

**UNIVERSITY OF DELHI**

**DELHI-110007**



**e-TENDER DOCUMENT**

**For repairing the Gas Heating Module - Quatro Cryosystem**

**Ref. No: DU/PHYS/SMV/2018**

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## Section 1

### Department of Physics and Astrophysics University of Delhi, Delhi-110007

#### **E-PROCUREMENT TENDER NOTICE**

University of Delhi invites tenders under Two Bids System (Technical and Financial) from reputed & eligible agencies through e-procurement for **Repairing the Gas Heating Module - Quatro Cryosystem** in the Department of Physics and Astrophysics of Delhi University.

Tender Type	Single
Product Name	<b>Quatro Cryosystem</b>
Product Category	<b>Gas Heating Module</b>
Tender Fee	NIL
EMD Amount	NIL
Bid Validity Duration	90 days
Completion Period	21 days
Tender uploading date	14 <sup>th</sup> September 2018 at 12:00 PM
Bid Document Download start Date:	14 <sup>th</sup> September, 2018 at 05:00 AM
Bid Submission start date	15 <sup>th</sup> September, 2018 at 12 PM
Bid Submission end date	05 <sup>th</sup> October, 2018 at 5 PM
Technical Bid Opening Date	06 <sup>th</sup> October, 2018 at 10:00 AM

#### **Notes:**

(i) All details regarding the subject tender are available on our websites [www.du.ac.in](http://www.du.ac.in) and <https://eprocure.gov.in/eprocure/app>. Bidders are therefore, requested to visit our websites regularly to keep themselves updated. Bidders are advised to check for any corrigendum regarding the tender until **three** days prior to the closure.

(ii) Manual bids shall not be accepted.

(iii) For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.

(iv) EMD: NA

(v) Papers related to company details (Copies of TIN No., PAN No, GST & Income Tax registration, etc) and product details (Printed product specification sheet and other brochure/ leaflets, etc) may also be submitted along with.

(vi) Clarifications/ queries, if any, can be addressed to The Head, Department of Physics and Astrophysics, Ph.No. 011-27667155; E m a i l : [phys.xiiplan.du@gmail.com](mailto:phys.xiiplan.du@gmail.com), [head@physics.du.ac.in](mailto:head@physics.du.ac.in),

**The Head,  
Department of Physics and Astrophysics, University of Delhi, Delhi-110007**

## Section 2

### **INSTRUCTIONS AND INFORMATIONS FOR THE BIDDERS**

1.	<p><b>Introduction:</b></p> <p>The University of Delhi is the premier university of the country and is known for its high standards in teaching and research and attracts eminent scholars to its faculty. The Department of Physics and Astrophysics in Delhi University has acquired distinction in teaching and research both at the national and international level and is well equipped for advance research in Material Science.</p>
2.	<p><b>Two Bid System Tender:</b></p> <p>Separate for Repairing the <b>Gas Heating Module - Quatro Cryosystem</b> as per specifications given in Section 4 should be submitted online.</p> <p>Bids shall be submitted online only at CPP portal: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>.</p> <p>Tenderers/contractors are advised to follow the instructions provided in the 'Instructions to the Contractor/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>.</p> <p>Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.</p> <p>Tenderer who has downloaded the tender from the University website <a href="http://www.du.ac.in">www.du.ac.in</a> and Central Public Procurement Portal (CPPP) <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Delhi University.</p> <p>Interested vendors are advised to visit again University website <a href="http://www.du.ac.in">www.du.ac.in</a> and CPP Portal <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.</p>
3.	<p><b>Due date:</b></p> <p>The tender has to be submitted on-line before the due date i.e. <b>05<sup>th</sup> October 2018</b>. The offers received after the due date and time will not be considered.</p> <p><b><u>No manual bids will be considered.</u></b></p>
4.	<p><b>Technical quotation must contain the following:</b></p> <ul style="list-style-type: none"><li>(a) Quotation should be directly from Original equipment manufacturer (OEM) or authorized sales agent.</li><li>(b) Sole agency certificate (if applicable) and its validity from Foreign Principals (in case of foreign manufacturer).</li><li>(c) Pre-installation requirements such as electrical load requirement, space etc. must be specified.</li></ul>

