



# TENDER DOCUMENT

## FOR

### **-:ITEMS:-**

*Chemicals, glassware, plastic ware, miscellaneous items & refilling of gases), and minor laboratory equipments/instruments (costing not more than Rs. 1.0 lakh), and other small lab ware.*

AT

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

Dy. Registrar (Purchase)  
Room No. L 010, Ground Floor, Library Block,  
GGSIPU, Sector 16C, Dwarka, New Delhi 110078  
Contact Nos.011 25302149-150  
Email :purchaseipu@gmail.com.

## SUMMARY SHEET

Tender Enquiry No. : GGSIPU/RC/NIT/2015-16/02

Dated : 22/02/2016

Date of issue of Tender : 22.02.2016

Cost of Tender Documents : Rs. 1,000/- (Non-refundable)

**(Exempted for those firms that participated in the recently cancelled tender for the same)**

EMD to be submitted : Rs. 10,000/-

**(EMDs submitted earlier will not be reconsidered and will released those firms that have submitted them, if they submit a requisition with full bank details)**

Last Date of issue of Tender Document : 21.03.2016 up to 12.00 Noon

Last Date of submission of Tender : 23.03.2016 up to 01.00 p.m.

Date of Opening of Tender : 23.03.2016 at 03.00 p.m.

Venue of Opening of Tender : Dean's Office, University School of Biotechnology, (AFR-205), GGSIP University Sector 16-C, Dwarka, New Delhi-110078

Website: - [www.ipu.ac.in](http://www.ipu.ac.in)



**Guru Gobind Singh Indraprastha University**  
**Sector 16C, Dwarka, New Delhi -110078**  
Website: <http://ipu.ac.in>

Dear Sir/Madam,

Sealed quotations/proposal/offer under two bid system from **manufacturer/Distributors/ authorized dealer only****(the bidder should be registered with the Delhi VAT Department and carry a valid Tax Identification Number issued by it to ensure that the delivery of goods is made from Delhi against a sale invoice issued from Delhi only)** (technical bid and financial bid in separate covers and both sealed in a third envelopes) are invited for procurement of the items on **rate contract for three years** i.e. 2016-17, 2017-18 & 2018-19 period from date of award of contract. However, the **catalog rate for the corresponding year shall be applicable** as detailed below and as per terms and conditions given in tender document.

The quotations/proposal/offer for the supply of items mentioned below to procurements for various University schools and centers such as University School of Biotechnology, University School of Chemical Technology, University School of Basic & Applied Sciences and University School of Environment Management, and CEPS should be submitted to Deputy Registrar Purchase, Room No L-010, Ground Floor, Library Building, GGSIPU, Sector 16C, Dwarka New Delhi-110078 latest by **23.03.2016 up to 03.00 P.M** .

The tenders will be opened on the same date at **3.00 P.M** in the presence of the bidders who wish to be present at the time of opening of bids. Interested firms may purchase the tender document @ Rs 1,000/- from the office of Deputy Registrar Purchase, Room No L-010, Ground Floor, Library Building, GGSIPU or download same from the website of Govt. of NCT Delhi/GGSIPU website and deposit EMD amount of Rs. 10,000/- form of the FDR/BG (**valid for 03 years**) drawn in f/o **Registrar, GGSIP University, Delhi, A/c** (Name of the Bidder) along with technical bid.

**EMDs amount Rs. 10,000/-** (Rupees ten thousand only) **per firm**. The participating firm may offer only

S. No.	Particulars Name
1	Supply of Laboratory items i.e, Lab consumables including chemicals (Local & Imported), glassware, plastic ware, miscellaneous items & refilling of gases, and minor equipments/instruments, apparatus, and other small lab ware) on rate contract basis date of award .

