



# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078

Website: <http://ipu.ac.in>

Phone No. 011-25302-362/372

Date: 21Feb, 2017

## TENDER NO. 01/GGSIPU/USEM/MOEF&CC/2016-17

### E-TENDER (NIQ)

Registrar, Guru Gobind Singh Indraprastha University invites e-tenders from reputed and eligible bidders for the **Supply and Installation of Lab Equipment** for University School of Environment Management, Sector 16C, Dwarka, New Delhi-110078. Tender document can be downloaded from Delhi Govt. e-procurement website i.e. [www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in). The tender document can also be viewed on the University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in).

1.	Name of work	<b>Supply and Installation of Lab Equipment for UNIVERSITY SCHOOL OF ENVIRONMENT MANAGEMENT</b> at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078
2.	Last date, time and venue for submission of EMD	15.03.2017 Up to 11:30 a.m. in the office of DEAN, AFR 104,USEM, FIRST Floor, Block- A, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
3.	EMD	EMD amount Rs. 12,000/- as specified in the Technical Bid (Annexure G), issued in favor of the Registrar, GGSIP University payable at Delhi in the form of DD/FDR
4.	Date and time for opening of Technical bid	15.03.2017 at 03:00 p.m.
5.	Date and time for opening of Financial Bid	After evaluation of technical bid, date and time will be notified on e-tender website <a href="http://www.govtprocurement.delhi.gov.in">www.govtprocurement.delhi.gov.in</a>
6.	Estimated cost of the Supply and Installation of Lab Equipment	Approx. 6 lakhs
7.	The bids shall be submitted in two stages viz. (i) Technical bid (ii) Financial bid. Detailed specifications of the item(s) to be supplied are mentioned at <b>Section-V Annexure-G</b> of the tender document. <b>The Technical &amp; Financial bid should be uploaded on e-procurement website i.e. <a href="http://www.govtprocurement.delhi.gov.in">www.govtprocurement.delhi.gov.in</a></b>	

(REGISTRAR)



# TENDER DOCUMENT

FOR

**Supply & Installation of Lab Equipment for  
University School of  
ENVIRONMENT MANAGEMENT**

AT

Guru Gobind Singh Indraprastha University  
*[A state University under Govt. of NCT of Delhi]*  
Sector 16 C, Dwarka, New Delhi 110 078

**Registrar**

Guru Gobind Singh Indraprastha University  
Sector 16C, Dwarka, New Delhi 110078  
Contact Nos (USEM).011-25302-362/372  
Email (USEM): deanusem11@gmail.com

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**Section I**  
**Introduction & Notice Inviting Tender**  
**TENDER NO. 01/GGSIPU/USEM/MOEF&CC/CSIR/2016-17**

Registrar, Guru Gobind Singh Indraprastha University (GGSIPU) invites tenders (in two bid system – Part I-Technical & Part II-Financial) from eligible and qualified bidders on supply & installation basis:-

1. **Particulars of Items:** Details of the items with specification are mentioned at Section – V, Annexure-G
2. **Quantity:** Quantity is mentioned at Annexure-G
3. **Earnest Money Deposit (EMD) in the form of DD/ FDR:** The details of the EMD as mentioned at annexure-G, has to be paid as detailed in clause 19. The required EMD along with a covering letter on the letterhead of the bidder in a sealed envelope marked as ‘**Earnest Money Deposit**’ bearing the name and identification number of the Tender on the cover of the Envelope shall be deposited physically (Receiving Official Mrs. Kumud Baxla, office of the Dean, USEM, AFR 104, Block A, 1<sup>st</sup> Floor, GGSIPU, Sector-16C, Dwarka, New Delhi-110078 or be addressed to the Dean, USEM, AFR 104, Block A, 1<sup>st</sup> Floor, GGSIPU, Sector-16C, Dwarka, New Delhi-110078. No EMD will be received after last date as mentioned in the Tender.
4. **E-Tendering Participation Requirements:** The prospective bidders shall need registration with E-procurement system of NIC by paying necessary registration charges. The details can be obtained from Help Desk of the E-procurement site/ office, (<https://govtprocurement.delhi.gov.in>)
5. **Completion period:** Supply within 60days from the date of issue of Sight Draft or Letter of Credit as per the discretion of the university, and installation within 30 days after the receipt of the item at the University.
6. **Availability of Tender Document:** Tender Documents with detail terms & conditions can be downloaded from Delhi govt. e-procurement website.
7. **Qualification of the bidder:** Bidders should have experience of supplying at least 3 such equipment, similar to the item(s) as mentioned in Annexure – G of this tender document, to any Government /private/Educational or Research Institutes in India during the last two years. The decision of the University regarding the claim of similarity of the items supplied earlier shall be final.
8. **Validity Period of Offer:** The rates offered in Part II (Financial bid) should be valid for at least one hundred and eighty (180) days from the date of opening of Part II (Financial bid) of the Tender.
9. a) **Receipt and opening of Tenders:** The committee approved by the competent authority that invited the tenders will open the e-tenders as per the date and time given at the e-procurement site.  
b) Authorized representatives of the bidders may attend the opening, provided they bring with them letters of authority from the corresponding bidders.  
c) The Technical Bids shall be scrutinized and evaluated by the competent committee with reference to the parameters prescribed and specifications asked in the tender. In the second stage, the online Financial Bids of only the technically qualified bids shall be opened for further evaluation. This shall be done at the e-procurement site, on the date and time notified at that site.
10. GGSIPU reserves the right to accept or reject any or all the tenders wholly or partially, without assigning any reason. Further, it shall be the absolute discretion of the University to purchase or not to purchase any or all of the items mentioned in the tender document or alter their quantity.

