

DEPARTMENT OF PLANT MOLECULAR BIOLOGY  
UNIVERSITY OF DELHI, SOUTH CAMPUS  
Benito Juarez Road, New Delhi 110021  
[www.du.ac.in](http://www.du.ac.in) and [www.south.du.ac.in](http://www.south.du.ac.in)

Tender Ref. No. PMB/FIST/ ICP-OES/2021

**NOTICE INVITING TENDER**

**ONLINE TENDER DOCUMENT**

**INDUCTIVE COUPLED PLASMA SPECTROPHOTOMETER (ICP-OES) WITH MDS**

Online tenders are invited from reputed/eligible vendors for 'Technical Specifications for Inductive Coupled Plasma Spectrophotometer (ICP-OES) with MDS' to be installed at Department of Plant Molecular Biology, University of Delhi South Campus, New Delhi-110021.

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](http://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 HEAD, DEPARTMENT OF PLANT MOLECULAR BIOLOGY 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 <a href="http://www.du.ac.in">www.du.ac.in</a> and Central Public Procurement portal <a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a> 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 <b>Director, University of Delhi South Campus, New Delhi, Payable at Delhi.</b>

Address of communication	Head, Department of Plant Molecular Biology, University of Delhi, South Campus, Benito Juarez Road, New Delhi - 110021.
Contact Official	Head, Department of Plant Molecular Biology, University of Delhi, South Campus, Benito Juarez Road, New Delhi - 110021.

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](http://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.

**Head of the Department**  
**Department of Plant Molecular Biology**  
**UDSC**

## Annexure I

### Technical Specifications for Inductive Coupled Plasma Spectrophotometer (ICP-OES) with MDS

System	The ICP spectrometer system should be a bench top model with compact size, able to determine trace and measure elements in diverse kind of samples including lube oil like soil, sludge, ground water, Waste water samples etc. (As per the customer application) System should be able to determine, major, minor and trace elements in single run measurement. Spectrometer: Fully PC controlled ICP-OES with following specifications. Complete system should have extensive safety & service diagnostic facility.
	Enquiry specification
Spectrometer	<ul style="list-style-type: none"> <li>➤ The instrument must be simultaneous, DUAL VIEW (Radial and Axial) ICP-OES system,</li> <li>➤ The instrument must be equipped with dual monochromators or any echelle based spectrometer for the best accuracy and precision.</li> <li>➤ The instrument optical warm up time should be less than 10 minutes</li> <li>➤ The system should have integration time minimum up to 1 second.</li> </ul>
Sample Introduction system	<ul style="list-style-type: none"> <li>➤ ICP system should have integrated Sample Introduction system with minimum four channels peristaltic pump with automatically pump speed for a fast pre-flush and fast rinse option to avoid carryover and fast sampling.</li> <li>➤ The sample introduction system (including nebulizer, spray chamber and injector) should be corrosion resistant all kind of sample matrices including HF acids or highly alkaline solutions.</li> </ul>
Torch design	System should be Vertical torch design to handle any kind of matrix
Gas flow control	System should be equipped with MFC/Electronic flow controllers for precise control of variable gas flow rate for the flexible operation: <ul style="list-style-type: none"> <li>• Variable Plasma gas Flow: 8-20 L/min or better with 1 L/min increment.</li> <li>• Variable Auxiliary gas Flow: 0-2 L/min or better with 0.1 L/min increment.</li> <li>• Variable Nebulizer gas Flow: 0-2 L/min or better with 0.01 L/min increment.</li> </ul>
Detector and wavelength range	<ul style="list-style-type: none"> <li>➤ Instrument should be equipped with Charge Coupled device (CCD) Detector/Charge injection Device (CID).</li> <li>➤ The actual resolution (not the pixel resolution) of the system should <math>\leq 0.009</math> nm at 200 nm.</li> <li>➤ The spectrometer must cover full spectral range from 165-880 nm or better with capability of measuring UV wavelengths without any compromise on sensitivity.</li> <li>➤ System should be able to analyze all wavelengths in a single run by axial and radial views in a single method.</li> <li>➤ It should have the facility to add any wavelength in method which is not available in library and scan it for analysis.</li> </ul>

