

# **GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY, HISAR**

## **STANDARD BIDDING DOCUMENT FOR SUPPLY OF EQUIPMENT**

### **COMPLETE BIDDING DOCUMENT**

**Name of Instrument:** Supply of Raman Spectrophotometer System in the Department of Bio & Nano Technology, GJUS &T, Hisar.

**Tender No.:** ET/DBNT/2020-21/03/116

**DNIT Amount:** Rs. 35.00 Lacs

**Nature of tender:** Item Rate Tender

**Event ID:** 2021\_HRY\_163699\_1

**Annexure-‘C’**

**INVITATION OF BIDS FOR THE PURCHASE OF Raman Spectrophotometer System FOR THE SESSION 2020-21**

1. Tender through Electronic- tendering process is invited from manufacturers/ Distributors Authorized Suppliers for the supply of Raman Spectrophotometer as per tender form available on website <http://haryanaeprocurement.gov.in>

- (i) Bids/ queries to be addressed to : NA
- (ii) Postal address for sending the Bids : NA
- (iii) Name/designation of the contact person : Prof. Neeraj Dilbaghi
- (iv) Telephone number of the contact person : 01662-263500
- (v) Email id of contact personnel : [ndnano@gjust.org](mailto:ndnano@gjust.org)

2. This Tender is divided into four parts as follows:

Sr.	Matter	Page
(A)	Part I. Contains Press Notice and General Information and Instructions for the Bidders about the Tender such as the time, place of submission and opening of Bids, validity period of bids, etc., etc.	
(B)	Part II. Contains Instructions to bidder on Electronic Tendering System. And guideline for online payments at E- Procurement Portal of Government of Haryana.	
(C)	Part III. Contains Standard Conditions of Tender, which will form part of the contract with successful Bidder. Special terms and conditions, if any	
(D)	Part IV. Contains essential details of the items/ services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details. Containing appendix for Quantity required, Technical Bid, Affidavit , Financial Bid respectively.	

This Tender is being issued with no financial commitment and the buyer reserves the right to change or modify any part thereof at any stage. Buyer also reserves the right to withdraw the tender, if it becomes necessary at any stage.

## Press Notice

Guru Jambheshwar University of Science and Technology, Hisar invites on line bids for purchase of below mentioned item on prescribed forms through E-tendering. The tender form “along with conditions of tender” to be fulfilled, can be obtained from the website: <https://haryanaeprocurement.gov.in>. Complete specifications of the item and other details can also be seen on website :[www.gjust.ac.in](http://www.gjust.ac.in)

Sr. No.	Name of Department	Name of Equipment (s)	Estimated cost (In Lacs.)	Bid Security/ EMD (In Lacs.)	Bid fee + E-Service fee	Time Limit for supply of equipments	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission	Date & time for opening of Technical Bid
1.	Bio & Nano Technology	Raman Spectrophotometer System	Rs. 35.00 Lacs.	Rs. 1.50 Lacs.	1000/- + 1180/- (Including GST 18%)	90 days	11.03.2021 at 11.00 Hours	25.03.2021 at 15:00 Hours	25.03.2021 at 16:00 Hours

The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to ‘Online Payment Guideline’ available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.

### General Information and Instructions for the Bidders

Guru Jambheshwar University of Science and Technology, Hisar invites the online bids from eligible bidders.

On behalf of Vice-Chancellor e-Tender is invited for the supply of equipments, etc from eligible manufacturer/supplier/dealer enlisted with State/Centre Govt. Departments under appropriate class/category and registered companies. The tender document can be obtained from the website: <https://haryanaeprocurement.gov.in>

Sr. No.	Name of Department	Name of Equipment (s)	Estimated cost (In Lacs.)	Bid Security/ EMD (In Lacs.)	Bid fee + E-Service fee	Time Limit for supply of equipments	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission	Date & time for opening of Technical Bid
1.	Bio & Nano Technology	Raman Spectrophotometer System	Rs. 35.00 Lacs.	Rs. 1.50 Lacs.	1000/- + 1180/- (Including GST 18%)	90 days	11.03.2021 at 11.00 Hours	25.03.2021 at 15:00 Hours	25.03.2021 at 16:00 Hours

Prequalification requirement of Tender is as under:

1. The 'Technical Bid' shall contain the scan copy of the following documents:
  - (i) Performance certificate and certificates of successfully commissioning of the equipments, etc., other pre-qualification documents as stipulated in the tender document.
  - (ii) Attested copy of GST registration certificate.
  - (iii) Attested copy of latest Income Tax Return and PAN.
  - (iv) The certificate duly, attested by a Chartered Accountant, of minimum average annual financial turnover during the last three years, ending 31<sup>st</sup> March of the previous financial year.
2. **The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
3. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. **He/She will be required to make online payment of Amount towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.**
4. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before expiry date and time mentioned in above tender notice ; and make payment via RTGS /NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>.**

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

**The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking on or before expiry date and time of bid preparation and submission.**

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

#### Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		<b>Tender Document Download and Bid Preparation/Submission</b>	11.03.2021 at 11:00 Hours	25.03.2021 at 15:00 Hours
2	<b>Technical Bid Opening</b>	25.03.2021 at 16:00 Hours		
3	<b>Financial Bid Opening</b>	<b>Will be intimated separately</b>		

#### Important Note:

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.
- 5) The complete correspondance address and contact telephone No. May also be uplodged by the bidder in technical bid.

The bids shall be submitted online in two separate envelopes:

#### Envelope 1: Technical Bid

The bidders shall upload the required eligibility & technical documents online in the Technical Bid. Only required documents as per technical check list may be uploaded extra documents can not be considered and not downloaded.

#### Envelope 2: Commercial Bid

The bidders shall quote the prices in price bid format under Commercial Bid.

## Instructions to bidder on Electronic Tendering System

**These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.**

### **1. Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e-Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

### **2. Obtaining a Digital Certificate:**

**2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

**2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.

**2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

**2.4** The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

**2.5** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

**2.6** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

**2.7** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

### 3 **Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

### 4 **Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

### 5 **Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal <https://haryanaeprocurement.gov.in>

### 6 **Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

### 7 **Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):**

#### i) **Online Payment of Tender Document Fee + e-Service fee:**

The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC on or before EMD submission date and time given in the tender notice. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

#### ii) **PREPARATION & SUBMISSION Of online APPLICATIONS/BIDS:**

Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online.

**Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

**FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

### 8. **ASSISTANCE TO THE BIDDERS:-**

In case of any query regarding process of e-tenders and for undertaking training purpose, the intended bidder can also avail the following and can contact service provider as per below:

**Office Timings of Help-desk support** for Single e Procurement Portal of Government of Haryana- Technical Support Assistance will be available over telephone Monday to Friday (09:00 am. to 5:30 pm) & Training workshop will be conducted on every 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11:30 am upto 3:00 pm) of each month.

All queries would require to be registered at our official [email-chandigarh@nextenders.com](mailto:email-chandigarh@nextenders.com) for on- time support (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the Help-desk)

**Important Note:-**

- (a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/ Tender event.
- (b) For queries pertaining to e-Payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e-Auction/Tender event.
- (c) Help-desk support will remain closed during lunch break i.e. from 1:30 PM up to 2:15 PM on each working day.

**Schedule for Training:**

<b><i>Training workshop will be held on 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4<sup>th</sup> Saturday (from 11: 30 am upto 3:00 pm) of each month at following addresses:</i></b>		
Nextenders (India) Pvt. Ltd Municipal Corporation Faridabad, Near B.K.Chowk, Opp. B.K.Hospital, NIT, <b>Faridabad</b> Contact no.	Nextenders (India) Pvt.Ltd. Public Health Division No. 2 Hisar, Model Town Opp. N.D Gupta Hospital, <b>Hisar</b> Contact: 9034357793	Nextenders (India) Pvt. Ltd., Nirman Sadan (PWD B&R), Plot No.- 01, Basement, Dakshin Marg, Sec- 33 A, <b>Chandigarh -160020</b> <b>For Support- 1800-180-2097,</b>

For Support Call – 1800-180-2097

**Haryana eProcurement Help Desk Office will remain closed on Saturday (except 4th Saturday), Sunday and National Holidays**

**NOTE:-** Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to...?' to download the file.

**Guideline for Online Payments in e-tendering**

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
  - B. Net Banking
  - C. RTGS/NEFT
- Operative Procedures for Bidder Payments

**A) Debit Card**

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment



(vi) The gateway verifies the credentials and confirms with “successful” or “failure” message, which is confirmed back to e-Procurement portal.

