

Tender Ref. No.: CIF-SDC/OCIF/2018-19

Dated: 03rd October, 2018

ONLINE TENDER DOCUMENT

OPERATION OF CENTRAL INSTRUMENTATION FACILITY.



CENTRAL INSTRUMENTATION FACILITY,
UNIVERSITY OF DELHI, SOUTH CAMPUS

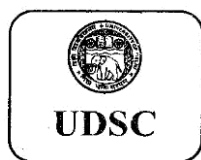
Benito Juarez Road, New Delhi - 110021

Telephone Number: 011-24157192

EPABX: 011-24111955, Extn.: 7192

THIS TENDER DOCUMENT CONTAINS 24 NOS.OF PAGES
INCLUDING COVER PAGE

Cost of Tender: ₹500/- only



CENTRAL INSTRUMENTATION FACILITY, UNIVERSITY OF DELHI, SOUTH CAMPUS

Benito Juarez Road, New Delhi 110021

www.du.ac.in and www.south.du.ac.in

NOTICE INVITING TENDER

Online Tender Document

Online tenders are invited from reputed/eligible vendors for **Operation of Central Instrumentation Facility (UDSC)**, by deploying requisite scientific, technical and other manpower at the Facility, as detailed in **Scope of Work (Annexure I)**.

Separate Technical bids, duly signed by the bidder, and Commercial bids only in the form of BOQ shall be submitted as per details given in the online tender document. Online tender documents are available on University of Delhi website www.du.ac.in and CPP Portal <https://eprocure.gov.in/epublish/app> per the schedule.

Tenders are liable to be cancelled if any conditions contained in the tender documents are not complied with. Amendment/Corrigendum, if any in the tender document shall appear on the above-mentioned websites.

Interested vendors/service providers should visit the campus for ascertaining the requirement before submitting their proposal.

Information & Instructions for Bidders

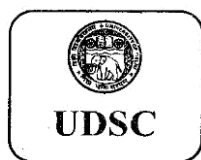
Cost of Tender Form (Non-Refundable)	Rs.500/- (Rupees Five Hundred only) through DD/Banker's Cheque in favour of Director, University of Delhi, South Campus, Payable at Delhi.
	Tender cost should reach the Professor-in-charge, Central Instrumentation Facility, Biotech building, 03 rd Floor, University of Delhi South Campus, Benito Juarez Road, New Delhi- 110021 before the end date and time of bid submission. Bidders, however have to attach scanned copies of tender cost along with the e-tender. Online Tender Document may be downloaded from the University of Delhi website www.du.ac.in and Central Public Procurement portal https://eprocure.gov.in/epublish/app per the schedule.
Earnest Money Deposit (EMD)	Rs.50,000/- (Rupees Fifty Thousand only/-)

	in form of an Account payee Demand Draft in favour of Director, University of Delhi South Campus, New Delhi, Payable at Delhi.
Date of issue of Tender document	03/10/2018
Bid document Download Start Date & Time	03/10/2018 at 17:00 p.m.
Bid Submission Start Date & Time	03/10/2018 at 17:00 p.m.
Last date and time for submission of tender	24/10/2018 at 02:00 p.m.
Date and time of technical bid opening	25/10/2018 at 03.00 p.m.
Address of communication	Professor-in-charge, Central Instrumentation Facility, Biotech building, 03 rd Floor, University of Delhi, South Campus, Benito Juarez Road, New Delhi - 110021.
Contact Official	Prof. S. Kapoor, Department of Plant Molecular Biology, University of Delhi, South Campus, New Delhi - 110021. Email: kapoors@south.du.ac.in CIF

Tenders are liable to be rejected if any of the conditions contained in online tender document are not complied with. Amendment/corrigendum, if any in the tender document shall appear only on the website of University of Delhi i.e. www.du.ac.in and Central Public Procurement Portal <https://eprocure.gov.in/epublish/app>.

University of Delhi reserves the right to cancel any or all tenders without assigning any reason thereof.