Plasma View	<ul style="list-style-type: none"> <li>➤ It should be vertical torch design with automatically alignment facility for high matrix samples.</li> <li>➤ The system should include complete dual viewing optics under computer and software control.</li> <li>➤ The system should be able to analyze any wavelength needed can be used in radial, axial, mixed viewing (Radial &amp; Axial) modes or synchronous dual view in a single run.</li> <li>➤ Any concentration from ppb to high ppm should able to run with Axial and Radial view in single run and single method.</li> <li>➤ The system should be able to ignite the plasma automatically and should shut off automatically after the run.</li> <li>➤ The RF coil should be totally maintenance free and if it is consumable then 2 quantities should be quoted additionally.</li> </ul>
RF generator	<ul style="list-style-type: none"> <li>➤ Free running solid state RF generator must run at frequency of 27.12 MHz or 40 MHz with suitable power wattage adjustable from 1000 to 1500 watts or better with 1watt increment.</li> <li>➤ The power efficiency of RF generator should be greater than 79% with &lt; 0.1% variation in output power stability.</li> </ul>
Back Ground correction and Spectral interference	<ul style="list-style-type: none"> <li>➤ System should have the facility of online/Simultaneous background correction.</li> <li>➤ The system must be able to read and apply manual or automatic spectral interferences correction in addition to background correction.</li> <li>➤ The system should correct or automatically stabilize the wavelengths in whole wavelength range.</li> <li>➤ System should have software corrections like Inter Element Corrections (IEC), Multi-spectral fitting (MSF) or equivalent for the better resolution and background corrections automatically through software.</li> </ul>
Startup and Gas consumption	<ul style="list-style-type: none"> <li>➤ System should have the less than 10L/min of the total Argon gas consumption. (Please mention complete Argon consumption in L/min including Plasma, Auxiliary, Nebulizer, purging gas flows)</li> <li>➤ Vendor has to mention the consumption of various gases during standby mode and routine analysis mode.</li> <li>➤ Any other gas required should be clearly mentioned and cylinders should be provided.</li> <li>➤ System should have the least warm up time and should be ready to aspirate solution with in 15 min from main power off position/Cold start. (Please mention time in minutes from switching off from main switch to the first sample aspiration. Three replicates after the first aspiration should be demonstrated with satisfactory repeatability to ensure stability of plasma and suitable warm up time.)</li> <li>➤ System should have the maintenance free provision like shear gas by using compressed air or any better system to cut the tail plume of plasma. If any gas like Air or argon is required then gas consumption should be mentioned in L/min. If consumables /Spares required that should be quoted for 5 years of operation.</li> <li>➤ The system should have three gas ports for Plasma gas, Detector/Optics gas and cone/sheath/shear gas.</li> </ul>
Hydride Generator	Hydride generator kit should be included for hydride forming elements like As, Hg, Se, Sb etc. in main item. The Hydride kit should have gas liquid separator to remove liquid waste and only hydride gas should enter to plasma. Basic 'T' type hydride kit will not be accepted.
Software	<ul style="list-style-type: none"> <li>➤ Software should enable for quantitative analysis, method of standard addition etc.</li> <li>➤ There should be flexibility to export data to excel file from instrument software.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Quality control protocols including preparation blanks, multiple quality control standards, calibration, check samples, spike recoveries, duplicates, calibration failure and QC limits.</li> <li>➤ Software should enable user for Linear through zero, Linear Intercept, Weighted linear, Standard additions methods, addition calibration methods in software.</li> <li>➤ It should control third party accessories like autosampler, Auto dilution, autocalibration, Ultra sonic nebulizer accessories' as required.</li> <li>➤ The software should enable the user to use interference correction techniques like Element Corrections (IEC), Multi-spectral fitting (MSF) or equivalent etc.</li> </ul>
Accessories	<ul style="list-style-type: none"> <li>➤ Refrigerated chiller: Coolant based processed fluid and temperature range must be -10 to 40 deg C. The system should not use water to retain life of chiller and instrument. It should be imported or branded coolant.</li> <li>➤ Required exhaust system</li> <li>➤ User and hardware manuals should be provided in both hard and soft copies.</li> <li>➤ Appropriate windows-based computer system with 24 inch monitor and a laser printer. Wireless keyboard and mouse is essential.</li> <li>➤ Other accessories like air compressor, Argon cylinders (qty 4), nitrogen cylinders (qty )2 having suitable dual stage regulator and purification panels should also be included.</li> <li>➤ UPS of 15KVA with 30 min. backup should be quoted.</li> <li>➤ System should come with all required accessories for operation of minimum three years</li> <li>➤ Multielement standard solution. (1,000 µg/mL: Ag, Al, B, Ba, Bi, Ca, Cd, Co, Cr, Cu, Fe, Ga, In, K, Li, Mg, Mn, Na, Ni, Pb, Sr, Tl, Zn)</li> <li>➤ Also one 1.5 tonne air conditioner to maintain the lab temperature to run Instrument smoothly</li> <li>➤ 2 Fume hoods for ICP and MDS each.</li> </ul>
Others	<ul style="list-style-type: none"> <li>➤ Pre installation requirements- Complete technical details of pre installation requirement should be furnished along with the technical bid. Our institute will only provide the installation room, required electrical outlet and <b>water connections</b>. Vendors are expected to supply all other accessories for installation and smooth operation of the equipment.</li> <li>➤ Suitable tool kit, spares and consumables kit is to be included in the order and the items supplied should be mentioned.</li> <li>➤ Vendor must mention the time required for system to get ready from standby mode and from complete shutdown mode. The system must have provision to start quickly without using standby mode within 10 minutes.</li> <li>➤ There should be live color camera in software to view plasma for method development and remote diagnostics.</li> </ul>
System interlock	System should be able to monitor water flow, shear gas pressure, argon pressure, sample compartment door closure and displays the interlock status on the computer screen.

