

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

BIDDING DOCUMENT

FOR

SUPPLY OF EQUIPMENT

Name of work: Supply of Tissue Lyser in the Department of Bio and Technology, GJUS &T, Hisar.

Tender No.: ET/DBNT/2019-20/01

Nature of tender: Item Rate Tender

Event ID:

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DETAILED NOTICE INVITING TENDER (DNIT)

1. Guru Jambheshwar University of Science & Technology, Hisar invites the item rate/ single percentage rate bids through online bids in the website: <https://etenders.nic.in> for the supply of following equipment from reputed manufacturers/suppliers

Sr. No.	Name of Department	Name of Equipment	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	Department of Bio and Nano Technology, GJU S&T, Hisar.	Tissue Lyser (01)	300/- + 1000/-	6-8 weeks	09.12.2019 at 11.00 Hours	06.01.2020 at 15.00 Hours.	06.01.2020 at 16.00 Hours.

2. **Cost of Bid Form:** (*non-refundable*) only in form of Demand Draft in favour of The Registrar, Guru Jambheshwar University of Science & Technology, Hisar payable at Hisar.

3. **Availability of Bid document and mode of submission:**

The tender shall be submitted by the tenderer in the following three separate envelopes:

1. Earnest Money/ Bid Security/ Tender document fee - Envelope 'BS' (scanned copy online and hard copy in physical form)

2. .N.I.T. and Technical Bid - Envelope 'T I' (online and hard copy in physical form)

3. Tender in Form – A (Price Bid) - Envelope 'C I' (online)

Note: Online Bidders are required to submit the physical BS in a physical BS Envelop – 'BS'. Price Bids and Technical Bid are to be submitted mandatory online and shall not be accepted in any physical form.

Reference of the BS is to be mentioned online.

Above envelop, as applicable, shall be kept in a big outer envelope, which shall also be sealed, In the first instance, the Envelop – 'BS' of all the Bidders containing the Bid Security shall be opened online and physically. If the Bid Security / Earnest Money and tender document fee are found proper, Technical Bid shall be opened (online) in the presence of such contractors who choose to be present. The Financial Offer in Envelop in 'CI' shall be opened (online) only if the tenderers meet the qualification criteria as per the Bid document. The date of opening of Financial Bid shall be fixed at the time of opening of Technical Bid.

The Contractual Agencies will submit the necessary documents as under.

Envelope 'BS' – Bid Security Envelope

Physical BS Envelop – The Earnest Money/Bid Security in favour of in favour of the Registrar, Guru Jambheshwar University of Sc. & Tech. Hisar will have to be in any one of the forms of DD/DAC. Tender document fee in the form of Demand draft.

Online BS Envelope—Reference details of the Bid Security instrument and scanned copy of the Bid Security. Reference details of the tender document fee and scanned copy.

In case financial bid is submitted but Bid Security or Tender Document Fee or both has not been submitted or submitted after due date & time by any bidder, then tender will be summarily rejected.

Adjustment of tender document fees of the Contractors / Agencies:

1. **“Single tender shall normally not be considered unless there are special circumstances to do so. In such eventuality, decision to accept the single tender shall be as prescribed in the rules. If special circumstances are not present, tenders shall be re-called. If re-tendering again results in a single tender, its acceptance may be considered with proper justification and reasons”**
2. **Those bidders shall not be required to pay tender document fees, who choose to submit bids again on tender being re-called on account of single tender / bid being received on first call.**
3. **Submission of Original Documents:
Tender document fee and bid security has to be submitted in a separate sealed BS envelope. The Bid Security / earnest money will have to be in any one of the form as specified in the bidding document and Tender document fee in the form of Demand draft. The BS envelop has to reach in the office of Chairperson, Department of Bio and Nano Technology, Guru Jambheshwar University of Science & Technology, Hisar on date of opening of technical bid on 06.01.2020 at 15:00 Hrs. However, as the details of the Bid Security and Tender document fee are required to be filled at the time of Bid Preparation and Submission stage, the Bidders are required to keep the BS ready appropriately.**
4. **Only online submission of bids is permitted, therefore; bids must be submitted online on website etenders.hry.nic.in. The technical qualification part of the bids will be opened online in the office of Chairperson, Department of Bio and Nano Technology, Guru Jambheshwar University of Science & Technology, Hisar on 06.01.2020 at 16:00 Hrs. by the technical committee. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened online on the next working day at the same time.**
5. **Deleted.**
6. **The bid for the supply of equipment shall remain open for acceptance during the bid validity period to be reckoned from the last date of ‘manual submission of BS. If any bidder/ tenderer withdraws his bid/ tender before the said period or makes any modifications in the terms and conditions of the bid, the earnest money shall stand forfeited. Bids shall be valid for 120 days from the date of bid closing i.e. from last date of manual submission of EMD. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.**
7. **Deleted.**
8. **Other details can be seen in the bidding documents. The Employer shall not be held liable for any delays due to system failure beyond its control. Even though the system will attempt to notify the bidders of any bid updates, the Employer shall not be liable for any information not received by the bidder. It is the bidders’ responsibility to verify the**