## **Section II**

### **Instructions to Bidders**

#### **11.0 Scope**

The work consists of the following:

- 11.1 Supply and Installation of Lab Equipment for UNIVERSITY SCHOOL OF ENVIRONMENT MANAGEMENT in GGSIP University Campus at Sector-16C, Dwarka, New Delhi as per the specifications in Section-V, Annexure-G.
- 11.2 Comprehensive unconditional on-site warranty on the entire equipment for the period specified in Annexure G (or higher as given by the manufacturer), from the date of completion of installation and inspection of the items supplied, as certified by the University. In case of UPS/ IT peripherals and consumables, the warranty shall be one year from the date of completion of installation and inspection, unless otherwise specified by the manufacturer for items with short life.

#### **12.0 Definitions:**

- 12.1 **GGSIPU** means Guru Gobind Singh Indraprastha University, New Delhi
- 12.2 **University** means Guru Gobind Singh Indraprastha University, New Delhi
- 12.3 **TIA** means the Tender Inviting Authority i.e. Registrar, Guru Gobind Singh Indraprastha University, New Delhi.
- 12.4 **Bidder/Supplier/Vendor/Contractor/firm** means manufacturing firm or its authorized distributor, primary dealer, proprietary firm, partnership firm, private or public limited company or corporation.

#### **13.0 Who can apply:**

- 13.1 If the bidder is a proprietary firm, the application shall be signed by the proprietor with his full typewritten name and the full name of his firm with its current address, contract details etc.
- 13.2 If the bidder is a firm in partnership, the application shall be signed by all partners of the firm with their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of partnership deed and current address of all the partners of the firm should accompany the application.
- 13.3 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorised person holding power of attorney for signing the application accompanied by a certified copy of the power of attorney. The bidder should also furnish a certified copy of the Memorandum and Articles of Association duly attested by a Public Notary.
- 13.3 Joint Venture/ Consortiums are not accepted.

#### **14.0 Sealing and Marking of Bids**

- 14.1 Both Technical and Financial bids shall be submitted online, along with EMD as described below.

- 14.2 The sealed envelope bearing EMD and marked as ‘**Earnest Money Deposit**’ bearing the name and identification number of the Tender on the cover of the Envelope shall be deposited physically (Receiving Official Mrs. Kumud Baxla, office of the Dean, USEM, AFR 104, Block A, 1<sup>st</sup> Floor, GGSIPU, Sector-16C, Dwarka, New Delhi-110078 or be addressed to the Dean, USEM, AFR 104, Block A, 1<sup>st</sup> Floor, GGSIPU, Sector-16C, Dwarka, New Delhi-110078. No EMD will be received after last date as mentioned in the Tender.
- 14.3 In addition to the identification required as above, the envelope bearing EMD shall indicate the name and address of the bidder to enable the bid to be returned un-opened in case it is declared late or is declared nonresponsive and rejected.
- 15.0 **Bid Submission:**
- 15.1 The bidder has to submit its technical and financial bids online at the e-procurement site (<https://govtprocurement.delhi.gov.in>) and deposit the mandatory EMD in separate envelopes as mentioned in clause 14 above and detailed in clause 19 on or before the specified closing date and time, at the office of the Dean, USEM, AFR 104, Block A, 1<sup>st</sup> Floor, GGSIPU, Sector-16C, Dwarka, New Delhi-110078.
- 15.2 All the documents as per the Clause-16 must also be uploaded on the e-procurement site on or before the specified closing date and time of the tender.
- 15.3 The bidders must ensure that they submit their tenders not later than the closing date and time specified for submissions of tenders, the date and time of submission of bid at e-procurement site shall remain unchanged.
- 15.4 Conditions other than those laid down in the Tender document will not be entertained.

**16.0 Eligibility Criteria for Technical Bid**

All eligibility documents from clause 16.1 to 16.11 must be signed with company seal and name and uploaded in a sequential manner at the e-procurement site only along with the formats/annexures for the documents when Technical Bids are placed.