**Professor-in-charge,
Central Instrumentation Facility**



CENTRAL INSTRUMENTATION FACILITY,
UNIVERSITY OF DELHI, SOUTH CAMPUS
Benito Juarez Road, New Delhi 110021

1. **TERMS AND CONDITIONS OF THE TENDER**

(a) **Two-Bid System Tender**

Online Tenders shall be submitted in 2-PARTS : PART-I TECHNICAL BID, duly signed by the bidder and PART-II COMMERCIAL BID, in the manner mentioned below:

PART-I OF THE TENDER (TECHNICAL BID) must contain the following:

- Tender Document, each page duly signed by the bidder as token of acceptance.
- Covering letter as per Annexure II.
- Earnest Money Deposit as laid down in 1(I).
- All necessary information as are considered essential for full and correct evaluation of offers.
- Company profile as per Annexure III, and details of experience of work done in India related to the scope of this work.
- Write up and documents supporting the eligibility criteria as laid down in Point No 2 (Documents submitted should be listed as Annexure IV)
- The duly completed Technical Bid (Part I), in the Annexure V format **without prices**, to be signed and upload.

PART-II OF THE TENDER (COMMERCIAL BID) must contain the following:

- The duly completed Commercial Bid in form of BOQ, (Part II), to be uploaded. Also see Item B of Annexure I for more details.

Bidder must submit to undermentioned address the Earnest Money Deposit (EMD) of 50,000/- (Rupees Fifty Thousand) only in the form of an Account payee Demand Draft in favour of “Director, University of Delhi, South Campus” valid for at least three months from the date of opening of tender failing which the quotation will be rejected.

Professor-in-charge
CIF, Biotech Building 3rd Floor
University of Delhi South Campus
Benito Juarez Road
New Delhi 110021

- (b) All documentation is required to be in English. Correction / overwriting, if unavoidable, should be signed separately. Tender papers must be signed on all the pages by the tenderer.
- (c) Ambiguity must be avoided in filling tenders. All entries in the tender form must be type written neatly. The quotation must be entered both in figures and in words. All pages of the bid should be numbered with a running serial number and signed with office stamp by the tenderer.
- (d) University of Delhi South Campus reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof and shall not be bound to accept the lowest tender.
- (e) The University of Delhi South Campus will not be responsible for non-receipt of tender quotations within the specified date and time due to any reasons including postal delay or holidays.
- (f) Tender once submitted shall not be returned to the tenderer in future.
- (g) The Schedule to tender, Instruction to tenderers and General Terms and Conditions of the Contract should also be returned along with the offer.
- (h) Each page of the tender form, the Instructions to the tenderers must be stamped and signed by the person authorized by the tenderer. Full address of the tenderer must be mentioned on the tender forms, failing which the tender may not be considered.
- (i) In case a successful tenderer (on whom purchase order would be placed) fails to initiate the job within specified time schedule, the University of Delhi South Campus will forfeit the earnest money.
- (j) The earnest money for the successful tenderer shall be returned after successful initiation of the job.
- (k) Unsuccessful tenderer will be refunded earnest money without interest, on application to University of Delhi South Campus within 3 months from the tender awarding date.
- (l) The successful bidder shall furnish a Bank Guarantee equivalent to Rs.50,000/- (Rs. Fifty thousand only) in favour of the Director, University of Delhi, South Campus. The bank Guarantee shall remain valid for the tenure of operations of the successful bidder. This will be forfeited in case of non-compliance of the terms and conditions for operation of central Instrumentation Facility.

2. ELIGIBILITY CRITERIA

- (a) A service provider with demonstrated managerial skills in laboratory management /scientific experience/previous experience of running such central instrumentation facilities are eligible.
- (b) A company whose 25% or more of the ownership vests with individual(s) with professional science/technical qualifications such as Ph.D./M.B.B.S/B. Tech with relevant experience will also be eligible.

- (c) Documents attached to support the eligibility of the company should be listed as Annexure IV.

3. PAYMENT TERMS

- (a) Payment will be made to the agency each month against bill submitted in duplicate.
- (b) NO ADVANCE PAYMENTS WILL BE MADE UNDER ANY CIRCUMSTANCES.
- (c) The rates quoted shall be inclusive of all such taxes such as Goods & Service Tax, VAT, etc., i.e. *the rates quoted shall be all inclusive*. All the duties/ taxes with respect to the work should be borne and paid by the Tenderer himself. The Office shall not be responsible for any payment/ penalty on this account at any stage. The company shall indemnify the University from all.