website for the latest information related to the tender.

9. **DNIT can be seen on any working day during office hours in office of the undersigned.**
10. **Prequalification criteria: scan copy of following documents are required online:**
- i. Vendors should attach user list of equipment in various Govt. Institutions across India
 - ii. Literature of the equipment should be attached
 - iii. The equipment shall have CE certification (CE certificate to be furnished).
 - iv. Scan copy of GST registration certificate.
 - v. Scan copy of Income Tax return of last three financial years shall also be submitted.
 - vi. Scan copy of PAN shall be submitted.
 - vii. 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.
11. **In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.**
12. **The undersigned reserve the right to reject any tender or all the tenders without assigning any reason.**
13. **The tender without earnest money / bid security / tender document fee will not be opened.**
14. **The jurisdiction of court will be at Hisar.**
15. **The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.**
16. Deleted.
17. **Key Dates**

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		Tender Document Download and Bid Preparation/Submission	09.12.2019 at 11.00 Hours	06.01.2020 upto 15.00 Hours
2	Technical Bid Opening	06.01.2020 at 16.00 Hours		
3	Financial Bid Opening	Will be intimated separately.		

For and on behalf of GJUS&T, Hisar

Chairperson, Department of Bio and Nano Technology,
Guru Jambheshwar University of Science & Technology, Hisar

EMAIL:vinodchhokar@gmail.com

ONLINE SUBMISSION OF BIDS**1. Bidding through E-Tendering System****Instructions to bidder on Electronic Tendering System**

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

1.1 Registration of bidders on eProcurement Portal:-

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

1.2 Obtaining a Digital Certificate:

1.2.1 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.

1.2.2 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://etenders.hry.nic.in>.

1.2.3 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.

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

1.2.5 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).

1.2.6 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.

1.2.7 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.

1.2.8 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.

1.3 **Pre-requisites for online bidding:**

In order to bid online on the portal <https://etenders.hry.nic.in>, the user machine must be updated with the latest Java & DC setup. The link for downloading latest java applet & DC setup are available on the Home page of the e-tendering Portal.

1.4 **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://etenders.hry.nic.in>

1.5 **Download of Tender Documents:**

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

1.6 **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.

1.7 **Online Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):**

i) **Payment of tender fee + e-Service fee:**

Rs. 1300/- (300+1000) per package (non-refundable) only in form of Demand Draft in favour of The Registrar, Guru Jambheshwar University of Science & Technology, Hisar payable at Hisar.

However, Bid Security and tender document fee have to be submitted in a separate sealed BS envelope. The Bid Security / earnest money will have to be in any one of the form as specified in the bidding document and tender document fee in the form of Demand draft. The details of the EMD and tender document fee are required to be provided /uploaded through scan copies at the time of online Bid Preparation & submission Stage.

ii) **PREPARATION & SUBMISSION OF ONLINE APPLICATIONS/BIDS:**

Detailed Tender documents may be downloaded from e-procurement website (<https://etenders.hry.nic.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)

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	Scan copy of DD/DAC of Tender Fee + E-Service Fee in favour of Registrar, GJUS&T, Hisar.	
2	Scan copy of DD/DAC of Earnest Money/Bid Security in favour of Chairperson, Department of Bio and Nano Technology, Guru Jambheshwar University of Science & Technology, Hisar	
3	User list of equipment in various Govt. Institutions across India	
4	Literature of the equipment	
5	Scan copy of CE certification	
6	Scan copy of GST registration certificate.	
7	Scan copy of Income Tax return during the last 3 years, ending 31st March of the previous financial year	
8	Scan copy of PAN.	
9	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.	
10	Scan copy of Bidder's Acknowledgement	
11	Scan copy of complete address, mobile No. and E-mail address.	