Section	Particulars	Prices
	<b>Technical specifications/brands name of lab consumables, and lab ware</b>	
A	<b>Chemicals (Local and imported):</b> Sigma Aldrich, Himedia, Qualigens, E-Merch, Fisher, B D Biosciences, SRL, Invitrogen, S D Fine Chemicals, CDH, Spectrochem, HPLC, Titian, Cell Sciences, ABI, Fluka, Aplha eser, Abchem, Rankem, Loba, Cell Signalling Technologies, Qualikem, etc.	<b>To be quoted on the basis of maximum discount on printed price list/catalogs</b>
B	<b>Glass Ware:</b> All borosilicate and other heat resistant glassware from Borosil, Dewsil, Riviera, Duran, JSWG, E-Merck, Infusil, Corning Life Sciences, Glassco etc.	<b>To be quoted on the basis of maximum discount on printed price list/catalogs</b>
C	<b>Plastic Ware including micropipettes, and gel apparatus,</b> All laboratory grade plastic ware from Tarson, Sigma, Merck, Poly lab, Eppendorf, Corning life Sciences, Axiva, Genexy, etc	<b>To be quoted on the basis of maximum discount on printed price list/catalogs</b>
D	<b>Misc. Items:</b> Auto clave tape, Butter paper, Cotton roll, Enamel trays, Lab coat, Para film roll, pH paper, Syringe, Surgical Gloves, Ice bucket, Pipette pump, Tissue Papers, Aluminum foil, Filter Paper, etc.	<b>To be quoted on the basis of lowest price.</b>
E	<b>Refilling of Gases:</b> Zero Air 99.999%, Acetylene 99.9%, Nitrous Oxide 99.9% 18m3, Helium 99.999% 7m3, Nitrogen 99.995%, Oxygen 99.999%, Hydrogen 99.999%, Argon 99.995%, Dry air 99.995%, Oxygen Ultra pure, Carbon Dioxide (Instrument Grade), Nitrogen (99.999%), Hydrogen Grade-I, Liquid Nitrogen (Instrument Grade), Helium 99.995% 7m3, Nitrogen 99.999%	<b>To be quoted on the basis of lowest price.</b>
F	<b>Small Equipments/Instruments:</b> Line care Bios stem lab ware, Genetix brand, Waiometra lab equipment, Matrex, NAP, Remi lab equipment, Remi, Sartourus lab equipments, Medox lab equipments, etc., & other lab ware, upto value of Rs. 1,000,00/- (Rs. One lakhs only)	<b>To be quoted on the basis of maximum discount on printed price list/catalogs</b>

## General Instructions

1. The rates quoted should be inclusive of all charges except taxes and other Govt. levies. Applicable rates of taxes and levies should be indicated separately. VAT will be deducted at source.
2. The materials are to be delivered to the various schools namely University School of Biotechnology, University School of Chemical Technology, University School of Basic & Applied Sciences and University School of Environment Management and Centres of Guru Gobind Singh Indraprastha University, Dwarka, New Delhi within 15 days (for stock items) and 30 days (for all other items) from the date of issue of supply orders, through the Dean of the respective Schools who will certify the quality, quantity and brand of materials.
3. The University reserves the right to accept or reject any proposal/offer/quotation without assigning any reasons thereof and no representations will be entertained.
4. Tender documents can be obtained on payment of Rs.1,000/- in the form of DD/Pay order drawn in favour of 'Registrar, GGSIP University, New Delhi' from the office of the Deputy Registrar, (Purchase), Library Building, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078 during working hours up to 03.00 p.m. till 21.03.2016. Tender documents can also be downloaded from the University web site i.e. [www.ipu.ac.in](http://www.ipu.ac.in). Downloaded tenders can be submitted along with pay order of Rs.1,000/- in a separate envelop superscribed "TENDER COST".
5. Please note that the dealer's discount will be over and above the manufacturer's discount.
6. Since time is the essence of any contract, a delivery time of 15 days would be accorded for stock items and 30 days for all other item.
7. The last date for receipt of Tender is 23.03.2016 at 01.00 p.m. The proposal/offer/quotation would be opened on the same day at 23.03. 2016 at 03.00 p.m. in the office of Dean, USBT (AFR-205) in the presence of the Tenderers or their authorized representatives.
8. Kindly indicate standards nationally or internationally to which your brand adheres and certificates for the same should be attached with the offer/quotation.
9. Prices: The bidders are to quote in Indian Rupees only.
10. Taxes, Duties, Levies, etc, payable should be clearly indicated in the Tender mentioning the rate and amount. Those not indicated shall not be payable.
11. Applications from manufacturers/authorized dealers only would be entertained. Proof of being a manufacturer should be submitted along with the proposal. **Authorization should be in favour of GGSIPU, Dwarka, New- Delhi.**
12. Discount should be specifically mentioned and included as a certificate. Dealers discount may also be incorporated in the Tender as a Certificate.
13. Delivery Schedule : If the supplier fails to deliver the goods within the delivery period, a sum equivalent to 1% (one) per cent of the value of supply order for each week of delay or part thereof until actual delivery, will be deducted from the value of supply order as liquidated damages, subject to a maximum deduction of 10% . Once the maximum is reached, termination of the contract may be considered by us.
14. Risk purchase clause: If the supplier fails to deliver the goods within the maximum delivery period specified in the contract, the purchaser may procure, upon such terms and in such a manner as it deems appropriate, goods or services similar to those undelivered and the supplier would be liable to the purchaser for any excess cost for similar goods or services.