4. SELECTION PROCESS

- (a) A committee specially constituted for the purpose would evaluate the eligibility of tenderers as supported by documentation.
- (b) The Technical evaluation of the bids will be conducted by the Committee at a date, time and venue to be intimated subsequently. The bidders must make a presentation on their bids highlighting their experience and strategy to fulfill scope of the work as given in Annexure I. Evaluation will be based on the presentation and submitted documents. The recommendations of the Technical Committee will be final, which may recommend opening of the price bid based on technical bid evaluation.
- (c) The price bid of only the qualified tenderers will be opened after technical evaluation.

4. VALIDITY OF OFFER

Tenders submitted by tenderers shall remain valid for a minimum period of 3 (three) months from the date of opening of tenders. The tenderers shall not be entitled during the said period of three months, without consent in writing from University of Delhi South Campus, to revoke or cancel their tenders or to change the tenders given or any term thereof. In case of tenderers revoking or cancelling their tenders or varying any terms in regard thereof without consent of University of Delhi South Campus in writing, the earnest money deposited by them with their offers, will be forfeited.

5. IMPORTANT DOCUMENTS TO BE SUBMITTED

In addition to the filled in tender form, tenderers are to provide the following enclosures:

- (a) Documents in support of Company Profile.
- (b) Documents for establishing eligibility.
- (c) Job Execution Plan: **A detailed outline of implementation of the job whose scope is detailed in Annexure I is to be submitted.**

6. INCOME TAX CLEARANCE CERTIFICATE

Copy of the latest IT Clearance Certificate in the proforma prescribed by the Govt. Of India should accompany the tender. The IT Clearance Certificate should be in the name of the firm quoting for the work.

7. SALES TAX CLEARANCE CERTIFICATE

Tenderer must submit copies of Sales Tax registration and clearance certificates.

8. ACQUAINTANCE WITH SITE

While quoting their rates, terms and conditions Tenderers should note that the work is to be executed under the existing site conditions. The tenderers may visit the site to get fully acquainted with the site conditions. No compensations / claims in regard to site conditions / constraints / rules and regulations etc. shall be entertained.

9. COMPLETENESS OF JOB

The tenderer shall be fully responsible for the successful functioning and integrated operations of the CIF as a whole and the omission of any items / services in this document shall not be sufficient reason for non-performance of the system. The tenderer should therefore specify, justify and quote for any additional items / services, which they feel, are essential for the functioning of the system.

10. CONTRACT AGREEMENT

Contract agreement in duplicate on non-judicial paper of value not less than Rs. 10 (Rupees ten only) for agreement shall be executed before award of the purchase order to the successful tenderer. Until the final contract documents are prepared and executed, this tender document together with the annexed documents, modifications, deletions agreed upon by the University of Delhi South Campus and the tenderer thereof shall constitute a binding contract between the successful tenderer and the University of Delhi South Campus based on terms and conditions in the aforesaid documents and the finally submitted and accepted prices.

11. TERMINATION

The agreement can be terminated by either party by giving three months' notice in advance. If the agency fails to give appropriate notice in writing for termination of the Agreement then three month's payment and any amount due to the agency from UDSC shall be forfeited.

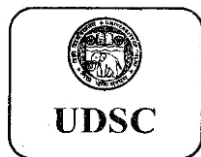
12. RESOLUTION OF DISPUTES

University of Delhi, South Campus and the vendor shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them under or in connection with the services provided. If after thirty days from the commencement of such informal negotiations, University of Delhi, South Campus and the Vendor have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for

resolution by formal arbitration. The Director, University of Delhi, South Campus shall appoint a sole Arbitrator of the dispute who will not be related to the contract and whose decision shall be final and binding.

23. JURISDICTION

All questions, disputes and / or differences arising under and out of, or in connection with the contract if concluded, shall be referred to the relevant Courts of Delhi.