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

**Tender for supply of equipments/ Materials in the Department of Bio and Nano Technology,
Guru Jambheshwar University of Science and Technology, Hisar**

A. SCHEDULE OF EVENTS:-

1. TENDER NO.* : **PR./2019 / 01**
2. TENDER FLOATING DATE : **09-12-2019 11:00 Hours**
3. TENDER SUBMISSION CLOSING DATE & TIME: **06.01.2020 by 15:00 Hours**
4. TENDER OPENING DATE & TIME : **06.01.2020 by 16:00 Hours**
5. VENUE FOR TENDER OPENING:
Chairperson Office, Department of Bio & Nano Technology, GJUST, Hisar
6. PRE-BID CONFERENCE (IF ANY) : Nil
7. DATE, TIME AND VENUE : NA

* Tender number must be mentioned in all correspondence.

B. BRIEF DISCRIPTIONOF TENDER DOCUMENT:-

This tender document consists of four parts namely:

- i) Brief description of the equipment name ;
- ii) Technical data sheet(technical specifications of the equipment) ;
- iii) General standard Terms and conditions ; and
- iv) Special Terms and conditions (If any).

1. Brief description of the equipment(s):-

It mentions the name of the equipment required and its quantity. The quantity is subject to increase and decrease, at the discretion of the indenter.

2. Technical data sheet (technical specifications of the equipment):-

It contains the technical details / specification of the equipment. Bids having deviation in technical specification will be declared as “technically non-responsive” and it will not be considered for commercial evaluation.

3. Commercial Data Sheet:-

This format deals with the commercial aspect of the tender. The bidder should quote the basic/ex-works rate of goods and other over head charges only in his format.

4. General / standard Terms and conditions:-

This portion contains the general/standard terms and conditions of the tender and its compliance is essential, failing which the contract may be cancelled and bidder may be liable for penal action against it.

5. Special Terms and conditions:-

It contains special terms and condition which may be in addition to / in super-session of the referred “**General / Standard Terms and conditions**” and its compliance is also compulsory in the same manner, as in the case of the **General / Standard Terms and conditions**.

C. EQUIPMENT DETAILS :

i) Brief description of the equipment name :-

<u>S.No</u>	<u>Name of Equipment</u>	<u>Qty.Required</u>
1	Tissue Lyser	1

ii) Technical data sheet (Technical specifications of the equipment):-

<u>S.No</u>	<u>Description of the Equipment (s)</u>	<u>Technical Specifications</u>
1	Tissue Lyser	ANNEXURE-I

C. GENERAL/ STANDARD TERMS AND CONDITIONS OF THE TENDER:-

1. **TWO ENVELOPE BID:-** Deleted

2. **BID SIGNING:-** Deleted

3. **Conditional Bid:-**

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

4. **Delivery Destination:-**

The Tender should be quoted as FOR GJUS&T, Hisar. The transient 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 to accept subject to the approval of the inspection committee of GJUS&T. In case of rejection of the consignment, the supplier should immediately remove the consignment from the university premises 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.

6. **Delivery Period:-**

The supply is to be made within 30 days of the date of dispatch of the supply order. However, in case of imported goods this time limit will be 60 days, instead of 30 days.

7. **Delivery Period Extension:-**

The 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 spelling out such reasons.

The Vice-Chancellor, if he is satisfied of such reasons and further that 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. EMD forfeiture:-

In case of the contractor backs out the supply, the earnest money deposited by him shall be forfeited. Apart from it, he will be liable for any other action against him, as may be considered necessary by the Vice-Chancellor.

10. Rejection of incomplete tenders;_

Incomplete Tender such as conditional tender, not confirming to the eligibility criteria and Technical specification or with any vague term such as 'Extra as applicable' will be considered as rejected.

