

Department of Geology
University of Delhi, Delhi-110007

Tender Document

Reference: SS/MoES/Yamuna/2018-19/01

Tender No

Online Tender

(Only through e-tendring mode)

For

Either 2 or 3 based on budgetary constraint

Automatic Digital Water Level Recorder
(Including software, cable, sensor to PC convertor etc.)

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**Invitation for Tender
Department of Geology
University of Delhi**

Reference: SS/MoES/Yamuna/2018-19/01

Tender No

Date: 08-01-2019

On behalf of the University of Delhi, Delhi -110007, the PI MOES project, Department of Geology invites 'Online Tender' through two bid systems for procurement of **Automatic Digital Water Level Recorder System (Including software, cable, sensor to PC convertor etc.)**. Manual bids shall not be accepted.

1. Tender documents may be downloaded from DU web site www.du.ac.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in Critical Date Sheet as under.

Critical Date Sheet

Published Date	08-01-2019 (12:00 Hrs)
Bid Document Download start Date	08-01-2019 (12:30 Hrs)
Bid Submission Start Date	09-01-2019 (10:00 Hrs.)
Bid Submission End Date	29-01-2019 (16:00 Hrs.)
Bid Opening Date	29-01-2019 (17:00 Hrs.)

2. Tender Fee and Earnest Money Deposit (EMD)

- (i) Tender fee: Rs. 500/
- (ii) Earnest Money Deposit (EMD): Rs 16,000/-

3. Bids shall be submitted online only at CPPP website:

<https://eprocure.gov.in/eprocure/app>.

Bidders/Vendors are advised to follow the instructions provided in the ‘ Instructions for Online Bid Submission’ for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>’.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. The tender must be valid for acceptance for at least a **period of 90 days** from the date of opening of the bids. However, this may be extended for the period approved by the University (subject to approval) with consent of the bidder.

5. Department of Geology, University of Delhi reserves the right to accept or reject or cancel any tender or relax any part of the tender offer, without assigning any reason thereof.

6. Bids will be opened as per date &time as mentioned in the **Tender Critical Date Sheet**.

Dated: 08-01-2019

PI, MOES Project/MoES/P.O.(Geo)/83/2017
Department of Geology
University of Delhi, Delhi.

Documents to be submitted by the Bidders:

Submission of Tender

The tender shall be submitted online in two parts (Technical Bid and Financial Bid).

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email/by hand shall not be considered. No correspondence will be entertained in this matter.

Technical Bid

The following documents are to be furnished (uploaded) by the bidder along with **Technical Bid** as per the tender document:

- i. Signed and Scanned copy of valid registration certificate of firm, PAN No. and Tender Acceptance Letter (as per Annexure 1).
- ii. Signed and Scanned copy of list of all clients from Central Govt. / State Govt./ PSUs/ CPSEs/ Govt. Educational Institutions with their contact details where Automatic Digital Water Level Recorder System has been supplied in last Five Years.
- iii. Signed and Scanned Copy of CA certificate for last three financial years showing Bidder should have a minimum annual turnover of Rs. 50 lakh in all of the last successive three audited Financial years.
- iv. Signed and Scanned Copy of Undertakings from the bidder as well as Original Equipment Manufacturer (OEM) should be enclosed showing that The Bidder as well as the OEM should not be involved in any Bankruptcy Filing or for protection from it.
- v. Signed and Scanned Copy of Undertakings from the bidder as well as OEM should be enclosed showing that The Bidder as well as the OEM have not been blacklisted/debarred by the Government of India or its undertakings, any State Government or their undertakings previously.
- vii. Signed and Scanned copy of valid ISO certificate showing that the bidder should be ISO 9001 certified (Maintenance & System Integration). A copy of ISO Certificate should be enclosed
- viii. Signed and Scanned copy of documents showing that the bidder has support centre in India and the bidder has experienced and skilled service personnel.
- ix. Signed and Scanned copy of documents showing that the Bidder must be either OEMs or their authorized business partners. In case the tenderer is an Authorized Partner or Service Provider, a valid Agency-ship/Dealership Certificate (Manufacturer's Authorization Form (MAF) specific to this tender) to quote on behalf of OEM should also be enclosed along with the technical bid. The warranty provided by the bidder should have a back to back arrangement with the OEM. The declaration should also be a part of the Letter of Authorization and signed by competent authority at the OEM.
- x. Signed and Scanned copy of Letter of Proposal (as per Annexure 2). Signed and Scanned copy of Compliance statement for all the items under the heading **Details of equipment to be supplied**

Note:

- a) If the bid is incomplete and / or non-responsive it will be rejected during technical evaluation. The bidder may not be approached for clarifications during the technical evaluation. So, the bidders are requested to ensure that they provide all necessary details in the submitted bids.