15. Warranty : Warranty for any manufacturing defects and satisfactory performance may be specifically indicated.
16. Fall Clause : The prices charged for the stores supplied under the rate contract should in no event exceed the lowest price at which the party sells the stores of identical description to any other person during the period of the contract.
17. Conditional offers will not be considered.
18. The offer/quotations are liable to be rejected if the above conditions are not complied with. GGSIP University will not be responsible for any postal or courier delays or for non receipt of tenders in time.
19. Late Tenders, Delayed Tenders or Tenders not signed or incomplete in any respect shall be summarily rejected.
20. Kindly ensure that all over-writings and corrections in the offer/quotation are properly attested.

## TERMS AND CONDITIONS

A. Technical Bid must contain the following Documents:-

1. A non refundable demand Draft/pay order of Rs. 1,000/- (Rupees one thousand only) in favor of Registrar, GGSIPU towards tender document fee and an EMD of Rs.10,000/- deposited as FDR/BG.
2. Photo Copy of Pan Card of the firm.
3. Photo Copy of DVAT Registration Certificate (TIN No.).
4. Photo Copy of latest DVAT return.
5. Declaration certificate by the agency / supplier as per *Annexure-1* attached.
6. An undertaking to the effect that the firm has not been black listed by any of the government department during last 03 years i.e. financial years 2012-13, 2013-14 & 2014-15.
7. In case of authorized dealer, Original Copy of authorization certificate from manufacturer/ OEM.
8. Photo Copy of Certificate of Enlistment of Indian Agent with the DGS&D (Required by Indian Agents to quote and provide service support on behalf of his foreign Principals.)

Note:- The duly attached photo copies of all the documents which are part of Technical bid shall be uploaded on Delhi Govt. website i.e. <http://govtprocurement.delhi.gov.in>.

The firm may submit its bid in a sealed envelope to Deputy Registrar (Purchase), Room No L-010, Ground Floor, Library Building, GGSIPU, Sector 16C, Dwarka New Delhi-110078. The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed.

The EMD worth of Rs. 10,000/(Rs. Ten thousand only) shall be deposited in the form of fixed deposit receipt (FDR)/Bank Guarantee (BG) of a Scheduled Bank issued in favour of “ The Registrar, GGSIP University”. Only National Small Industries Corporation (NSIC) & Central Purchase Organization (CPO) registered firms are exempted from submission of EMDs

In case, any of the above said documents are found missing in the sealed envelope, the tender of such agency shall be summarily rejected.

B. Financial Bid:-

1. The Financial Bid (*BOQ*) shall also be submitted on separate envelope.

Price schedule complete in all respects should be submitted with proper seal and signature of authorized person. Printed price list of each manufacturer should remain firm during the period of rate contract. Bidder will not supply the items under rate contract, on a rate, lesser than our contract prices to any other Govt. institution. If the same is found, then proportionate recoveries will be made from the concerned firm.

Two original printed copies of price list & soft copy in the form of CD/DVD should be provided.

The firms shall submit their prices item wise for products listed in the Section D & E.

CHECK LIST OF DOCUMENTS TO BE SENT WITH TECHNICAL BID.