16.1	Letter of Transmittal	<b>Annexure – A</b>
	Declaration by Bidder	<b>Annexure – A1</b>
	Compliance to Bid Requirement	<b>Annexure – A2</b>
	A declaration by the manufacturer that the item quoted will be new/unused with probable date of manufacture and normal life of the item for which financial bid has been made.	<b>Annexure – A3</b>
16.2	Organizational Structure: - Legal status of the company/ organization with legal proof along with certified copies.	<b>Annexure - B</b>
16.3	Income Tax Return of the last financial year (before tender) with a copy of PAN.	certified copies
	DVAT Registration/TIN Number/ undertaking as per Annexure – B1	<b>Annexure – B1</b>
16.4	Average financial turnover of Rupees Sixty lakh per year during the immediate last three consecutive financial years, duly audited, signed & stamped by a Chartered Accountant.	<b>Annexure C</b>
	The bidder should not have incurred losses in more than two years in the last 3 consecutive financial years, duly certified by Chartered Accountant, along with	

	copies of audited profit and loss account of last three years	
16.5	Bidder's experience of supplying at least 3 such items similar to those mentioned in Annexure – G of this tender document, to any Government /private/ Educational or Research Institutes in India during the last 2 years before tender. This should be certified by an authorized officer of the client organization on its letter-head.	<b>Annexure D</b>
16.6	Declaration of fair business practice by the Bidder, including that the bidder has not been blacklisted/debarred by any government/ public sector agency in India in the last 3 years, and is NOT under such status on the bid closing date.	<b>Annexure – E</b>
16.7	The Manufacturer must have an authorized service in India, preferably in Delhi, to honour guarantee/warranty obligations	copy of proof
16.8	Printed and properly circulated catalog with detailed brochure for the quoted items must be submitted along with the tender document	copy of proof
16.9	Comprehensive on-site warranty on the entire equipment for a period of 24 months or higher as given by the manufacturer, from the last date of completion/ installation for all the items supplied as certified by the University. The warranty shall be one year in case of UPS/ IT peripherals and consumables, unless otherwise specified by the manufacturer for items with short life.	copy of proof
16.10	Documents which are required to be submitted as per clause 13	copy of proof
16.11	Instrument-wise user list & proof of at least 3 installations of the tendered item	copy of proof

#### **17.0 Opening of Technical Bids &Evaluation:-**

- 17.1 The details submitted by the bidders will be evaluated in the following manner:
- 17.2 The “initial eligibility criteria” prescribed at 16.1 to 16.12 above, in respect of experience in supplying similar equipment, financial turnover, profitability and valid registration will be first scrutinized.
- 17.3 Examination of the specification of all the items will be done by Technical Committee.
- 17.4 Even a bidder who satisfies the above requirements shall be liable to disqualification if he/she has:-
- 17.5 Made misleading or false representation or deliberately suppressed the material information in the forms, statements and enclosures required in the eligibility criteria document.
- 17.6 Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.

#### **18 Opening of Financial bid and evaluation:**

After the Technical evaluation of the bids, the University will open the ‘Financial Bids’ of all the bidders who have qualified in the technical evaluation of the specification criteria as per Clause 17.3 and eligibility criteria as per Clause 16, at notified time, date and place, if any. The supply order shall ordinarily be awarded to the lowest responsive bidder who is eligible and best qualified to meet the terms and conditions mentioned in the tender document to the satisfaction of the TIA.

#### **19.0 Earnest Money Deposit:**

- 19.1 The Earnest Money Deposit (EMD) must be attached with the technical bid. The Earnest money shall be accepted only as DD/Fixed deposit receipt (FDR) issued in favour of “Registrar, GGSIPU”, payable at Delhi.
- 19.2 Tender(s) without EMD will be summarily rejected. In the case of successful bidder who wins the financial bids, the EMD will be returned after obtaining the required 10% Performance Security in the form of DD/FDR in favour of the “Registrar, GGSIPU”, payable at Delhi. The DD/FDR should be valid for at least 6 months beyond the entire warranty period as specified in Annexure G (usually 24 months),

from the date of installation). The successful bidders will provide the Comprehensive Irrevocable on-site Warranty as specified in Annexure G (usually 24 months) from the date of final installation of the product, as detailed in clauses 30 and 34 of this document.

19.3 In case of unsuccessful bidders, the EMD will be refunded without any interest.

#### **20.0 Financial Bid:**

The bidder shall quote unit item rates in INR/USD/British Pound/Euro etc., as the case may be, both in words and figures in the Financial Bid only. Exchange Rate on the date of opening of financial bid will be taken into account for evaluation purpose only. No alterations in the form of tender, in the schedule of quantities or additions (Financial Bid) etc. shall be permitted. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct. No changes in unit rates shall be allowed. The rates quoted in schedule of quantity (Financial Bid) are for finished and completed items and no extra amount for cartage or transporting material, labour etc. shall be paid. The rates should be inclusive of all loads and lifts for all materials for the completed items and also include all taxes, insurance, royalties etc. as applicable. Indian Supplier has to quote the all inclusive of rate product i.e. freight, insurance, packing, handling, assembling, installation, commissioning upto the University or as given in the work order.