(vii) The page is automatically routed back to e-Procurement portal

(viii) The status of the payment is displayed as “successful” in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,

(ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

#### **B) Net Banking**

The procedure for paying through Net Banking will be as follows.

(i) Bidder selects Net Banking option in e-Procurement portal.

(ii) The e-Procurement portal displays the amount to be paid by bidder.

(iii) Bidder clicks on “Continue” button

(iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks

(v) Bidder chooses his / her Bank

(vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank

(vii) Bidder enters his account credentials and confirms payment

(viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.

(ix) The page is automatically routed back to e-Procurement portal

(x) The status of the payment is displayed as “successful” in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

#### **C) RTGS/ NEFT**

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

I. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.

ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.

iii. Each challan shall therefore include the following details that will be pre-populated:

- Beneficiary account no: (unique alphanumeric code for e-tendering)
- Beneficiary IFSC Code:
- Amount:
- Beneficiary bank branch:
- Beneficiary name:

iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.

v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

#### **D) Over-the-Counter (OTC)**

This solution shall allow the bidder having account with ICICI Bank, to make the payment from any CMS enabled Branch of ICICI Bank in India. Bidders can make the payment via cash(if amount is ≤ ₹ 49,999), Demand Draft or ICICI Bank Cheque.

The procedure for paying through OTC mode is as follows:

- (i) Bidder selects Over-the-Counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.
- (iii) Bidder clicks on “Continue” button
- (iv) The e-Procurement portal displays the details of payment. Bidder clicks on “print \_challan” and prints the OTC challan.
- (v) Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed upto Rs. 49,999/-)
- (vi) ICICI Bank verifies the URN (format to be discussed and decided) and Amount with e- Procurement portal prior to accepting the payment
- (vii) On successful verification from e-Procurement portal, ICICI Bank accepts the payment. In case of failure, ICICI Bank shall return back the OTC challan and payment to the Bidder.
- (viii) ICICI Bank will commit the payment transaction (in case of successful verification from e- Procurement portal) and sends the Bank Transaction Number (I-Sure Reference Number) online against the URN and Amount.
- (ix) ICICI Bank will generate receipt for the payment transaction and issues the same to the Bidder.
- (x) The e-Procurement system updates the bank transaction number against the URN and Amount based on details sent by ICICI Bank online prior to generation of receipt.
- (xi) The status of payment will be displayed as “verification successful” in e-Procurement portal, when the bidder clicks on verification option in the portal
- (xii) Bidder would be required to upload the scan copy of receipt as received from ICICI Bank as part of proof in Nextender portal before submitting the tender

Sr no.	Scenario	Do's / Don't's
1	<p><b>In the event of making Payment through NEFT/RTGS</b></p>	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are:               <ol style="list-style-type: none"> <li>1) Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</li> <li>2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders)</li> <li>3) Amount: As mentioned on the challan. It is specific for every tender/transaction</li> <li>4) Beneficiary bank branch: ICICI Bank Ltd, CMS</li> <li>5) Beneficiary name: As per the challan</li> </ol> </li> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> <li>• It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parties are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender</li> <li>• Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</li> <li>• Bidder must do the payment before tender validity gets expired</li> </ul> <p><b>Don't's</b></p> <ul style="list-style-type: none"> <li>• Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:               <ol style="list-style-type: none"> <li>1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account</li> <li>2) Incorrect Beneficiary account number mentioned(&lt;client code&gt; + &lt;random number&gt;):-                   <ol style="list-style-type: none"> <li>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</li> </ol> </li> <li>3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account.</li> </ol> </li> </ul> <p>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</p> <ul style="list-style-type: none"> <li>• Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination.</li> <li>• Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder.</li> <li>• Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder</li> </ul>

2	<p><b>In the event of making Payment through OTC</b></p>	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are: Beneficiary account no: &lt;client code&gt; + &lt;random number&gt; Amount: As mentioned on the challan It is specific for every tender/transaction Beneficiary name: As per the challan Bidder has to make only single payment against a challan as per the amount mentioned on the challan</li> <li>• Bidder must do the payment before tender validity gets expired</li> <li>• Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender Portal before submitting the Tender</li> </ul> <p><b>Don't's</b></p> <ul style="list-style-type: none"> <li>• If the bidding amount is greater than Rs49,999, then Bidder should not make payment in cash. In this case, Bidder should pay via Demand Draft/ICICI Bank Cheque</li> <li>• It is bidders's responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favouring third party etc., In the event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank</li> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> </ul>
---	--	--

## Standard Conditions of Tender

### 1. Two Envelope Bid:-

The tender is to be submitted on two envelope bid pattern i.e. “Technical bid and “Price/commercial bid” separately. The “Technical bid” should mention only the technical details of the items/equipment. Price per unit be mentioned only in the “Price/commercial bid format”.