**Compulsory documents**

S. No.	Particulars of documents	No. of pages
1.	Tender fee & EMD/ (mention amount and date)	
2.	Proof of PAN No. (Mention no.....)	
3.	<b>Proof VAT/Sales Tax Registration. (Mention no. ....)</b> and VAT Return copy of fourth quarter for last three financial year date of tender.	
4.	Technical Information of the items Terms & Conditions and delivery period <b>etc. to be submitted on firm's letter head/pad</b>	
5.	UNDERTAKING as per page no.10 of Tender Document, duly signed.	
6.	The bidders undertaking on its firms letter pad that it has not been blacklisted by any Govt. deptt./Govt. Autonomous body.	
7.	Copies of purchase orders having executed similar items worth Rs. 20,000/- or above for the cost With at least 3 financial years .	
8.	Undertaking /Certificate by the O.E.M that the price list/catalogue supplied to this Institute is only one in Circulation in letter pad/head	
9.	Leaflets/Technical Information, including Make and Model, Imported/Indian of the item(Brochures)	
10.	Authorization Certificate from Original Equipment Manufacturer (OEM) or their Distributor to quote/sell the product, in case the Bidder is not the OEM.	

**Note: All copies of above documents should be paginated/duly signed and stamped by the tenderer/bidders before submitting them.**

Signature of tender : .....  
Name : .....  
Name of firm : .....  
**Telephone No.....**



(To be submitted along with technical bid)

TENDER FORM NO:- \_\_\_\_\_

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, NEW DELHI-110078**

1. File Reference Number : \_\_\_\_\_  
\_\_\_\_\_
2. Name of the Item : \_\_\_\_\_  
\_\_\_\_\_
3. Name of the Firm : \_\_\_\_\_  
\_\_\_\_\_
4. Address of the Firm : \_\_\_\_\_  
\_\_\_\_\_
- Telephone Numbers : Office: - \_\_\_\_\_  
Resi:- \_\_\_\_\_
6. Name (S) of the Partner : (1) \_\_\_\_\_  
(2) \_\_\_\_\_
7. Whether Sales Tax / VAT  
No. is taken (please attached copy) \_\_\_\_\_
8. Details of EMD (to be deposited  
in the form of B.G /FDR) : \_\_\_\_\_

I / we under take to abide the terms and conditions provided with the tender documents.

**SIGNATURE  
NAME IN BLOCK LETTERS**

**Stamp of the firm**

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

**ANNEXURE-I**

**Information to be mentioned over the Envelope Containing Technical Bid.**

**File Reference No.** .....  
**Name of the item** .....  
**Date of opening** .....  
**Time of opening** .....  
**EMD – /FDR/B.G No.** ..... **amount.** -----  
**Name and address of the firm.** .....  
**Telephone No.** .....

**ANNEXURE-II**

**Information to be mentioned over the Envelop Containing Financial Bid.**

**File Reference No.** .....  
**Name of the item** .....  
**Last date of submission of tender.** .....  
**Name and address of the firm.** .....  
**Telephone No.** .....

**Check List For Financial Bid Envelope**

1. Rates quoted are F.O.R. GGSIP University as the university shall not pay freight Charges.
2. The charges for insurance of the goods are not quoted, as University shall not pay for insurance.  
Rate of Tax / VAT is clearly mentioned.
  1. Rate of octroi is clearly mentioned
  2. Break up of custom duty is given if any
  3. Break up of CIF is given if any.

**ANNEXURE-III**

**Information to be mentioned cover the Sealed Envelop Containing Technical and Financial Bid.**

**File Reference No.** .....  
**Name of the item** .....  
  
**Date of opening** .....  
  
**Time of opening** .....  
  
**Name and address of the firm.** .....  
**Telephone No.** .....

**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)

**TENDER NOTIFICATION NO: -----**

Phone No:-  
25302301

**TENDER FORM**

The REGISTRAR,  
GGSSIP UNIVERSITY,  
Dwarka,  
Delhi-110078

We the undersigned (herein after called as manufacturer/authorized dealer) hereby offer to execute supply of items as per specification against which we have quoted our rates and for which this tender may be accepted at the rates stated there in and subject to the terms & conditions set forth for such items as may be ordered by the REGISTRAR, GGSIP UNIVERSITY or officer acting on his behalf.

**Date this \_\_\_\_\_ Day of \_\_\_\_\_**

**Signature of bidders \_\_\_\_\_**

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

\_\_\_\_\_

\_\_\_\_\_