CENTRAL INSTRUMENTATION FACILITY, UNIVERSITY OF DELHI, SOUTH CAMPUS

Benito Juarez Road, New Delhi 110021

Annexure - I

A. Scope of the work

1. The Central Instrumentation Facility (CIF) housed in the University of Delhi, South Campus (UDSC) possesses a large number of sophisticated scientific equipment and may procure more in the near future to meet research requirements. The CIF is a paid facility used by scientists of different universities, institutes and non-commercial organizations with customs duty exemption. The facilities are made available to users on payment of a user fee.
2. The list of major equipment, under different broad facilities that are presently intended to be brought under the scope of **Operation of Central Instrumentation Facility (UDSC)** is summarised in the table below:

S. No.	Wing of Facility	Equipment	Workflow
1.	Genomics	3730 48 Capillary DNA Analyzer Upgraded 3100-Avant to 3130xl Genetic Analyzer 7900 HT Fast Real Time PCR 9700 PCR System 96 well gold sample block PCR (Veriti 96 well Thermal Cycler)	<u>Sequencing:</u> Sample collection from user, DNA clean-up reaction, setting up of reactions, clean up of sequenced DNA, plate set-up for run on DNA sequencer, running the sequenced reactions, analysis of data and trouble-shooting, data dispatch to the user, regular maintenance of sequencer.
2.	Proteomics	MALDI- TOF/TOF LC-MS Quadrupole-Orbitrap™ J-815 150-S CD Spectrometer Stop Flow Mixer SFM-300/S CDF-426S/15 Peltier System for JASCO CD Model J-815 2D Electrophoresis System A) Ettan IPGphor, b) Ettan DAL Tsix Elpho System, C)	<u>MALDI-TOF/TOF:</u> Sample collection, spotting with matrix and laser optimization of sample, peak selection and MS/MS of selected peptides, analysis of data and data dispatch to the user. <u>LC-MS Orbitrap:</u> Protein Mass Finger Printing

		SE 600 Ruby, D) Multitemp III, E) Typhoon Trio, F) Image Eraser, G) Ettan Spot Picker, H) DeCyder 2D, I) Image Scanner III, with accessories	(PMF) Quantitative proteomics/ proteome profiling/analyses of PTMs/label free/iTRAQ labelled
		UV Spectrophotometer	Quantitative metabolite profiling/metabolomics
		UPLC System	
		Multi Plate Reader-Model Tecan Twinfinite Pro-Multi Mode Reader with Fluorescence Polarization	<u>CD Spectrometer and Stop Flow:</u> Initialization and programme set-up, data acquisition and data dispatch. <u>UPLC:</u> Sample collection, sample preparation, method development, mobile phase preparation and filtration, sample analysis, data dispatch, regular machine maintenance.
3.	Imaging	Leica SP5 Confocal Laser Scanning Microscopy	<u>Confocal Microscope:</u> Sample collection, image acquisition, conversion of data to readable format, data dispatch, regular maintenance of the instrument.
		Laser Dissection Microscope	Laser Dissection Microscope: Microdissection and catapulation
		Fuji Multi Image Analyzer Model No. LAS 4000	
		Fuji Phosphor Imaging system FLA 9000	
4.	Microbial Identification systems	GEN III Omnilog Plus System	<u>GEN III Omnilog Plus System and</u>
		Vitek 2 Compact	<u>Vitek 2 Compact:</u> Sample collection, sample processing, sample run, data analysis and trouble-shooting, data dispatch, regular maintenance of instrument.
		Vario-EL-cube Elemental Analyzer	
5.	Flow cytometry	BD FACS Calibur with Autoloader	Sample collection, calibration of machine before sample run, running of samples and data acquisition, data analysis and trouble-shooting, data dispatch, regular maintenance of machine.
7.	Plant Growth Facility	Environment Plant Growth Chambers	Organise bookings and ensure regular maintenance

8.	Liquid Nitrogen Facility	Liquid nitrogen facility	Organise getting liquid nitrogen from the vendor and dispensing it for the users
9.	Others (these are indicative)	Sigma Centrifuge	Ensure regular maintenance
		Sorvall RC plus	
		Table Top Micro Refrigerated Centrifuge Model 3500 with rotor (S. No. KX1257)	
		Excella E25 Incubator Shaker	
		Water Purification System (1 No)	
		Freezer -80° C	
		Freezer -20° C	
		Freezer 4° C	
		Balance (Model GP 3202 OCE)	
		Balance (Model C P 124 S)	
10.	Infrastructure (these are indicative)	UPS, Air-conditioning	Ensure regular maintenance