### 2. Bid Signing:-

The bid must be signed by authorized signatory of the bidding firm/company on each page, along with seal of the firm/company, as the case may be.

### 3. Conditional Bid:-

Conditional bids are not acceptable. Hence the supplier is advised neither to alter the specifications nor to mention anything on the quotation form, except cost, signature with seal, otherwise the quotation will not be considered.

### 4. Delivery Destination:-

The quotations should be quoted as FOR GJUS&T, Hisar. The transit insurance and freight charges etc, if any, needs to be mentioned separately of the basic/ex-works price of the quoted item.

### 5. Delivery Acceptance:-

The delivery of the material will be handed over to the authorized official of the concerned indenting Department/Office. However, the goods will be deemed accepted subject to the approval by the inspection committee of GJUS&T, Hisar. In case of rejection of the consignment, the supplier should immediately remove the consignment from the university premises within seven working days, failing which it will remain there at the risk and responsibility of the supplier and university will not be responsible for any kind of liability in this regard.

### 5. Delivery Period: -

The supply is to be made within 45 days of the date of dispatch of the supply order. However, in case of imported goods this time limit will be 90 days.

### 7. Delivery Period Extension:-

The purchase/ supply order(s) shall be executed within the time specified in this regard. However, in case of force Majeure / reasons beyond control of the supplier, he may make a written request to the Vice-Chancellor for grant of extension for delivery period. The written request in this regard should clearly spell out such reason.

The Vice-Chancellor, if he/she is satisfied with such reasons and further if the requested extension will not be detrimental to the interests of the university, may grant extension for a reasonable period for delivery of the goods. The supplier would be required to indemnify the university against any loss on account of downfall of the price during the extended period.

### 8. Penalty for delayed supply:-

In the event of the delayed supply, if accepted, the Registrar will be competent to impose penalty @ 1% per day of the purchase order, provided that the entire amount of penalty shall not

exceed 10% of the total amount of purchase order. The supply will be deemed to be complete on the day when 100 % supply is handed over to the indenter (in case of supply in installments) and its installation is done. An appeal against these orders shall, however, lie to the Vice Chancellor whose decision shall be final.

**9. Rejection of incomplete bids :-**

Incomplete bids such as unsigned bids, late submitted bids, conditional bids, quotation not confirming to the eligibility criteria and Technical specification or with any vague term such as 'Extra as applicable', will be considered as rejected.

**10. Quantity Variation:-**

The quantity shall be subject to increase or decrease as the case may be.

**11. Manual/literature:-**

The detailed literature/catalogue of the quoted instrument and its accessories should also be attached with the quotation. The specifications claimed by the firm should be clearly mentioned in the literature/catalogue also. Its manual should also be supplied with the equipment.

**12. Taxation:-**

GST/Custom duty etc. indicating the rate of taxes, should be quoted independent of the ex-works price of the item and it will be paid as applicable under Government rules, if so quoted by the Supplier in the quotation, subject to the certificate in the bill as follows.

“Certified that the GST/Custom duty charged in this bill is leviable under Government Rules”.

In the absence of any indication to taxation by the supplier, it is to be assumed that the price quoted includes tax elements and no claim for the taxes or statutory variations thereon should be entertained after opening of quotation.

However, wherever exemption from GST/custom duty is applicable, the university will provide the exemption certificate; along with supply/purchase order itself. In case of imported goods the custom clearance is to be arranged by the supplier at his own level. Charges, if any, in this regard, however, need to be mentioned accordingly in the quotation itself. University will provide necessary documents for this purpose. In case the quotation is silent with regard to taxation and clearance charges etc, no such charges will be paid by the university.

**13. Right to Bid rejection:-**

The University reserves the right to reject any or all offers at any stage without assigning any reason.

**14. Packaging of Consignment:-**

The material should be packed in a strong case so as to avoid any damage, theft or pilferage in the transit, in which case the responsibility shall be that of the supplier.