- b) If any price details are found in the Technical Bid, the offer will be summarily rejected

PRICE BID

- i. Schedule of price bid in the form of BOQ_XXXX .xls
- ii. The PRICE PART shall contain only schedule of rates duly filled in. NO stipulation, deviation, terms & conditions, presumptions etc. is permissible in price part of the bid. DU shall not take any cognizance of any such conditions and may at its discretion reject such price bid.

Performance Security

- a) The Successful Bidder shall, for due and faithful performance of its obligations under the Tender Document provide to DU:
 - A Performance Bank Guarantee equivalent to @ 5% of the total value of the order, valid for a period of sixty days beyond the warranty period and which shall be discharged thereafter. The Performance Bank Guarantee shall be from any Scheduled Bank in favour of “Registrar, University of Delhi” payable at New Delhi.

- b) The Performance Bank Guarantee shall be provided within 30 days by the Successful Bidder and before issue of the purchase/supply order by DU .

Specifications of equipment to be supplied

Parameters: Depth to groundwater level; temperature of water; conductivity of water

Essential condition: Data retrieval from water level recorder without changing its position.

Depth to water level measurement:

Range- 0 to 200 meters below ground level; Resolution- 1mm; Accuracy- $\pm 0.1\%$

Temperature measurement:

Range- 0°C to 50°C ; Resolution- 0.01°C ; Accuracy- $\pm 0.1^{\circ}\text{C}$

Electrical Conductivity measurement:

Range - 0 to 100,000 $\mu\text{S}/\text{cm}$; Resolution- $0.1 \mu\text{S}/\text{cm}$; Accuracy- $\pm 0.1\%$

Logging rate: 1 per minute or better

Battery life: Minimum 5 years or better

Memory: Minimum 4MB or better

Warranty: Minimum 2 years or more

One data Retrieval system as laptop with “Core i5 processor or better” preloaded with MS Window operating system and the instrument data retrieval and storage software compatible with the operating system.

One mandatory training for end user on the instrument and the linked software

Note:

- Please mention the service facility available in Delhi.
- Prices to be offered indicating transportation (if applicable), custom duty/ custom clearance charges against DSIR certificate issued by Delhi University.

1. Technical and Qualifying Criteria

- (i) The bidder should have been in the business of supplying/ maintenance of Automatic Digital Water Level Recorder at least for the last five years in the Central Govt./State Govt./Universities/Institutions. A certificate from authorized signatory of the company is to be submitted along with technical bid.
- (i) The bidder must have annual turnover of Rs. 50 lakhs during the last three financial years. A certificate from a chartered accountant should be enclosed with the technical bid.
- (ii) The bidder must be either manufacturer or an authorized representative for supplying Automatic Digital Water Level Recorder System. A copy of the certificate must be attached with the technical bid.
- (iii) A Certificate shall be furnished by the bidder along with the technical bid that all costs of deputing technical assistant, repair, replacement and maintenance charges during warranty have been included in the financial bid. A certificate from original equipment manufacturer should be enclosed.
- (iv) Copies of Service Tax Registration certificate, VAT Registration Certificate etc. and PAN certificate have to be attached with Bid. A scanned copy must be attached with the technical bid.
- (v) The bidder shall indicate the complete address of the Company Office and Service Centre along with the name(s) of the contact person(s) and their telephone/Fax/Mobile numbers. A scanned copy of the document must be attached with the technical bid.
- (vi) The bidder must submit an Undertaking on its letter head that they have not been blacklisted by any State Government/Central Government/Public Section Undertaking/University in India in last 3 years. A scanned copy of the certificate must be attached with the technical bid.

2. Bid Submission

“**Technical Bid**” shall be submitted as per **Annexure II**

“**Financial Bid**” shall be submitted as per **Annexure III**

Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>.

Tenderer/contractor 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 <https://eprocure.gov.in/eprocure/app>.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Tenderer who has downloaded the tender from the University website www.du.ac.in and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, 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.

Intending tenderers are advised to visit again University website www.du.ac.in and CPP Portal <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

3. OPENING OF FINANCIAL BID AND EVALUATION

Financial bids of eligible and technically qualified bidder will be opened. The lowest financial bid in respect of each category will be considered separately for award of work or as per rule.

4. EARNEST MONEY DEPOSIT AND COST OF TENDER DOCUMENT:

Earnest Money Deposit is not required to be submitted by those who are registered with Central Purchase organization i.e. DGS&D or NSIC. Relevant document would require to be furnished along with Technical Bid.