	<p>(d) Any optional equipment/accessory advised for better functioning of equipment must be specified and quoted separately.</p> <p>(e) Details on installation, commissioning and training of the equipment must be specified.</p> <p>(f) Installation of equipment's together with the demonstration and training for all the measurements mentioned in at user site should be free of cost and must be included in the quotation.</p> <p>(g) State service-support for the equipment in India, specifically in Delhi/NCR, give details of service-centers with address, telephone numbers and name of service engineers available,</p> <p>(h) Vendor should quote the equipment's strictly as per tender specifications including complete technical details along with make, model, and complete specifications. Detailed compliance sheets along with supporting documents to be attached with Technical Bid for evaluation. Certificate of compliance with any deviation from specification must be attached.</p> <p>(i) Original brochures and original specification sheets (from equipment manuals) directly obtained from the principal manufacturer of the quoted model must be enclosed along with supporting data.</p> <p>(j) Technical bid should include drawing of the system with internal arrangements of sub-assemblies, and system dimensional details/footprint along with peripherals and utilities.</p> <p>(k) Vendor must have supplied at least three similar equipment's in India (preferably in Delhi). User list with address, e-mail &amp; Phone No. must be enclosed.</p> <p>(l) Any third party or customized item/accessory in the equipment is to be clearly mentioned with make and model.</p> <p>(m) An undertaking from OEM is required to facilitate the user on regular basis with technology/software updates.</p> <p>(n) Language of Bid: The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in English language. In case, the supporting documents and printed literature furnished by the Bidder are in some other language, then an accurate translation in the English language must be provided.</p>
<b>5.</b>	<b>Cost of Tender Form: Nil</b>
<b>6.</b>	<b>Earnest Money Deposit (EMD): NA</b>
<b>7.</b>	<b>Performance Bank Guarantee: NA</b>
<b>8.</b>	<b>Bid Document Download Start Date: 14<sup>th</sup> September, 2018; 05:00 pm</b>
<b>9.</b>	<b>Bid Submission Start Date: 15<sup>th</sup> September 2018; 10 AM</b>
<b>10.</b>	<b>Bid Submission End Date: 05<sup>th</sup> October 2018; 05:00 pm</b>
<b>11.</b>	<b>Technical Bid Opening Date: 06<sup>th</sup> October 2018; 10:00 am</b>

12.	<p><b>Opening of Commercial Bid and Evaluation:</b>  Commercial bids of eligible and technically qualified bidder will be opened.  The lowest financial bid in respect of each category/brand of the equipment will be considered separately for award of work.</p>
13.	<p><b>Commercial bid must contain the following:</b>  Prices must be quoted on CIF (Delhi) or FOR Delhi University basis. All charges including all taxes (airport duty, custom clearance, if any), insurance, etc. should be clearly indicated.  Guarantee or warranty conditions must be clearly specified.  Service charges per visit and AMC after warranty period must be specified.  Validity of quotation must be at least 3 months from the date of quotation.  Mode of payment is Electronic Transfer for Indian Vendors and Wire transfer/LC for foreign purchases should be mentioned in the bid.  Name and address of the company on whose name the LC is to be opened should be clearly mentioned.  Supplier must submit TIN number / PAN number and bank details as applicable.</p>
14.	<p><b>Summary Rejection of Tender:</b>  The tenders not accompanied with Earnest Money Deposit shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be rejected.</p>
15.	<p><b>Final Decision Making Authority:</b>  The University reserves the right to order equipment with better quality over lower price and to accept or reject any or all the quotations without assigning any reasons thereof or incurring any liability to the bidders.  The University reserves the right not to purchase some part of the complete system as given in Section4.  Before the deadline for submission of tender, the University may modify the tender document by issuing addendum/corrigendum.</p>
16.	<p><b>Technical and Qualifying Criteria:</b>  Vendors may be invited for presentation and clarification to the technical evaluation committee on short notice.  Vendor shall assure to maintain the inventory of spare parts after warranty is over for the maintenance of equipment supplied for a period of 5 years.  Clarifications may be sought on Technical/Commercial aspects, if felt necessary, before deciding to place the offer.  Accuracy &amp; reproducibility of measurements must be demonstrated, without which installation will not be considered complete in working site at Department of Physics and Astrophysics, University of Delhi.  Manufacturer must attach document along with their offer in support of fulfilling this clause of the technical specification.  Standard samples for the calibration and demonstration should be provided.</p>