**15. Warranty:-**

The warranty should not be less than 12 months from the date of successful installation of the equipment.

**16. Performance Warranty:-**

The successful bidders will be required to submit a performance warranty in the form of bank guarantee equal to 10% of the purchase order for the warranty period of the equipments for equipments/goods above Rs.5,00,000/- from the date of successful installation. After receiving the 10% PBG, the EMD, if any, may be released/returned to the firm by the intender of the department/office of university through Account Branch.

**17. Payment:-**

The payment will be made within 30 working days of the successful installation and its inspection and further after the on-site training imparted, if it is the requirement of the bid.

**18. Currency:-**

The rates be quoted in Indian Rupee (INR). However, in case of imported item it may be quoted in foreign currency where in the date of opening of quotation will be taken as the conversion date for bid evaluation and comparison purpose.

**19. Arbitration:-**

In case of any dispute both the parties will be bounded by the decision of the Vice Chancellor, GJUS&T, Hisar, as the arbitrator.

**20. Earnest Money Deposit:**

For the purchase above Rs. 5,00,000/- the bid security/earnest money in the form of bank draft payable at Hisar and drawn in favour of Registrar, Guru Jambheshwar University of Science & Technology, Hisar or an irrevocable Bank Guarantee may be obtained as under:-

<u>Sr. No.</u>	<u>Contract Value</u>	<u>EMD/Bid Security</u>
1.	Rs.5,00,001/-to Rs.10,00,000/-	Rs.40,000/-
2.	Rs.10,00,001/-to Rs.20,00,000/-	Rs.70,000/-
3.	Rs.20,00,001/- to Rs.1,00,00,000/-	Rs.1,50,000/-
4.	Above Rs.1,00,00,000/-	Rs.3,00,000/-

**21. Jurisdiction:-**

All disputes shall be subject to Hisar jurisdiction.

Chairperson/Intender

The terms & conditions of bids have been read and I/We certify that I/We clearly understand the same and undertake for its compliance

Place:\_\_\_\_\_

Dated:\_\_\_\_\_

Signature of authorized representative of the  
bidding firm/company with seal.

(Affix Rubber Stamp of the firm)

### Technical check list

The following scan copies of documents are required to upload online for technical qualification:

Sr. No.	Name of Documents	Response (Yes/No)
1	User list of equipment in various Govt. Institutions across India	
2	Literature of the equipment	
3	Scan copy of CE certification	
4	Scan copy of GST registration certificate.	
5	Scan copy of Income Tax return during the last 3 years, ending 31st March of the previous financial year	
6	Scan copy of PAN.	
7	Scan copy in case of dealers quoting the tender, authorization certificate to be attached from the manufacturing company confirming that the dealer is authorized to bid for this project and the company will supply the tender items to the bidder within the specified time frame and will also support the bidder in giving after sale service including maintenance and availability of spare parts if needed for the purpose.	
8	Scan copy of Bidder's Acknowledgement	
9	Scan copy of complete address, mobile No. and E-mail address.	



## GURU JAMBHESHWAR UNIVERSITY OF SCIENCE &amp; TECHNOLOGY HISAR

TENDER NO &amp; DATE: ET/DBNT/2020/03 Dated 04-01-2021

TECHNICAL SPECIFICATION / TECHNICAL DATA SHEET OF THE EQUIPMENT/ITEM REQUIRED.