Consumables	Torch – 2 nos Injector – 1No Injector adapter kit: 1 No Peristaltic pump tubing, Inlet/Outlet: 24 nos each Nebulizer: 1No Cyclonic spray chamber – 1No Instrument filters: 2 Nos O ring kit for torch, injector– 2No Ceramic Nozzle/Cone for plasma tail plume cut: 2 Nos Torch bonnet- 2 Nos Radial and Axial Optics Window- 1 nos each
Warranty	Instrument to be Quoted with five years warranty then three years AMC
	<p><b>Microwave digester should be of equivalent</b> brand and that is suitable of acid digestion with magnetron. It must be able to provide an efficient and clean sample preparation for multi-element analytical techniques such as ICP-OES, ICP-MS. Instrument should have following specifications:-</p> <ol style="list-style-type: none"> <li>1. Max Amperage Draw: 16A</li> <li>2. Installed Microwave Power :- 2000W from 2 magnetrons</li> <li>3. Microwave Power Control : Unpulsed control over entire range, adjustable in 1% increments</li> <li>4. Temperature Control: DTC (Direct Temperature Control); in real-time, measures the actual sample temperature in each individual vessel</li> <li>5. Pressure Control DPC (Direct Pressure Control); contact-free, optical sample pressure measurement system for reference vessel</li> <li>6. Cavity &amp; Lid : Stainless steel construction with heat-bonded fluoropolymer (PFA - Perfluoroalkoxy) coating</li> <li>7. Digestion Vessel Capacity : 16 vessels</li> <li>8. Overpressure Venting: Integrated Gas Containment Manifold</li> <li>9. System Control: Touchscreen control with real-time display of digestion conditions</li> <li>10. I/O Ports : USB, Ethernet (RJ45)</li> <li>11. Noise Level &lt; 70 dBA</li> <li>12. Vessel Design: Solid fluoropolymer construction for body, pressure seal and screw cap</li> <li>13. Volume: 75 mL &amp; Pressure: 40 Bar</li> <li>14. Temperature: Ambient to 260 degree C Range</li> <li>15. Overpressure Protection: Metal Rupture Disc</li> </ol>
Country of Origin and conditions	<ol style="list-style-type: none"> <li>a) Need to quote the Country of Origin &amp; if they are Dealers or Resellers, should have to declare the OEM supplier &amp; it's country of Origin.</li> <li>b) If the vendor is showing that the Country of Origin is from Indian Subcontinent i.e Bangladesh, Nepal or Sri Lanka, in such case also they need to certify that OEM is from that country or it is only via media and no manufacturing or assembling is being done.</li> <li>c) Vendor should furnish evidence of at least having sold such equipment in 10 or more every year from the past 5 years.</li> <li>d) Vendor needs to submit at least 3 Performance Certificate from their user of the quoted model and should facilitate the demonstration of the equipment quoted during technical evaluation as &amp; when asked by buyer/customer.</li> </ol>

	e) Training, assistance and skill development of the machine will be provided by vendor (frequently).
Payment Terms	<b><u>Financial Quotations</u> should contain price of the equipment, accessories, discount if any, packaging and forwarding charges, Air Freight and insurance charges, custom duty and clearance as well as transportation charges to the site of delivery/installation. The price quoted should be F.O.R. destination (Deptt. of Plant Molecular Biology, UDSC). IGDY/CDEC will be provided , if needed. Payment will be made after satisfactory installation of the equipment</b>