	<p>Factory Test Certificates with respect to various parameters mentioned in the specification etc should be enclosed along with the equipment shipment from factory.</p> <p>One Hard copy of the complete sets of manuals (in English) along with a soft copy should be provided.</p> <p>User Training: The bidder should provide on-site user training at Physics Department, University of Delhi for minimum 3 working days after installation and commissioning of the system to be provided by the supplier.</p> <p>Printed documents in support of claimed specification should be provided.</p> <p>Vendor should have executed at least 3 projects in the last five years for the equipment quoted to the Universities or Research Institutes of repute in the Country. Documentary evidence is to be submitted for these 3 projects with complete contact details (Name, address, Tel, Email, etc). A detailed user list in India may also be provided.</p>
17.	<p><b>System Upgradeability Features:</b></p> <p>The offered system must be capable of being upgraded in future for the advanced measurements.</p>
18.	<p><b>Pre-installation requirements &amp; Commissioning:</b></p> <p>Pre-installation requirements of electrical power, etc. should be mentioned in the quotation.</p> <p>Installation and commissioning should be done by the supplier's trained engineer(s) of all the items at the work place at our site at Crystal Lab, Department of Physics &amp; Astrophysics, University of Delhi, Delhi, India.</p> <p>Two research students should be trained.</p>
19.	<p><b>Warranty and spare parts:</b></p> <p>The offered system must be warranted for a period of 12 months from the date of installation against manufacturing defects. Free replacement/service onsite.</p> <p>The original equipment manufacturer (OEM) should confirm in writing that the spares for the quoted model will be available for a period of minimum ten years after installation of the instrument. Spares (if any) needed for minimum ten year operation of the system must be quoted as optional.</p> <p>Items of foreign origin should have insurance up to installation on site.</p> <p>In case the OEM is bidding through an Indian agent, the OEM should give a written undertaking that they will be responsible for providing the warranty and annual maintenance as per the clauses above, even if there is a change in the Indian agency of the manufacturer.</p> <p>The undertaking from OEM should also include that if in future, OEM does not have any Indian agency, the service will be provided directly by the service engineer of the OEM without any extra charge.</p>
20.	<p><b>Discounts/Rebates:</b></p> <p>The equipment will be used for teaching and basic research in the University of Delhi. Maximum special discounts/rebates should be indicated in the offer.</p>
21.	<p><b>Arbitration and Settlement of Disputes:</b></p> <p>University of Delhi and the vendor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or</p>

	<p>in connection with the contract. Otherwise, the Vice Chancellor of Delhi University shall appoint a Sole Arbitrator of the dispute who will not be related to the contract and whose decision shall be final and binding. Any dispute arising out of this purchase shall be under the jurisdiction of the courts of Delhi.</p>
<p><b>22.</b></p>	<p><b>Eligibility Criteria</b></p> <p>Only such of the bidders who meet the eligibility criteria specified below will be eligible to respond to this notice inviting tender (NIT). The pre-qualification criteria for the participating bidders are as given below:</p> <ul style="list-style-type: none"> <li>(i) The Bidder should be Registered Firm/Company or OEM / Authorized Dealer/Distributor /Supplier of OEM. As proof of same an attested copy of TIN No. and PAN No should be submitted. Sales Tax &amp; income Tax registration also need to be furnished. Bids from authorized distributors/ dealer/supplier of OEM shall also be accepted, subjected to the furnishing of a certificate from OEM authorizing them to bid on their behalf.</li> <li>(ii) The proof of the bidders (authorized representative firm/Company/OEM) as income Tax assessee (In the form of income Tax Return) for at least last <b>Three years</b> should be enclosed</li> <li>(iii) The Bidder should have been in operation for at least past three years as evidenced by the Certificate of Incorporation and Certificate of Commencement of Business issued by the Registrar of Companies, India.</li> <li>(iv) The bidder should be in the business of supplying Equipment/ Machinery to reputed Educational institutes (Institutions and recognized Universities etc.).</li> <li>(v) Bidder should not be blacklisted by Central Government, State Government or any other Institute(s) / Organization.</li> </ul>





**Annexure – I**  
**Covering letter**

**(Format of the letter to be submitted by the Vendor on his LETTER-HEAD)**

To

The Registrar  
University of Delhi  
Delhi-110007

Date:

Dear Sir,

Sub: Your tender for Supply of ‘Repairing the Gas Heating Module - Quatro Cryosystem’ as per specifications in your Tender.