In case of foreign manufacture, supplying the equipment through its authorized agent in India CIP Delhi Airport will be considered in financial bids. However, custom duties as applicable against production of custom duty exemption certificate will be borne by the University including the transportation and insurance charges, if any. However, the handling of the equipment will be strictly in the supervision of authorized agent in India. No liability in case of any damage, miss handling will be accepted by the University in any case.

**The rates of the items supplied by the bidder through local market/India must be quoted in INR only.**

### **Section III Conditions of Contract**

#### **21.0 General:**

- 21.1 All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. Even if no information is to be provided in a column, a “Nil” or “No Such Case” entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as “not applicable”. The bidders are cautioned that incomplete information called for in the tender document or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.
- 21.2 The bid document should be legibly written and serially numbered with proper tagging and binding. The bidder should sign each page of the bid.
- 21.3 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if



any added by the bidder, should also be numbered. Bid should be submitted as a package with signed letter of transmittal.

- 21.4 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization with name & designation.
- 21.5 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish false or superfluous information. No information shall be entertained after submission of tender document unless it is called for by the University.
- 21.6 Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any work in GGSIPU, which may also result in forfeiture of EMD/performance security as the case may be and the cancellation of the purchase/work order as the case may be.
- 21.7 The successful bidder shall have to work in co-ordination and co-operation with any other agencies appointed by the University to work simultaneously in the same or adjoining area. The decision of the University in case of any dispute between the different agencies appointed by the University shall be final and a binding.
- 21.8 Income tax, Works Contract Tax and any other tax at the rates in force during the progress of contract/ award of work that will be in force from time to time shall be recovered / deducted from the released payment amount.
- 21.9 Sales Tax, Works contract tax, purchase Tax, turnover tax or any other tax on material applicable on the date of submission of bid in respect of this contract shall be payable by the supplier and University will not entertain any claim whatsoever in respect of the same. The supplier should be registered with Delhi VAT Department and carry a valid Tax Identification number issued by it. The goods, including for works contract shall be supplied by bidder or its authorized distributor in Delhi and against a sale invoice issued from Delhi. D-VAT shall be deducted at source from the bill amount of other qualifying bidders.
- 21.10 The bidder shall have to make his own arrangement at no extra cost to the University for water Supply & Installation, sanitation and electric Supply & Installation etc. at the site of work.
- 21.11 On acceptance of the tender, the name of the accredited representative(s) of the bidder who would be responsible for taking instructions from the University shall be communicated in writing to the Registrar.
- 21.12 If the bidder shall obtain a contract with GGSIPU as a result of wrong tendering or other non-bonafide methods of competitive tendering, the University reserves the right to terminate the contract without any liability to the supplier, which may also result to forfeiture of EMD/performance security.
- 21.13 Without prejudice to any of the rights or remedies under this contract if the supplier dies, the University shall have the option of terminating the contract without compensation to the legal heir of the contractor.
- 21.14 Escalation: Increase in rates of material / labour shall not be payable on any account. Price quoted shall be firm and no escalation will be allowed on any account.

## **22.0 Scope of Works**

The Scope of work shall consist, Supply & Installation, erection and placing in position at site, complete in all respects, and its maintenance during warranty period for items mentioned at Annexure-G as per specification given under Section V

**22.1 Specification for Work and Quality**

The procurement of various materials shall be either from the manufacturers or their main authorized dealers to ensure that no duplicate/spurious makes are used in the works. The entire work shall be governed by comprehensive unconditional on-site warranty for a period specified in Annexure G (usually **24 months**) against defective material/performance with a liability of repair/replacement to the satisfaction of the University.

**22.2 Safety and Security**

Safety and Security of workers/staff, material, equipments, etc. will be the responsibility of the supplier. The TIA will not be held responsible on this account

22.3 The TIA reserves the right, without being liable for any damages or obligation to inform the bidder, to:

- (a) Amend the scope and value of contract to the bidder.
- (b) Reject any or all the applications without assigning any reason.

22.4 Any effort on the part of the bidder or his agent to exercise influence or to pressurize the University would result in rejection of his bid. Canvassing to any kind is prohibited.

**23.0 Final decision making authority**

The TIA reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained / paid by the university to the bidder (s).

**24.0 Summary Rejection of tender:**

24.1 The tenders not accompanied with Earnest Money Deposit shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be rejected.

**25.0 Particular provisions**

25.1 The University reserves the right to execute the work or reject the tender without assigning any reason or incurring any liability to the bidder.

25.2 The University has the power to make alteration in, omission from, addition of or substitution for the original specifications, drawings, designs.

**27.0 Amendment of tender document:**

27.1 Before the deadline for submission of tender, the University may modify the tender document by issuing addenda.

27.2 Any addendum thus issued shall be a part of the tender document and shall be uploaded on the e-procurement website ([www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in)). Prospective bidders must visit the website before filling and submission of Tender Document for such information.

