

## **E-Tender Document**

**UNIVERSITY OF DELHI**

**Department of Zoology**



**Supply of Live organism culture units**

**E-TENDER DOCUMENT**

**Prof. RinaChakrabarti**

University of Delhi

Delhi-110007

Phone: 01127666496

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**Invitation for bid Ref. No. : ZODU/RC/LOCU/2019-20**

**Issued on: 02-05-2019**

## **E-PROCUREMENT TENDER NOTICE**

Department of Zoology, University of Delhi invites tenders under Two Bids System (Technical and Financial) from reputed & eligible agencies through e-procurement for the supply of **Live organism culture units** for a DBT project in the Department of Zoology, University of Delhi, Delhi-110007.

S.No.	Item Details	Date
1.	Bid Document Download Start Date	02-05-2019
2.	Bid Submission Start Date	02-05-2019
3.	Bid Submission End Date	22-05-2019
4.	Technical Bid Opening Date	23-05-2019
5.	Financial Bid Opening Date	

### **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.
- (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) Clarifications/ queries, if any, can be addressed to Prof. Rina Chakrabarti, Department of Zoology, University of Delhi, Delhi-110007.
- (v) Prof. Rina Chakrabarti, Department of Zoology, University of Delhi, Delhi-110007 on phone no. 01127666496 and email: [aquaresearchlab@yahoo.co.in](mailto:aquaresearchlab@yahoo.co.in)
- (vi) **Prof. Rina Chakrabarti reserves the right to accept or reject or cancel any tender or relax any part of the tender offer, without assigning any reason.**

**Prof. Rina Chakrabarti**

## INFORMATION & INSTRUCTIONS FOR BIDDERS

Tender Type	Open
Earnest Money Deposit	Nil
Cost of Tender	Nil
Issue of Tender Document	Tender Document may be down-loaded from the University website <a href="http://www.du.ac.in">www.du.ac.in</a> and CPP portal <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> as per the schedule.
Bid Document Download Start Date and Time	02-05-2019
Bid Submission Start Date and Time	02-05-2019
Bid Submission End Date and Time	22-05-2019
Technical Bid Opening Date and Time	23-05-2019

### 1. Bid Submission

“Technical Bid” shall be submitted as per Annexure I

“Financial Bid” shall be submitted as per BOQ\_XXXXX

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](http://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 tender is liable to be banned from doing business with Delhi University Intending tenders are advised to visit again University website [www.du.ac.in](http://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.

## **2. OPENING OF FINANCIAL BID AND EVALUATION**

Financial bids of eligible and technically qualified bidder will be opened. The lowest financial bid in respect of desktop will be considered award of work.

## **3. 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).

## **4. SUMMARY REJECTION OF TENDER:**

The tenders after due date and time 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/her tender is liable to be rejected.

## **5. AMENDMENT OF TENDER DOCUMENT:**

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

**6. 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](http://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.

## **7. ARBITRATION AND SETTLEMENT OF DISPUTES:**

In the event of any question, dispute or difference arising under this agreement or in connection there with (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.

## **8. TERMS OF PAYMENT**

**PAYMENT MODE:** The Payment will be released through RTGS/NEFT after providing of job performance certificate from concerned departments/branches/offices.

## **9. 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>.

## **10. 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 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.

## **11. 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.

## **12. 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.

## **13. 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) Bidders are requested to note that they should necessarily submit their financial bids in

the format provided and no other format is acceptable.

- 4) 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.
- 5) 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.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) 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.
- 8) 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.

#### **14. 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.

#### **15. ELIGIBILITY CRITERIA**

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:

- (a) 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 & income Tax registration also need to be furnished along with the technical bid. 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.
- (b) 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 **Two years** should be enclosed.
- (c) The bidder should be in the business of supplying items to reputed Educational institutes (Institutions and recognized Universities etc.).
- (d) Bidder should not be blacklisted by Central Government, State Government or any other Institute(s) / Organization.