11. Quantity Variation :-

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

12. Manual/literature:-

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

13. Taxation:-

Taxes/GST/Excise duty/Custom duty etc. 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 tender, subject to the certificate in the bill of costs as follows. However, wherever exemption from duty (excise/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. Charges, if any, in this regard, however, need to be mentioned accordingly in the quote itself. University will provide necessary documents for this purpose. In case the quote is silent with regard to taxation and clearance charges etc, no such charges will be paid by the university.

14. Right to Bid rejection:-

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

15. 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.

16.Warranty :-

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

17.Performance Warranty :-

Before release of the payment, the successful bidders will be required to submit a performance warranty in form of bank guarantee equal to 10% of the purchase order for the warranty period of the Equipments.

In case of imported goods requiring opening of LC or advance copy of the draft, the bank guarantee on account of performance warranty, having validity for warranty period plus 4 months, should be submitted before issuance of the purchase order by the indenter. If required, its validity will be got suitably extended by the supplier before release of his EMD.

18.Payment :-

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

19.Currency:-

The rates are quoted in Indian Currency (I N R). However, in case of imported item it may be quoted in foreign currency where in the date of floating of tender will be taken as the conversion date for bid evaluation and comparison purpose

20.Earnest Money Deposit(EMD) :-

The earnest money of the amount, as per the slab given below, in the form of bank draft payable at Hisar and drawn in favour of the Registrar, Guru Jambheshwar University of Sc. & Tech. Hisar or a irrevocable bank guarantee, will be required to be remitted with the tenders. **EMD should be enclosed with Price bid and the same should be indicated in the Technical bid also.**

21.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.

22.Jurisdiction :-

All disputes shall be subject to Hisar jurisdiction.

EMD Slab:-

<u>Sr. No.</u>	<u>Contract Value</u>	<u>Earnest Money</u>
1.	Rs. 300001 to 500000/-	Rs. 20000/-

2.	Rs. 500001 to 1000000/-	Rs. 40000/-
3.	Rs. 1000001 to 2000000/-	Rs. 70000/-
4.	Above Rs. 20 Lacs	Rs. 100000/-

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

Place: -----
Dated: -----

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

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY HISAR

TENDER NO & DATE: ET/DBNT/2019-20/ 01 Dated 09-12-19

TECHNICAL SPECIFICATION / TECHNICAL DATA SHEET

OF THE EQUIPMENT/ITEM REQUIRED.

Sr, No.	Name of Instruments and its technical specifications	Qty. Required
I.	<p><u>Tissue Lyser</u></p> <ol style="list-style-type: none"> 1. Bench top tissue lyser/ tissue disruption/tissue homogenizer system with high speed shaking of samples with variable oscillation. 2. It should have a variable speed range from 5 to 30 Hz 3. Adaptor for 24, 48 and 96 tubes should be available. 4. System should support steel jar also to process large sample size. 5. System should support different types of beads like stainless and glass. 6. System should have a programmable guiding cycles 7. System should be suitable for both dry and wet grinding 8. System should support high throughput disruption; up to 192 samples in one go. 9. Processing speed should be 1-5 minutes to disrupt up to 96 samples. 10. 400 steel bead of each size 5mm and 7 mm to be supplied free of cost 11. System should be operated 220-450V and 50 to 60hZ 12. Availability of Beads dispenser for 5mm and 7 mm brads will be added advantage 	One

HISAR

DATED:

SIGNATURE

Chairperson,

Department of Bio and Nano Technology

(WITH OFFICE SEAL)

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/2019-20/ 01 Dated 09-12-19

A.BASIC/ EX -WORKS PRICE.

Sr. No	Brief Description of the Equipments	Specifications	Quantity	* Cost per Unit	* Total Cost

* SPECIFY CURRENCY

B Over Head Charge (Taxation etc.)

Sr.No	Nature of Overhead Charges (Tax/insurance/freight etc.)	Rate	Total amount (Rs)

Total A +B = Rs ----- (in words Rs.....)

We agree to supply the above Equipments/software in accordance with the above technical specifications for a total contract price referred as above , with in the period specified in the Invitation for Tender. We also confirm that the normal commercial warranty/guarantee of as per tender document shall apply to the offered Equipments/Software.

Signature of Supplier
 Correspondence address of the company
 With phone, Fax, and E-mail and
 Name & address of contact person.
 Place:-
 Date:-