**28.0 Validity of Tender:**

**One hundred and Eighty days** from the date of opening of **Financial Bid** of the tender. During this period no bidder shall be allowed to modify/withdraw his tender. In case of withdrawal, the EMD submitted by the bidder shall be forfeited and no claim shall be entertained in this regard.

## **29.0 Performance Guarantee:**

- 29.1 The successful bidder shall be required to furnish a Performance Guarantee of 10% of the total tendered value after successful installation of the product at site. The Performance Guarantee shall only be accepted in the form of a Fixed deposit receipt (FDR) of a nationalized bank in favor of “Registrar, GGSIPU”, payable at Delhi. It should be valid for at least 6 months beyond the entire period of comprehensive on-site warranty (usually 24 months) as specified in Annexure G, totaling to at least 30 months, unless specified otherwise in Annexure G.
- 29.2 Performance Guarantee will be refunded after completion of the warranty period as per clause 30.
- 29.3 In case of non-submission of Performance Guarantee within specified time, the earnest money will be forfeited and the University may consider to black list/de-bar the bidder.
- 29.4 In case a fixed deposit receipt/ Bank Guarantee of any bank is furnished by the bidder to the University as part of the Performance Guarantee and the Bank is unable to make payment against the said instrument, the loss caused thereby shall fall on the bidder and the bidder shall forthwith on demand furnish additional security to the University to make good the deficit.

## **30.0 Warranty**

Comprehensive on-site warranty on the entire equipment for a period specified in Annexure G (usually 24 months) or as given by the manufacturer, whichever is longer, from the last date of completion/ installation for all the items supplied as certified by the University. The comprehensive warranty shall be one year in case of UPS/ IT peripherals and consumables, unless otherwise specified by the manufacturer for items with short life. The comprehensive warranty shall cover all the parts of the entire equipment and the bidder/supplier shall replace any defective part of the product supplied or its accessories, without any exception and recourse, free of cost. The bidder is responsible for all packing, unpacking, assembly, installation of the equipment as well as for its testing, calibration, service, repair and maintenance, as well as for the provision of loan replacement with another working instrument during the repair of the purchased instrument for successful and continuous operation of the products supplied during the warranty period, totally free of cost.

## **31.0 Duration**

The ordered items covered under this tender are required to be delivered and installed in the University Campus at Sector 16C, Dwarka, and New Delhi **within 60 days**, as specified in delivery schedule submitted by bidder.

## **32.0 Payment Terms**

- 32.1 In case of foreign suppliers, the payment shall be made through Sight Draft or 100% irrevocable & confirmed Letter of Credit (L.C.) to be opened in the bank at the discretion of the university. In either case, the performance guarantee should be deposited within 15 days of the issue of the purchase order. LC will be opened on 100% value of equipment on FOB value and 90% shall be released on presentation of complete and clear shipping documents. Rest 10% will be released only after satisfactory installation and commissioning of the equipment. However, in case of bidder supplying indigenous goods or already imported goods, the payment will be released only after complete installation, training and receipt of performance guarantee of the product. The bidder should have Delhi VAT certificate at the time of supply and invoices must be issued with D-VAT for payment.
- 32.2 Each invoice should be submitted in duplicate, clearly specifying contact no, goods description, quantity, unit price, total amount along with warranty certificate, etc.
- 32.3 No advance payment will be made under any circumstances.

### **33.0 Penalty for any delay OR non-supply**

- 33.1 If the bidder fails to Install the Equipment within the period specified in the Purchase Order, University shall without prejudice to its other remedies under the Purchase Order, deduct from the contract price, as liquidated damages, a sum equivalent to 1% (one percent) of the contract price of the delayed goods weekly or part thereof of delay until actual delivery. The penalties will be maximum of 10% of the contract amount / awarded value. In case of non-supply, EMD will be forfeited.
- 33.2 In case of extraordinary delay or beyond 30 days of stipulated delivery period, University reserves the right to terminate the contract, without any liability to cancellation charges, forfeit/en-cash the submitted EMD/Performance Guarantee and blacklist/debarred the defaulting firm.

### **34.0 Services during warranty period**

- 34.1 The maximum response time for maintenance complaint during warranty period (i.e. time required for bidder's maintenance engineer to report at the installation site after a service call/email/ letter shall not exceed 05 working days.
- 34.2 The maximum period for repair and complete restoration during the warranty period shall be 30 calendar days from the date of service call/email.
- 34.3 If the repair of an equipment takes beyond 15 calendar days, the supplier will be required to arrange for an immediate loan replacement with a working equipment at his own cost. The total downtime of the equipment shall not exceed 30 calendar days under any circumstances.
- 34.4 In case the rectification of defects and complete restoration or replacement is not carried out within 30 calendar days, a penalty of sum equivalent to 3% per week of the delivered price of that defective item(s) shall be levied till the performance guarantee is exhausted.

### **35.0 Packing and Marking**

- 35.1 All packing should be strong enough to withstand rough handling during loading/ unloading and transporting. Fragile articles should be packed with special note of precaution and should bear the marking like fragile, handle with care, this side up etc.

