

**DEPARTMENT OF PLANT MOLECULAR BIOLOGY  
UNIVERSITY OF DELHI SOUTH CAMPUS  
NEW DELHI – 110 021**

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**Subject: Notice inviting “Quotations for supply and installation of Ulpa Filter Rubber gasket etc. for Laminar Flow”.**

Please quote your lowest rates for the following for supply of Ulpa Filter, Rubber Gasket and Pre Filter:

Sr No.	Items Name	Size	Qty
1.	Ulpa Filter Efficiency 99.9995 at 0.3 micron	1199x610x66 mm	1 no
2.	Ulpa Filter Efficiency 99.9995 at 0.3 micron	895x457x66 mm	1 no
3.	Ulpa Filter Efficiency 99.9995 at 0.3 micron	457x457x66 mm	1 no
4.	Pre filter 5 to 10 micron	510x460x20 mm	2 no.
5	Rubber Gasket	25x5 mm	20 mtrs

**Terms and Conditions:**

- 1. Delivery & Installation:** All the goods ordered shall be **delivered & installed within five weeks from the date of issuing purchase order**. All the aspects of safe delivery, installation (calibration) and commissioning shall be the exclusive responsibility of the supplier.
- 2. 100% Payment after delivery and installation on the working satisfactory.**
3. In need of any repair/replacement of the instrument after registering the complaint engineer should visit the lab within 24 hours, repair should be done in 48 hours and any replacement should be done within seven working days.
4. Item quoted should be complete in all respects; any additional accessories required for instrument to operate /function should also be quoted as part of the instrument and should be supplied along with instrument. It should not be included in optional.
5. Any deviation from the mandatory technical specifications and all other conditions proposed by the bidder should be clearly mentioned/highlighted in the first page of the tender. If deviations are not provided, the bid will be automatically considered as complying with all the requirements and specifications mentioned in the tender.
6. Original manufacturer's product catalogue and specification sheet in English should be attached.
7. Bidder shall upload the tender document and addenda there to, if any, with each page of this document signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.

8. **The University authorities reserve the right to reject any or all quotation without assigning any reason.**
9. The conveyance charges will not be paid extra.

**Bank Account Details for TRGS Transfer  
(TO BE SUBMITTED BY SUCCESSFUL BIDDER)**

1.	Beneficiary Name	
2.	Beneficiary Address	
3.	Bank Name	
4.	Bank Address and Telephone No.	
5.	Bank Account No.	
6.	Bank Account Type	
7.	IFSC Code	
8	MICR Code	

Signature and seal of the vendor

## **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 BID**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bid.
- 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 BID**

- 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.

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- 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.
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  - 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.

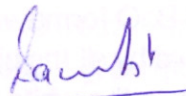
This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDER**

- 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..

Thanking you:

Yours sincerely



For  
Head of the Department