Rs. 16,000/- (Rupees sixteen thousand Only) in the form of Fixed Deposit Receipt (FDR) in favour of Registrar, University of Delhi, Payable at Delhi valid for a period of six months. EMD should reach the **PI, MOES Project, Office: Department of Geology, University of Delhi, Delhi-110007**, before the end date and time of bid submission. Bidders, however have to attach scanned copies of EMD documents along with the e-tender. The Earnest money shall be accepted with a minimum validity of 6 months in the following forms and shall be in favour of “Registrar, University of Delhi”, payable at Delhi:- (i) Fixed deposit receipt (FDR)

The Cost of Tender of **Rs. 500/-** (Rupees Five hundred) must reach the **PI, MOES Project, Office: Department of Geology, University of Delhi, Delhi-110007**, before the end date of bid submission. Bidders, however have to attach scanned copies of tender cost along with the e-tender.

Tenders with no earnest money deposit and cost of tender document will be summarily rejected. In case of successful bidder of the financial bids, the earnest money deposit will be returned on submission of performance Bank Guarantee.

In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.

5. FINAL DECISION MAKING AUTHORITY

The University reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the university to the bidder(s).

6. SUMMARY REJECTION OF TENDER:

The tenders not accompanied with Earnest Money Deposit, Cost of Tender Document 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.

7. AMENDMENT OF TENDER DOCUMENT:

Before the deadline for submission of tender, the University may modify the tender document by issuing addendum/corrigendum.

Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the University website (www.du.ac.in) and CPP portal <https://eprocure.gov.in/eprocure/app>. Prospective bidders must visit the website before filling and submission of Tender Document for such information.

8. ARBITRATION AND SETTLEMENT OF DISPUTES:

In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Registrar or any other person as approved by the Vice-Chancellor, University of Delhi. There will be no objection for any such appointment on the found that the arbitrator is an Employee of University of Delhi or that he/she has to deal with the matter to which the agreement relates or that in course of his/her duties as University of Delhi Employee he/she has express views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties.

The arbitrator may from time to time with the consent of parties change the time for making and publishing the award. Subject to India Arbitration and Conciliation Act 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

9. **TERMS OF PAYMENT**

PAYMENT MODE: After, the award of the contract, the vendor has to submit the bill as per Delhi University rules. The Payment will be released as per Delhi University rules after providing of job performance certificate from concerned departments/branches/offices.

PENALTY – In case of malfunctioning of the instrument within warranty, the call/email shall have to be attended within one day and the instrument will have to be made functional within seven days of the complaint. If, the fault is not rectified within seven days of the complaint, then penalty @ Rs. 1000/- per day will be deducted from the Performance Bank Guarantee under the contract.

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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 enrol 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 Enrolment**” 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 128 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.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie 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.

- 9) 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.

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.

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 Automatic Digital Water Level Recorder
(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 _____
6. Technical details of **Automatic Digital Water Level Recorder** : as per details given under Specifications of equipment to be supplied.

7. Confirm the Attachment:-

S.No	Document	Whether attached
1.	Whether the firm is in existence for three years or more in the trade in Central/State Govt/Autonomous bodies. If yes necessary documents should be attached.	
2	Have you attached copies of the last three financial years	
3	Have you attached a copy of authorization certificate	
4	Have you attached a certificate regarding the technical assistance, repair and maintenance charges will be included in the financial bid	
5	Have you attached a copy of Service Tax Registration Certificate, VAT, Registration Certificate and PAN Certificate	
6	Have you attached details of complete address of the company office and service centre with names of contact person (s) and their telephone/mobile/fax numbers	
7	Have you attached a letter that company/vender has not been blacklisted by any state/central government/public section undertaking/university in India in the last 3 years	
8	Have you attached a copy of the tender acceptance letter	

Declaration

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company will be black-listed and will not have any deal with the Organizations in future.

**Authorized Signature
with Seal of Company**

Annexure III

Financial Bid

S.No.	Description of Items	Qty	Unit cost	Total cost
1	“Automatic Digital Water Level Recorder (Including software, cable, sensor to PC convertor etc.)” as per details given in the Specifications of equipment to be supplied:	02		
2	“Automatic Digital Water Level Recorder (Including software, cable, sensor to PC convertor etc.)” as per details given in the Specifications of equipment to be supplied:	03		
If applicable C.I.P. New Delhi by Airfreight (INR)/ or as applicable and F.O.R. University of Delhi, Delhi				

**Authorized Signatory
With seal of company**

Annexure-VI

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: _____

Name of Tender / Work:-

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' 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/entirely.
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.

Yours faithfully,

(Signature of the Bidder, with Official Seal)