3. All the equipments are being regularly used by the Scientists of the University as well as of other Universities, Research Institutes and non-commercial organizations. The University intends to outsource the operation and regular maintenance of these equipments so as to have maximum optimal usage of these equipments by itself and other institutions and organizations. The term 'maintenance' in the table above and herein precludes Annual Maintenance Contracts or Comprehensive Maintenance Contracts, which will be awarded by UDSC (see S. No. 6, below). However, administrative work for award of AMC/CMC would be the work of the vendor.
4. The Service provider engaged by the Centre through this competitive bidding will be responsible for carrying out operation of the different facilities, its day to day upkeep and carrying out tests of the samples provided by the various users of the CIF.
5. The Service provider will also be responsible for collection of sample at the CIF site, delivery of reports, and maintenance of accounts and other administrative jobs for functionality of the CIF.
6. The Annual Maintenance Charges for equipments and consumables required for the operation of the equipment will be provided by UDSC.
7. The operation of each of these equipment will be under the control of a Committee chaired by a Faculty member of UDSC appointed by the Director, UDSC. The different facilities will be under the charge of designated teachers-in-charge from UDSC. The manpower provided by the service provider would be required to report to the designated teacher-in-charge from time to time.

8. The Service Provider shall provide requisite man power on all working days (Monday to Saturday) from 9.00AM to 5:30 PM with 30 minutes lunch break (1:00-1:30PM).
9. The contract will be valid for a period of three years, renewed annually subject to satisfactory performance by the service provider (based on a yearly assessment). Prices should be quoted year-wise for a period of three years, and should additionally include the annual increase in cost (as a percentage of the previous year's price) for a further three years. It will be open to UDSC to extend the term of the contract for a further period of three years on existing terms and conditions as mutually accepted by the university and the tenderer.
10. Copy of the detailed price bid (showing details of the quoted items) **without prices** should be uploaded as part of the technical bid. (This will help us know if the tenderer has prepared the price bid properly)
11. The Service Provider shall obtain the concurrence of UDSC for the individuals to be provided as Manpower for these operations.
12. The manpower provided by the Service Provider shall be paid their monthly emoluments by the Service Provider.
13. The cost of training, if any, with respect to training to be provided to the staff employed by the Service provider will be borne by the Service Provider
14. All the other incidental expenses, such as secretarial staff, office expenses, administrative expenses, transport etc., are to be borne by the Service provider.
15. Service tax, if any, payable shall be indicated separately (to be reimbursed by UDSC).

B. REQUIREMENT OF MANPOWER :

The following manpower is required for the operation of the CIF.

1. Technical officers (Ph.D. or M.Sc. degree with technical expertise) are needed for running the equipment under the genomics, proteomics, imaging facility, microbial identification systems and flow cytometry. The personnel should not only be conversant in running of the equipment, but should be able to help in preparation of samples, interpret results, and trouble shoot for the user. While each person will manage and be involved in the direct running of one or more of the facilities, they should have the capability to oversee the other facilities if needed. – **Three Nos.**
2. Technical Assistants (B.Sc. preferably with PG diploma in Instrumentation/Biochemical Technology) to help in running of the CIF with supervision of the technical officers. – **Three Nos.**
3. One of the technical officers would be a lab manager who would be overall in-charge of the facility from the side of the Service Provider and would report to the CIF committee of UDSC. The lab manager shall ensure proper functioning of the facility and oversee the day-to-day work carried out by the personnel at CIF, and may be less involved than the other technical officers in the direct day-to-day running of the equipment. (This is not clear to VKC as if this out of the three then we are left with only two to work in machines, or this person will be additionally deployed by the agency)

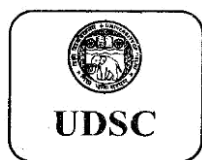
4. Administrative staff with knowledge of computers to maintain accounts, place orders, process bills for payments. – **One No.** (we may elaborate the responsibilities such as There should be one person responsible to issue Quotations/ Proforma Invoices to Users, collection of payments, issuing Invoice of payments received, maintaining the account books, stock registers, asset register, interaction with the University accounts including frequent reconciliation of accounts, and interaction with other university offices, writing/typing note sheets, making purchase orders and processing of bills through accounts branch.
5. Attendant for dusting, cleaning of glassware, autoclaving and other minor jobs. – **One No.**

