c) In case of receipt of order we confirm that payment shall be received through Cheaque /Electronics Transfer.
- d) This offer contains \_\_\_\_\_No. of pages including all Annexures and Enclosures.

We hereby declare that our Bid is made in good faith and the information contained therein is true and correct to the best of our knowledge and belief.

Thanking you.

Yours faithfully

(Signature of the Bidder)

Name:

Designation:

Seal:

Date:

Place:

Business Address:

Witness:\_\_\_\_\_

Bidder:\_\_\_\_\_

Signature:\_\_\_\_\_

Signature:\_\_\_\_\_

Name:\_\_\_\_\_

Name:\_\_\_\_\_

Address:\_\_\_\_\_

Designation:\_\_\_\_\_

\_\_\_\_\_

Company/Firm:\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_

**9.2 Bid For 2: Comments and Suggestions**

[Suggest and justify here any modifications or improvement to the scope of work, tasks to be performed, timeline, deliverables, payment terms etc. to improve performance in carrying out the Assignment. The Bidder can suggest deleting some activity or adding another, or proposing a different phasing of the activities. Such suggestions should be concise and to the point.]

**9.3 Bid Form 3: Format for Confirmation of Pre-qualification Criteria.**

(Declaration Letter on official letter head stating the following)

To

The Senior Electrical Inspector &  
 State Designated Agency on Energy Conservation,  
 Government of Meghalaya,  
 Lower Lachumiere,  
 Shillong-793001.

Sub: Supply of LED street light luminaries under BEE’s LED Lights Demonstration Project undertaken at **the Office building of the Deputy Commissioner, East Khasi Hills.**

Having examined the tender document of RFQ No. \_\_\_\_\_, we hereby confirm the following (please tick whichever is applicable) towards the minimum eligibility condition to participate in then tender for supply, installation, testing and commissioning of light emitting diode (LED) based energy efficient lighting fixtures.

- i. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract
- ii. We are not black-listed by any Central/State Government/Public Sector Undertaking in India.
- iii. Details of similar work / order executed during last 5 years (Please submit copy of work order/ completion certificate from the client.)\*

Description of the Work/Order executed	Value of Work/Order Executed	Name of the Client	Start Date	Finish Date	Doc. Evidence at Page No.

\*At least one similar work should be executed in the state of Meghalaya.

Witness:

Bidder:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Designation: \_\_\_\_\_

\_\_\_\_\_

Company/Firm: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

#### 9.4 Bid Form 4: Technical Bid

(On official letter head)

To

The Senior Electrical Inspector &  
State Designated Agency on Energy Conservation,  
Government of Meghalaya,  
Lower Lachumiere,  
Shillong-793001.

Sub: Technical Bid for Supply, installation, testing and commissioning of LED light luminaries under BEE's LED Light Demonstration Project undertaken at **the Office building of the Deputy Commissioner, East Khasi Hills.**

Sir,

The undersigned Bidders, having read and examined in detail all the Bid documents in respect of appointment of a supplier for SDA Meghalaya, do hereby express their interest to Supply of LED street light luminaries under BEE's LED street light demo project for the State Designated Agency, Meghalaya as specified in the scope of work.

#### For 10W LED Bulbs

Sl. No.	Description	Minimum technical parameters	GUARANTEED TECHNICAL PARTICULARS(Agreed or value as specified)
01	Light Source	SMD LED Chip	
02	Lamp Wattage	10 W	
03	CCT	Cool white (5700K to 6500K)	
04	Led Chip Wattage	< 1 W	
05	Base Cap	B22d (Bayonet Cap)	
06	Luminous Flux Efficacy	>= 90 lm/W	
07	Power Factor	Min. 0.9	
08	Lamp Life Hrs	Min. 50,000 Hrs.	
09	Operating Voltage Range	100 V — 300 V	
10	Beam Angle	Min: 120 degree	
11	CRI (Color Rendering Index)	Min. 80	
12	Junction Temp.	Max. 85° C	
13	Harmonics	Less than 15%	
14	Lumen Maintenance	Min. 70% up to	