**Raman Spectrophotometer System Specifications**

Sr. No.	Specification	Description
01	Raman System	<ul style="list-style-type: none"> <li>Raman spectrometer capable of producing Raman Spectra in the spectral range of 50 cm<sup>-1</sup> (or less) to 3200 cm<sup>-1</sup> (or higher) using necessary optics for 785 nm laser excitation source.</li> <li>The system should include one high-efficiency Rayleigh rejection filters and laser line filter for each excitation wavelength.</li> <li>The system must be class 1 laser safe category to avoid any safety risk and no requirement of laser specific goggles.</li> <li>Instrument shall be capable of rapid laser excitation exchange using laser, filter and gratings that are automatically identified by system software.</li> <li>The spectrograph shall not contain a grating drive and be capable of obtaining a full spectrum.</li> </ul>
	Spectral Resolution	5 cm <sup>-1</sup> over the complete fingerprint spectral region.
	Filter	Rayleigh rejection filters should be hard, coated optical filters.
02	Laser	<ul style="list-style-type: none"> <li>The system as supplied must have a NIR polarization ready 785 nm laser. The laser should be a single transverse mode, high-power, frequency stabilized diode laser with maximum power at sample of 150 mW.</li> <li>The system must include a means of attenuating laser power continuously in a completely automated fashion entirely under software control.</li> <li>The system must be capable of attenuating laser power in a 0.1mW increments through the software instrument interface.</li> </ul>
03	Detector	<ul style="list-style-type: none"> <li>CCD detector.</li> <li>Spectrograph design must maintain optimum focus on CCD for all wavelengths of light simultaneously.</li> <li>Raman emissions must be routed to the spectrograph entirely by way of free space optics.</li> </ul>
04	Instrument alignment and calibration	<ul style="list-style-type: none"> <li>All optical components must remain stationary during data collection to ensure data repeatability and alignment.</li> </ul>

		<ul style="list-style-type: none"> <li>• Software controlled automated alignment for lasers, Raman emission, wavelength must be available.</li> <li>• System must perform automatic X-axis calibration and precision.</li> <li>• A white light source must be included for signal intensity correction. White light calibration should be completely automated and under software control.</li> <li>• Laser frequency calibration using Polystyrene Raman peaks.</li> <li>• Facility for automatic intensity correction to provide instrument independent results with all excitation lasers.</li> <li>• The system must include a calibration source for use in spectrograph wavelength calibration and calibration standard for reference laser frequency calibration.</li> <li>• The calibration sources must be utilized in a fully automatic process controlled by the software. The system must automatically calibrate all accessible spectral ranges of the instrument for each grating and laser combination.</li> <li>• This calibration must be able to be performed at a regularly scheduled interval, in a manner such that no user intervention is required.</li> </ul>
05	Software	<ul style="list-style-type: none"> <li>• The software must able to collect Raman spectrum over the defined spectral range. Routine analysis operations must be able to automate using a Macro programming facility.</li> <li>• The system must be able to perform spectral database searching and display results in real time during data collection.</li> <li>• It should also have features to collect automatic background collection and with intensity correction automatically.</li> <li>• The system must provide real time visual status of system readiness, including error condition checking and diagnostics.</li> <li>• Laser on/off switching, automatic laser detection, and laser power must be all controlled through the spectrometer software for maximum ease-of-use</li> <li>• Software must have the capability to accurately characterize the dark current on the CCD such that an accurate background correction can be generated for any combination of exposures and scans. This must be performed in a completely automated fashion.</li> <li>• The software shall have an excitation wavelength independent fluorescence correction feature. The fluorescence correction must have the flexibility of being applied during or after the Raman measurement.</li> <li>• Software should have option for quantitative method development and analysis.</li> <li>• A default library of at least 3200 spectra must be available for analysis along with automated mixture analysis software for multiple component analysis.</li> </ul>
06	General accessories	The system should have 180 degree sampling accessory. Additional sample holder must be provided for films, solid powders, and liquids.
07	Future upgradation	The system should have facility to upgrade in future for other sampling accessories like 96 well plate holder, Autosampler sampling accessory etc.

08	Warranty	The warranty on the system must be at least one year including laser. All the features and specification must be supported by authentic and printed literature.
09	Laptop	System must be supplied with Branded Laptop HP/Dell (14 Inch, Core i5 8th Gen, 8 GB, Windows 10, 1 TB HDD) for operating Raman Spectrophotometer.

**BIDDER'S ACKNOWLEDGEMENT**

**I UNDERTAKE TO SUPPLY THE EQUIPMENTS / ITEM AS PER ABOVE  
TECHNICAL SPECIFICATIONS**

**PLACE:**

**(SIGN OF THE BIDDER}**

**DATED :**

**GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR**

**Format of Tender – Price/commercial bid**

**TENDER NO & DATE:** ET/DBNT/2020/03/116 Dated 11.03.2021

**A.BASIC/ EX -WORKS PRICE.**

<b>Sr. No</b>	<b>Brief Description of the Equipments</b>	<b>Specifications</b>	<b>Quantity</b>	<b>* Cost per Unit</b>	<b>*Total Cost</b>

\* SPECIFY CURRENCY

**B Over Head Charge (Taxation etc.)**