C. Terms and conditions for manpower to be hired by the Service Provider for OPERATION OF CENTRAL INSTRUMENTATION FACILITY

1. All services shall be performed by persons qualified and skilled in performing such services as per the requirements indicated for each category.
2. They will discharge their responsibility under the overall supervision of the CIF committee.
3. The persons supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the UDSC for any reasons immediately on receipt of such a request.
4. The service provider shall engage necessary persons as required by this Laboratory, from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no master & servant relationship between the employees of the service provider and UDSC and further that the said person of the service provider shall not claim any absorption.
5. The service provider's person shall not claim any benefit / compensation / absorption / regularization of services from/in this Laboratory under the provision of any Law. Undertaking from the persons to this effect shall be required to be submitted by the service provider to the UDSC.
6. The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reason, taking leave/sick leave of more than 5 days or going on maternity leave. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

7. A penalty will be imposed on the vendor in the event of any shortfall of manpower.
8. Insurance of persons against occupational hazards will be the sole responsibility of the Service Provider and UDSC shall not be liable for any such responsibility. Payments to the Service Provider shall be made by UDSC only after insurance for all personnel is in place.
9. The service provider's personnel shall not divulge or disclose to any person, any details of office, operation process technical know-how, security arrangements, administrative/organizational matters as all are confidential/secret in nature.
10. The service provider-personnel's working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill and enhance the image of UDSC. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
11. UDSC may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its personnel, if they are unacceptable to UDSC because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
12. The service provider has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
13. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, tobacco products, smoking, loitering without work.
14. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider, if required shall be the responsibility of the service provider.
15. That the agency will be wholly and exclusively responsible for payment of emoluments to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time.
16. CIF personnel will follow the UDSC holiday calendar and work Monday to Saturday 9:00 am to 5:30 pm with half an hour lunch break.
17. The service provider shall be contactable at all times and message sent by phone / e-mail / Fax / Special Messenger from the UDSC to the service provider shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the UDSC in fulfillment of the contract from time to time.

18. UDSC shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
19. That the agency on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If UDSC suffers any loss or damage on account of negligence, default or theft on the part of the employees of the Service Provider then the Service Provider shall be liable to reimburse to UDSC for the same. The Service Provider shall keep UDSC fully indemnified against any such loss or damage.
20. The service provider shall not assign, transfer, pledge or sub contract the performance or services without the prior written consent of the UDSC.
21. No personnel employed by the Service Provider shall be author or co-author on any publication/patent of any user during their term of employment at UDSC, or afterwards even if the work has been carried out at the CIF, UDSC by that personnel. Furthermore, any proposal for the same made by a user should be reported to the CIF Committee by the employee immediately.
22. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues and handover all the assets as entered in the books. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
23. In the event, if any dispute arises touching any of the clauses of the agreement, the matter will be referred to the Sole Arbitrator to be appointed by the Director, UDSC, whose decision shall be binding on both the parties. The arbitration proceedings shall be governed by the 1996 Act.



CENTRAL INSTRUMENTATION FACILITY,
UNIVERSITY OF DELHI, SOUTH CAMPUS
Benito Juarez Road, New Delhi 110021

Annexure - II

(Letter to the University on the Vendor's letterhead)

To,
Professor-in-charge,
Central Instrumentation Facility,
Biotech Building, 03rd Floor,
University of Delhi, South Campus,
New Delhi 110021.

Dear Sir,

Sub: Your tender for Operation of Central Instrumentation Facility (UDSC)

With reference to the above tender, having examined and understood the instructions, terms and conditions forming part of the tender, we hereby enclose our offer for the operation and maintenance of sophisticated scientific equipment at the CIF, University of Delhi South Campus, as detailed in your above referred tender.

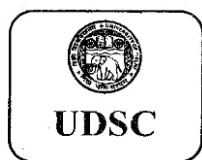
We undertake that we have never been black listed by any agency.

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 a right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose the requisite Earnest Money Deposit of Rs.50,000/- (Rupees Fifty Thousand only) in the form of A/c Payee Demand Draft in favour of "Director, University of Delhi, South Campus" drawn on Bank _____, DD No. _____, Dtd., _____.