		50,000 hours	
15	Working Temp.	-10° C to 40 ° C	
16	SURGE VOLTAGE	Min. 1.5 kV	

**For 18W LED Tube lights.**

Sl. No.	Description	Minimum technical parameters	GUARANTEED TECHNICAL PARTICULARS(Agreed or value as specified)
01	Led Fitting Set Type	T8, 4 FEET , 20 WATT	
02	Total Power Consumption	18 WATTS	
03	CCT	Cool White (5700K to 6500K)	
04	Usage	CONTINUOUS	
05	Luminous Flux Efficacy	>= 90 lm/W	
06	Power Factor	Min. 0.9	
07	Lamp Life Hrs	Min. 50,000 Hrs.	
08	Operating Voltage Range	100 V - 240 V	
09	Beam Angle	Min: 160 degree	
10	CRI (Color Rendering Index)	Min. 80	
11	Harmonics	Less than 15%	
12	Lumen Maintenance	Min. 70% up to 50,000 hours	
13	Working Temp.	-10 to 40 degree Celsius	
14	Led Operating Current	< 0.06 A	
15	Surge / Spike Protection	>1.5 KV AS PER IEC 61000-4-5.	
16	Line Protection	Short Circuit And Over Voltage Protection	
17	Driver	Inbuilt Constant	

		Current Based Led Driver	
18	Driver Efficiency	>=80%	

**For 15W LED SQUARE/RECTANGLE TYPE DOWN LIGHTS**

Data Type	Sl. No.	Description	Minimum technical parameters	GUARANTEED TECHNICAL PARTICULARS (Agreed or value as specified)
Electrical Data	01	Wattage	15W	
	02	Voltage range	110-280 V	
	03	Power factor	0.90	
	04	Input Current (max) mA	96 mA	
	05	Line frequency	50 Hz	
	06	Protection class	Class I	
Optical/Photometric	07	Rated lumens	>1300 lm	
	08	Beam angle	Minimum 130 degree	
	09	CCT (K)	5700 ± 300 ( Cool white)	
	10	CRI	>85	
	11	Lumen efficacy	≥90 lm/W	
	12	Light Source	SMD LED Module (surface-mount device light-emitting diode module)	
	13	Rated lifetime	Above 30,000 hours with 70% Lumens @ 25° C	

	14	Operating temperature	-10 to + 40°C	
Housing and Mounting	15	Material	Die-cast aluminum	
	16	Front glass	Tempered glass	
	17	Heat sink	Good thermal management system should be provided and LED must be mounting on heat sink conductive Aluminum with suitable large areas surface by means of fins to dissipate the heat to ambient air	
	18	Housing color	Black/White	
	19	Ingress protection	IP65	
	20	Shock protection	IK 08	
	21	Driver	Integrated Constant voltage and/or current type.	
	22	Mounting	Should be suitable for mounting at falls with complete Accessories	

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Designation: \_\_\_\_\_

\_\_\_\_\_

Company/Firm: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

### 9.5 Bid Form 5: Financial Bid

To

The Senior Electrical Inspector &  
State Designated Agency on Energy Conservation,  
Government of Meghalaya,  
Lower Lachumiere,  
Shillong-793001.

Sub: Financial bid for supply of LED street light luminaries under BEE's LED Lights Demonstration Project undertaken at **the Office building of the Deputy Commissioner, East Khasi Hills.**

Sir,

The undersigned Bidders, having read and examined in detail all the Bid documents in respect of appointment of a supplier for SDA Meghalaya, do hereby express their interest to Supply of LED light luminaries under BEE's LED light demo project for the State Designated Agency, Meghalaya as specified in the scope of work.

Sl. No.	Item LED luminaries as per Clause 5.1	Wattage & Make/ Model	Amount per unit (inclusive of taxes) in Rupees.	Quantity	Total Amount (inclusive of taxes) in Rupees.	
					In Figures.	In Words

In case of any difference of amount in figures and words, the amount in words will be considered

Witness:

Bidder:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Designation: \_\_\_\_\_

\_\_\_\_\_

Company/Firm: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_