DEPARTMENT OF PLANT MOLECLAR BIOLOGY  
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*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 page 2.
- All necessary information as are considered essential for full and correct evaluation of offers.
- Company profile as per Annexure III, and detailed list of installation of the offered system in Indian Institutions.
- 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 uploaded.

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

- The duly completed Commercial Bid in form of BOQ, to be uploaded.
- **Bidder must submit to under mentioned 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.**

**Head**

**Department of Plant Molecular Biology**

**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 **Performance Bank Guarantee equivalent to 10% of total cost of equipment in favour of the Director, University of Delhi, South Campus. The bank Guarantee shall remain valid for 60 days from the date of installation of the equipment.** This will be forfeited in case of non-compliance of the terms and conditions.

## **2. ELIGIBILITY CRITERIA**

- a. A participating vendor should have proven record of marketing and maintenance of '**Technical Specifications for Inductive Coupled Plasma Spectrophotometer (ICP-OES) with MDS**'.
- b. Documents attached to support the eligibility of the company should be listed as Annexure IV.

## **3. PAYMENT TERMS**

**Financial Quotations should contain price of the equipment, accessories, discount if any, packaging and forwarding charges, Air Freight and insurance charges, custom duty and clearance as well as transportation charges to the site of delivery/installation. The price quoted should be F.O.R. destination (Deptt. of Plant Molecular Biology, UDSC). IGDY/CDEC will be provided , if needed.**

(a) **Payment will be made after satisfactory installation of the equipment.**

(b) 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. Any minor change(s) such as electric fittings, partition etc. should be done by the participating vendor. 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 installation and live demonstration of all required technical capabilities of the system. Omission of any item(s) / 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.

## **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.

**DEPARTMENT OF PLANT MOLECULAR BIOLOGY**  
**UNIVERSITY OF DELHI SOUTH CAMPUS**  
**NEW DELHI-110021**

**Annexure - II**

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

To,  
Head  
Department of Plant Molecular Biology  
University of Delhi, South Campus,  
New Delhi 110021.

Dear Sir,

Sub: Tender for purchase of **'Technical Specifications for Inductive Coupled Plasma Spectrophotometer (ICP-OES) with MDS'**

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 **'Technical Specifications for Inductive Coupled Plasma Spectrophotometer (ICP-OES) with MDS'** to be installed 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. \_\_\_\_\_, dated

Yours faithfully,

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

DEPARTMENT OF PLANT MOLECULAR BIOLOGY  
UNIVERSITY OF DELHI SOUTH CAMPUS  
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. **Technical Compliance Statement:** The quote should include a compliance statement vis-à-vis specifications in “tabular form” clearly stating the compliance and giving justification, if any supported by technical literature. This statement must be signed, with the company seal, by the participating firm for its authenticity and acceptance that any incorrect or ambiguous information found submitted will result in disqualification of the tender without any further communication.
3. **Financial Bid:** Schedule of price bid in the form of BoQ.xls The Financial Bid format is provided as BoQ.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BOQ.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.)**
4. **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.

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**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:

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**Annexure - IV**

**Eligibility Criteria**

**Enlist the documents submitted to support the eligibility criteria**

<b>S. No.</b>	<b>Document Submitted</b>	<b>Remarks</b>

**Note:** Detailed list of installation of the offered system in recognized Indian Institutions must be provided along with the contact details.

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**Annexure - V**

**TECHNICAL SPECIFICATIONS**

The tenderer should elaborately describe technical details of the offered system as outlined in Annexure - I.

<b>Cat No./ Part No.</b>	<b>Technical/component details</b>	<b>Remarks</b>



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UNIVERSITY OF DELHI SOUTH CAMPUS  
NEW DELHI-110021

**Annexure - VI**

**COMMERCIAL BID**

**(Should be upload in the form of BoQ in xls format.)**

## **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.