With reference to your tender, and after having examined and understood the instructions, terms and conditions specified in the tender, we hereby enclose our offer for the supply of the following items as detailed in your tender.

Equipment description	Make and Model offered	Tender Reference No.

We further declare that

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender’ from the web site(s) namely: as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure(s), schedule(s), etc), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) /corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in your above referred letter and enclosures. We also understand that the University is not bound to accept the offer either in part or in full and that the University has right to reject the offer in full or in part without assigning any reasons whatsoever.

Yours faithfully,

\_\_\_\_\_  
Authorized Signatories

(Name & Designation, seal of the firm)

Date:

**Annexure II**

(Note: This letter of authority should be on the **Letter-Head** of the manufacturing concern, and should be signed by a competent person of the manufacturer)

**Manufacturer's Authorization Form (MAF)**

Ref: No. ....

Date.....

To  
The Registrar  
University of Delhi  
Delhi-110007

Dear Sir,

Tender Reference .....

We.....who are established and reputable manufacturers of.....having factories at.....and.....do hereby authorize M/s. ....(Name and address of Representative/Agent/Dealer) to offer, negotiate and conclude the contract with you against the above invitation for tender offer.

We hereby extend our full guarantee and warranty as per terms and conditions of the tender, and the contract for the equipment and services offered against this invitation for tender.

Yours faithfully,

Authorized Signatories  
(Name & Designation)  
Date:

### **Annexure - III**

(**Note:** This letter of authority should be on the **Letter-Head** of the manufacturing concern and should be signed by a competent person of the manufacturer)

#### **Company Profile**

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

<b>S.No.</b>	<b>Item</b>	<b>Details</b>
1.	Name of Company	
2.	Mailing Address	
3.	Telephone and Fax numbers	
4.	Date of registration of the Company	
5.	Year of commencement of Business	
6.	Name and designation of the person authorized to make commitments to the University	
7.	Contact details of the person authorized to make commitments to the University	
8.	PAN Number	
9.	GST Registration	
10.	Whether direct manufacturer (OEM) or authorized dealer/representative	
11.	Annual Turnover of the past 3 years	

Signature (Name & Designation)

Date:

**Annexure IV**

(Note: This letter should be on the **Letter-Head** of the manufacturing Concern and should be signed by a competent person of the manufacturer)

**CERTIFICATE FROM THE VENDOR STATING THAT THE COMPANY HAS NOT BEEN BLACKLISTED BY ANY GOVERNMENT ORGANISATION**

The Registrar  
University of Delhi  
Delhi

Dear Sir,

This is to certify that M/s \_\_\_\_\_ has not been black listed by any Government Organization before submission of the tender document.

Yours faithfully,

Authorized Signatory

Name:

Designation:

Date:

For and on behalf of M/s \_\_\_\_\_

**Annexure V**

**Details of 3 major Projects**

(**Note:** This letter of authority should be on the **Letter-Head** of the manufacturing concern and should be signed by a competent person representing the manufacturer.)

To  
The Registrar  
University of Delhi  
Delhi-110007

Dear Sir,

We hereby certify that we have executed the following 3 projects to completion on similar items (.....) as offered in the present tender to other Government-Organizations/Educational-Institutions/Universities/Govt. funded Research – Labs, or institutes.

Note: Please quote only those projects which are of substantial value.

Name of the Vendor \_\_\_\_\_

<b>S. No.</b>	<b>Name of the Client</b>	<b>Equipment Supplied</b>	<b>Clients Contact Details (Including Name, E-mail, Phone &amp; address)</b>

Signature (Name & Designation)

Date:

**Annexure VI**

(**Note:** This letter of authority should be on the **Letter-Head** of the manufacturing Concern and should be signed by a competent person of the manufacturer.)