### **36 Substitution and Wrong Supplies**

Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the contractor at contractor's cost and risk. Any supply of wrong or non-conforming material shall be treated as no supply and period until which proper supply is done, shall be treated as a period of delay for the purpose of penalty under clause 33.

- 36.1 Vender shall be liable for any loss caused to the University due to delayed, wrong or non-conforming supplies in addition to the penalty imposed under clause 33.

### **37.0 Insurance, Freight and Deliveries**

- 37.1 The supplier shall make his own arrangements towards safe and complete delivery including insurance, freight, state level permits etc. as applicable at the designated locations indicated by University in the Purchase Order. However additional actual cost toward applicable custom duty against exemption certificate, local freight, and transportation from Airport to GGSIP University shall be borne by the University but the handling the product under the guidance/supervision by the manufacturer supplier.
- 37.2 The supplier will keep University informed about changes, if any, in various stages of deliveries, installation.

### **38.0 Arbitration and Settlement of Disputes:**

- 38.1 Any dispute or differences whatsoever arising between the parties out of or relating to the manufacturing, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by

arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award given by sole arbitrator shall be final and binding upon the parties. The sole arbitrator shall be appointed by the Vice Chancellor, GGS Indraprastha University and it shall be no ground to contest the award on the ground that the arbitrator is an employee of University.

- 38.2 The performance under this contract shall not stop for any reason whatsoever during the said dispute/proceedings, unless the contractor is specifically directed by University to desist from working in this behalf.
- 38.3 The venue of arbitration shall be Delhi/ New Delhi. The language of proceedings shall be English. The Law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to the jurisdiction of the Delhi Courts only
- 38.4 Any fees are payable to the arbitrator, these shall be shared equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered into the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims as the case may be.
- 39.0 **Force Majeure** For purpose of this Clause, Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this Supply Order.

If a Force Majeure situation arises, the supplier shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the Supplier shall continue to perform its obligations under the Purchase Order as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**Section IV**  
**Information regarding Technical Eligibility**  
**(Annexure A, A1, A2, A3 to E)**

**(Separate information for each item of tender may be given)**

**LETTER OF TRANSMITTAL**

From:

\_\_\_\_\_  
\_\_\_\_\_

To

**The Registrar**

GGSIU

Sector 16C, Dwarka,

Delhi

Sub: Submission of Tender Document for the work of “**Supply and Installation of Lab Equipment for UNIVERSITY SCHOOL OF ENVIRONMENT MANAGEMENT**” at GGSIPU Campus, Sector 16C, Dwarka, New Delhi”.

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information:-

1. I/we hereby certify that all the statement made and information supplied in the enclosed annexure / forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to Supply & Installation.

Name & Signature(s) of Bidder(s) with seal

**DECLARATION BY THE BIDDER**

We \_\_\_\_\_ (Name of the Bidder) hereby represent that we have gone through and understood the Bidding Document (which in two parts) in Part-I (Commercial Section & Technical Section) and Part-II (Schedule of Quantities) and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting a copy of Bidding Document marked “Original” as part of our Bid duly signed and stamped on each page in token of our acceptance. We undertake that Part-I and Part-II of the Bidding Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Contract Agreement. Further, we shall sign and stamp each page of this Part-I and Part-II as a token of Acceptance and as a part of the Contract in the event of award of Contract to us.

We further confirm that we have indicated prices in Schedule of Quantities and submitted in Price Bid in separately sealed envelope. We confirm that rate quoted by us includes price for all works/activities/supply etc. as mentioned in item description of the items in Schedule of Quantities.

**SIGNATURE OF BIDDER** : \_\_\_\_\_

**NAME OF BIDDER** : \_\_\_\_\_

**COMPANY SEAL** : \_\_\_\_\_

**Note :** This declaration should be signed by the Bidder’s representative who is signing the Bid.



**COMPLIANCE TO BID REQUIREMENT**

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Addendum to the Bidding Documents, if any, for subject work issued by GGSIPU.

We hereby further confirm that any terms and conditions if mentioned in our bid (Un-priced as well as Priced Part) shall not be recognized and shall be treated as null and void.

**SIGNATURE OF BIDDER** : \_\_\_\_\_

**NAME OF BIDDER** : \_\_\_\_\_

**COMPANY SEAL** : \_\_\_\_\_

**DECLARATION BY THE BIDDER**

We \_\_\_\_\_ (Name of the Bidder) hereby declare that the lab item for which we have quoted our price in the Financial Bid would not be an item used so far for demo/any other purposes and will be unused (brand new).

The item was/will be manufactured on/in (date/month/year).

The normal usable life of the item quoted is \_\_\_\_\_ years.

We undertake to provide spares and service support for at least five years from the date from which the item is declared obsolete, should it ever happen during the life of the equipment.