Yours faithfully,

Authorized Signatories
(Name and Designation, seal of the company),
Date:



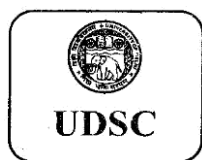
CENTRAL INSTRUMENTATION FACILITY,
UNIVERSITY OF DELHI, SOUTH CAMPUS

Benito Juarez Road, New Delhi 110021

Two Bid System Tender

BID SUBMISSION:

1. **Technical Bid:** Technical Bid (with one scanned and signed copy) shall comprise of document as per Annexure-I, Annexure-II, Annexure-III, Annexure-IV & Annexure-V. It should be accompanied by scanned copies of other documents mentioned.
2. **Financial Bid:** Schedule of price bid in the form of BoQ_OCIF.xls The Financial Bid format is provided as BoQ_OCIF.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BOQ_OCIF.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/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 University of Delhi. **(No need to upload Annexure-VI, it should be upload in the form of BoQ in xls format.)**
3. **Opening of Bid and Evaluation:** Bids shall be evaluated on the basis of technical specifications and rates quoted. Those who do not qualify technically shall not be considered.



**CENTRAL INSTRUMENTATION FACILITY,
UNIVERSITY OF DELHI, SOUTH CAMPUS**
Benito Juarez Road, New Delhi 110021

Annexure - III

Company Profile

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

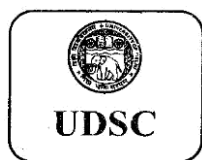
S. No.	Item	Details
1.	Name of Company	
2.	Name of Owner(s)/Partner(s)	
3.	Correspondence Address	
4.	Telephone and Fax numbers	
5.	Mobile Number	
6.	URL	
7.	Email	
8.	Year of commencement of Business (Please Enclosed Registration Certificate of Firm)	
9.	Name and Designation of the person authorized to make commitments to the University	
10.	Contact details of the person authorized to make commitments to the University	
11.	PAN No.	
12.	Goods & Service Tax Registration Number	
13.	Address of offices in Delhi/NCR, if any	
14.	Cumulative Turn over for last 3 Years	

Signature:

(Name and Designation)

(Authorized Signatory)

Date:



**CENTRAL INSTRUMENTATION FACILITY,
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Benito Juarez Road, New Delhi 110021

Annexure - IV

Eligibility Criteria

Enlist the documents submitted to support the eligibility criteria

S. No.	Document Submitted	Remarks



**CENTRAL INSTRUMENTATION FACILITY,
UNIVERSITY OF DELHI, SOUTH CAMPUS**
Benito Juarez Road, New Delhi 110021

Annexure - V

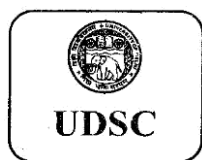
TECHNICAL SPECIFICATIONS

The tenderer should elaborately describe the strategy to fulfill the scope of work as outlined in Annexure - I.

The personnel to be hired by the tenderer, their expected qualifications to operate the facility should be given in a tabular form as indicated below:

Personnel	Expected Qualifications	Job to be carried out

Alternatives to the manpower requirement as laid down in Annexure I, Item No., can be proposed by the tenderer. In such a case different technical and commercial bids, one for each alternative needs to be upload.



**CENTRAL INSTRUMENTATION FACILITY,
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Annexure - VI

COMMERCIAL BID

(Separate commercial bids are to submitted for alternatives to manpower requirement)

This part should be enclosed with Commercial Bid only.

Year-wise	Cost of the service in (Rupees)
Year 1	
Year 2	
Year 3	
Total for three years	
Other charges, if any	
Applicable taxes	
Grand Total*	
Proposed cost (%) increase for Year 4 to 6	

The bid will be decided on the basis of Grand Total of Year 1 to 3 only.

Signature:

Date:

Seal of the Company

Designation:

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.), with their profile
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 125 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- 11) All documents as per tender requirement shall be uploaded online through CPP Portal Website: <http://eprocure.gov.in/eprocure/app> and no documents except, original demand draft towards EMD and Tender Cost will be accepted offline.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.