To  
The Registrar  
University of Delhi  
Delhi-110007

**Details of service and support**

Name of the Vendor \_\_\_\_\_

S. No.	Place	Own Office/Franchise	Postal Address	Contact Person & Contact Details	Number of engineers	Service Facilities available <b>(Describe in detail)</b>

Signature

Date:

Name:

Designation

**Annexure VII**

(Note: This letter of authority should be on the Letter-Head of the manufacturing concern and should be signed by a competent person of the manufacturer.)

**Warranty Compliance Statement**

The Registrar  
University of Delhi  
Delhi-110007

Dear Sir,

Subject: Supply & Installation of .....

This bears reference to our quotation Ref \_\_\_\_\_ Dated \_\_\_\_\_.

We warrant that everything to be supplied by us shall be brand new, free from all defects and faults in material, workmanship and manufacture, and shall be of the highest grade, quality, and consistent with the established standards for materials specification, drawings or samples, if any, and shall operate properly. We shall be fully responsible for its efficient operation.

We also confirm that all service related complaints will be attended within a period of one to two days.

During the warranty period of Three years, in case the equipment fails, we will provide all services to complete repairs within a week free of charge.

Yours faithfully  
Signature (Name & Designation)  
Date:

## **Annexure VIII**

### **Deviation in Technical specifications offered by the bidder** (To be attached with the **Technical bid**)

The Registrar  
University of Delhi  
Delhi-110007

Deviations from Technical Specifications, and Terms and Conditions of the Tender

<b>S. No.</b>	<b>Tender Document Clause</b>	<b>Technical Specification, Or terms and conditions in the Tender document</b>	<b>Deviation offered</b>	<b>Reasons and whether deviation adds to the operational efficiency in case of the systems</b>
1				
2				
3				
4				
5				
6				

**Note:**

- Above information in detail should be furnished separately for each of the items
- Also in case of deviations from any of the terms and conditions of the tender.
- If any deviations from the technical specifications are warranted, reasons for such variations should be specified, and

Whether such variations add to improvement of the overall performance of the systems (if any), should be specifically mentioned and supported by relevant technical documentation as required above.

Signature  
(Name & Designation)  
Authorized official of the company

Date:



**TECHNICAL BID**

- 1. Name of the Company
- 2. Address (with Tele No. fax No. & E-mail )
- 3. Contact person Name and mobile number
- 4. (a) The number of years of experience in dealing with software business  
\_\_\_\_\_
- (b) Total value per year of Business during the last three years  
    (Attested certificate from Chartered Accountant should be attached.)
- 5. (a) Registration Number \_\_\_\_\_  
    VAT number
- (b) PAN Number \_\_\_\_\_
- (c) Service Tax Number \_\_\_\_\_
- (d) **GST Registration No.** .....

**6. Repairing the Gas Heating Module - Quatro Cryosystem**

Commercial/Financial/Price bid for **Repairing the Gas Heating - Quatro Cryosystem**

Should be prepared in the following format

S. No.	Description	Price Foreign Currency/Indian Rupee	
1	<p><b><u>Main Unit</u></b> (Model No.):</p> <p><b>Repairing the Gas Heating - Quatro Cryosystem</b></p> <p>All parts and accessories to be described.</p> <p>Main unit Includes all parts, and accessories Other optional accessories required for successful <u>installation</u> and <u>commissioning</u> and <u>running</u> of the equipment may be quoted by the vendor. <b>(Basic main unit</b> must satisfy the required tender specifications)</p> <p><b><u>Prices of all parts/accessories included in the main unit should be mentioned separately.</u></b></p> <p>(One consolidated price for the total unit is not acceptable)</p>		
2	Total price Ex-works		
3	<b>Educational Discount</b> offered (%)		
4	Total price after discount		
5	Packing and Forwarding		
6	Freight and Insurance		
7	<b>Grand Total, CIF, Delhi Airport/ FOR Delhi University</b>		
8	Any indigenous supply of computers/printers being provided with the cost price in Indian rupee/included in the main unit should be mentioned separately		
9	<b>Optional items (if any)</b> - Price and discount offered		