**SIGNATURE OF BIDDER** : \_\_\_\_\_

**NAME OF BIDDER** : \_\_\_\_\_

**COMPANY SEAL** : \_\_\_\_\_

**Note:** This declaration should be signed by the Bidder's representative who is signing the Bid.

**ORGANISATION STRUCTURE**

1. Name & Address of the Bidder :
  
2. Telephone No. /Fax No. / e-mail :
  
3. Legal status of the Bidder (attach copies of original document defining the legal status)
  - a) An Individual
  - b) A proprietary firm
  - c) A firm in partnership
  - d) A limited company or Corporation
  - e) A Public Sector Undertaking
  
4. Particulars of registration with various Government Bodies Organization /Place of registration  

Registration No
5. A. PAN No. -----  
B. DVAT No. -----  
C. Service T No. -----
  
6. Names and Titles of Directors & Officers with designation to be concerned with this work. :
  
7. Name & Designation of individuals authorized to act for the organization: (Pl attach power of attorney in favor of authorized representative duly signed by authorized signatory)
  
8. Has the Bidder ever required to suspend work for a period of more than six months continuously after you commenced the business? If so, give the name of the project and reasons of suspension of work. :
  
9. Has the Bidder, or any constituent partner in case of Partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment. :
  
10. Has the Bidder, or any constituent partner in case of Partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details. :
  
11. Has the Bidder, or any constituent partner in case of Partnership firm, ever been convicted by a court of law? If so, give details. :
  
13. Any other information considered necessary but not included above. :

**SIGNATURE OF BIDDER** : \_\_\_\_\_

**NAME OF BIDDER** : \_\_\_\_\_

**COMPANY SEAL** : \_\_\_\_\_

**UNDERTAKING**

I \_\_\_\_\_ S/O \_\_\_\_\_ prop  
M/s \_\_\_\_\_ R/o \_\_\_\_\_ having business  
at \_\_\_\_\_ ----hereby indemnifies the University and  
Undertakes that in case of receipt of purchase/ supply order by M/s \_\_\_\_\_ undersigned  
shall be bound to get regd. with VAT Department, GNCT of Delhi and provide the TIN to the University. I  
further undertake to raise the bills and fulfill the supply/ purchase order from my Delhi office. I understand that  
non compliance of these mandatory conditions entails non release of any payment against bills raised and also  
there will be no interest liability on the part of University on related payments.

Besides, non acceptance of the supply/ purchase order entails forfeiture of EMD without further notice.

**Name & Signature  
(Prop/ Authorized signatory)**

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Tel. No. (O)** \_\_\_\_\_ **Tel. No. (M)** \_\_\_\_\_

**DETAILS OF ANNUAL TURNOVER**

**A. FINANCIAL DETAILS**

<b>Financial Years</b>	<b>Gross Annual Turnover (In Lakhs)</b>	<b>Profit/Loss (In Lakhs)</b>
2015-2016		
2014-2015		
2013-2014		

**B. Audited balance sheet and profit & loss account for above three years to be submitted. Must be attested by the Chartered Accountant.**

**Signature & stamp by Chartered Accountant**

**SIGNATURE OF BIDDER** : \_\_\_\_\_

**NAME OF BIDDER** : \_\_\_\_\_

**COMPANY SEAL** : \_\_\_\_\_

**DETAILS OF SUPPLY OF LAB ITEMS  
(similar to the item mentioned in Annexure G)  
IN THE LAST THREE YEARS**

S.N o.	POSTAL ADDRESS OF CLIENT WITH CONTACT NUMBERS	ORDER DATE	SCHEDULED INSTALLATION DATE	ACTUAL INSTALLATION DATE	REASONS FOR DELAY, IF, ANY

**SIGNATURE OF BIDDER** : \_\_\_\_\_

**NAME OF BIDDER** : \_\_\_\_\_

**COMPANY SEAL** : \_\_\_\_\_

**DECLARATION FOR FAIR BUSINESS BY THE BIDDER**

This is to certify that We, M/s \_\_\_\_\_ in submission of this offer confirm that:-

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has not been banned with us by any Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- vi) We understood that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be forfeited and business dealings will be banned.
- vii) We have not been punished / penalized by way of imprisonment in last three years.
- viii) We have not been blacklisted/debarred by any Government/Public Sector Agency in last three years and are NOT under such status on the bid closing date.