**TECHNICAL BID**

1. Name of the Company \_\_\_\_\_

2. Address (with Tele No. fax No. &amp; e-mail ) \_\_\_\_\_

3. Contact person Name and mobile number \_\_\_\_\_

4. (a) Registration Number \_\_\_\_\_

(b) GST number \_\_\_\_\_

(c) PAN Number \_\_\_\_\_

(d) Service Tax Number \_\_\_\_\_

5. Technical details as per given under specification:

**Technical specifications for Supply of Live organism culture units****Ref. No. : ZODU/RC/LOCU/2019-20, Dated: 2-05-2019**

S.No	Description of Items	Eligibility criteria		Quoted product		Please state in (Yes/No) whether the quoted product in table fulfils the product eligibility criteria
		Specifications	Code No.	Specifications	Code No.	
1.	Rectangular tank with 2100 litre capacity of water	Syntex	PT210-01			
2.	Square tank with 150 litre capacity of water	Syntex	DBS15-01			
3.	Square tank with 120 litre capacity of water	Syntex	DBS12-01			

**Authorized Signatory****With seal of company**

### **Document Confirmation**

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, GST, 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 II**

**Financial Bid**

**Ref. No. : ZOODU/RC/LOCU/2019-20, Dated: 02-05-2019**

**Supply of Live organism culture units:**

“Financial Bid” shall be submitted as per BOQ\_XXXXX

**Tendering Authority:** Department of Zoology, University of Delhi  
**Name of Stock:** Supply of Live organism culture units  
**Contract No.:** ZOODU/RC/LOCU/2019-20

**PRICE SCHEDULE**  
 (DIOMETRIC TENDERS – RATES ARE TO GIVEN IN RUPEES (INR) ONLY)  
 (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bid is liable to be rejected for this tender. Bidders are allowed to cross the Bidder Name and Values only.)

NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	UNIT RATE in Rupees To be entered by the Bidder in Rs.	GST Amount in INR for each unit	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes	TOTAL AMOUNT in Words
1	2	3	4	5	6	7	8	9
101	Rectangular tank with 2100 litre capacity of water	PT210-01	4.00			0.00	0.00	INR Zero Only
102	Square tank with 120 litre capacity of water	DBS12-01	20.00			0.00	0.00	INR Zero Only
103	Square tank with 120 litre capacity of water	DBS12-01	10.00			0.00	0.00	INR Zero Only
<b>Total in Figures</b>						<b>0.00</b>	<b>0.00</b>	<b>INR Zero Only</b>
<b>Quoted Rate in Words</b>						<b>INR Zero Only</b>		

Bank Account details including Account Number, Bank name, Branch name & IFSC code:

Account Name:.....

Bank name:.....

Account No: .....

NEFT/RTGS IFCS: .....

Branch code:.....; Micro code : .....

Account type:.....

## **COMMERCIAL TERMS AND CONDITIONS**

- Prices should be quoted on the favour of Prof. **Rina Chakrabarti Department of Zoology, University of Delhi, Delhi 110007.**
- Discounts/Rebates: The items will be used for teaching and basic research in the University of Delhi. Maximum special discounts/rebates should be indicated in the offer.
- The price bids shall remain valid for a period of 90 (ninety) days from the date of opening of technical bid. Delhi University reserves the right to reject a bid valid for a period shorter than 90 days as non-responsive without any correspondence.
- The delivery period should be within 3 weeks from the date of receipt of order. Bids offering delivery period beyond stipulated time period will be treated as non-responsive and will be summarily rejected.
- The prices quoted by the bidder in the price bid are final and no adjustment of the same shall be made on account of any variations in costs of materials or any other cost component affecting the total cost in fulfilling the obligation under the contract. The prices once offered shall remain firm and fixed and shall not be subject to escalation for any reason whatsoever during the currency of the contract.

**Authorized Signatory**

**With seal of company**

**Annexure-II**

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

To,

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**Sub: Acceptance of Terms & Condition of Tender.**

Tender Reference No: \_\_\_\_\_

Name of Tender / Work:-

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Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

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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 has 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)