**SIGNATURE OF BIDDER** : \_\_\_\_\_

**NAME OF BIDDER** : \_\_\_\_\_

**COMPANY SEAL** : \_\_\_\_\_

**Form of Performance Guarantee  
Bank Guarantee Bond**

1. In consideration of the GGSIPU (hereinafter called “The University”) having offered to accept the terms and conditions of the proposed agreement between ----- and ----- (hereinafter called “the said Contractor(s)”) for the work ----- (hereinafter called “the said agreement”) having agreed to production of a irrevocable Bank Guarantee for Rs.----- -- (Rupees ----- only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and condition in the said agreement. We, ----- (indicate the name of the Bank) ----- (hereinafter referred as “the Bank”) hereby undertake to pay to the University an amount not exceeding Rs.----- (Rupees ----- only) on demand by the University.
2. We, -----(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.----- (Rupees ----- only).
3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.
4. We, -----(indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Project-in-Charge on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We, -----(indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We, -----(indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid upto ----- unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.----- --- (Rupees ----- only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the ----- day of -----

for ----- (indicate the name of the Bank)



**SECTION V**

**Annexure-G**

**TECHNICAL SPECIFICATIONS**

<b>S. No.</b>	<b>Specification/ Description</b>	<b>Qty.</b>	<b>EMD Amount In Rs.</b>
1	<p><b>Sterozoom Microscope with CCD/ CMOS Scientific Camera (Upgradable for Drawing Tube attachment):</b> <b>Microscope Body</b> (Minimum total magnification range 6.3X-63X with 1.0x objective and 10x eyepiece or better, variable magnification with minimum Zoom Ratio of 8:1 or better; Galilean optics or equivalent). <b>Observation/eyepiece Tube</b> (Trinocular tube with a minimum inclination of 15 degree or more): 1 <b>Eyepiece</b> (Minimum 10X with a field of view of 22-25mm or better): 2; <b>Focusing Unit</b> (Fine): 1; <b>Light Source</b> (Reflected LED Light Source with average life of over 10,000 hours): 1 <b>Light Guide</b> (Dual inter lock or equivalent): 1 <b>Objective Lens</b> (Plan achromat 1x with a working distance of 60mm or better and resolution of 600 lines/mm or higher): 1; <b>Stage Plate</b> (Black &amp; White, Anti shock): 1; <b>Microscope Stand</b>: 1; <b>Spot lens</b>: 2; <b>Cover</b>: 1; <b>Power cord</b>: 1; <b>C-mount adapter</b>: 1; <b>Video output adapter</b>: 1 <b>CCD/CMOS Digital Scientific Camera:</b> Digital colour CCD/CMOS Camera with minimum 2.98Mega Pixel resolution or better; 1/1.8” sensor size or better; Frame rate: 14-20- frames per second at lower output or better; 25-30 frames per second at Regions of Interest previewing or better; Manual Exposure control; Progressive Scan; USB3.0.): 1 <b>Image Analysis Software DVD:</b> Fully compatible for image acquisition, live image capture and analysis, and multi-point image capturing; Calibration tool, measurement and counting; Manual Time-lapse imaging, live image viewing; export data to Microsoft Excel, Word and Power Point): 1</p> <p>Compactible 21”TFT Screen/ branded computer system-1; 8GB pendrive-1.</p> <p><b>Upgradable for Drawing Tube Attachment:</b> Yes</p> <p><b>Note:</b></p> <p>The Microscope with its accessories and attachments along with Digital CCD Camera and imaging software except compactible branded computer system should be from same source of manufacturing.</p>	1	12,000/-
<b>Warranty:</b> 24 months or as given by the manufacturer, whichever is longer.			

**SECTION VI**

**Annexure-H**

**FINANCIAL BID**

**SUPPLY AND INSTALLATION OF LAB EQUIPMENT FOR USEM**

<b>S. No.</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit Cost in figure (specify currency)</b>	<b>Amount in word</b>
<b>1</b>	<b>Sterozoom Microscope with CCD/CMOS Scientific Camera (Upgradable for Drawing Tube attachment)</b>  As per the specification mentioned in the tender document at Annexure-G	01		
<b>All Taxes and Insurance/ freight/ packing/ Forwarding if any (specify)</b>				
<b>Duties/ Taxes if any (in INR)</b>				
<b>Total Amount in INR (inclusive all taxes &amp; CIP New Delhi)</b>				

**Note:-**

- a. The rates of indigenous goods or already imported goods must be quoted in INR only.
- b. The forex "Reference Rate" of RBI on the date of opening of technical bid may be used to calculate the exchange value in INR for goods quoted in foreign currency (for comparison only).
- c. Comprehensive on-site warranty for a period of 24 months or higher as given by the manufacturer, from the last date of completion/ installation for all the items supplied as certified by the University. The warranty shall be one year in case of UPS/ IT peripherals/ consumables, unless otherwise specified by the manufacturer for items with short life. The maximum response time for maintenance complaint during warranty period (i.e. time required for bidder's maintenance engineer to report at the installation after a service call/email/ letter shall not exceed 05 working days. The maximum period for repair and complete restoration during the warranty period shall be 30 calendar days from the date of service call/email. If the repair of an equipment takes beyond 15 calendar days, the supplier will be required to arrange for an immediate replacement with a working equipment at his own cost. The total downtime of the equipment shall not exceed 30 calendar days under any circumstances. In case the rectification of defects and complete restoration or replacement is not carried out within 30 calendar days, a penalty of sum equivalent to 3% per week of the delivered price of that defective item(s) shall be levied till the performance guarantee is exhausted

**(SEAL, SIGNATURE & NAME OF THE BIDDER)**