

हिमाचल प्रदेश केंद्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF HIMACHAL PRADESH

PO BOX: 21, DHARAMSHALA, DISTRICT KANGRA, HIMACHAL PRADESH – 176215
PHONE No.01892-229330, 229573, FAX No.01892-229331

TENDER DOCUMENT FOR SUPPLY & INSTALLATION OF

BOD INCUBATOR UNDER THE SERB-DST SPONSORED RESEARCH
PROJECT NO.SR/FT/LS-34/2012

FOR ENVIRONMENTAL SCIENCE LAB
SCHOOL OF EARTH & ENVIRONMENTAL SCIENCE,
CUHP, SHAHPUR



REFERENCE NO. : No. Bud. 4-7/CUHP/2013/5755-62/2015

DATE OF ISSUE OF TENDER : 24th August, 2015

LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 6th October, 2015 till 1.00 PM

TIME AND DATE FOR OPENING OF THE TENDER (Technical bid) : 6th October, 2015 at 2.00 PM

**SIGNATURE OF THE QUOTE
WITH SEAL**



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NOTICE INVITING TENDER FOR SUPPLY & INSTALLATION OF one BOD INCUBATOR UNDER THE SERB-DST SPONSORED PROJECT (NO.SR/FT/LS-34/2012) FOR ENVIRONMENTAL SCIENCE LAB AT SCHOOL OF EARTH & ENVIRONMENTAL SCIENCE, CUHP, SHAHPUR, DISTRICT KANGRA (HP)

The sealed tenders / proposals are hereby invited from the manufactures/ stockists/ authorized dealer/ suppliers for **supply & installation of one BOD INCUBATOR** for Environmental Science lab, at School of Earth & Environmental Sciences, CUHP, Shahpur, District Kangra (HP). The interested parties may send their Tenders/proposals on the prescribed application form **as per ANNEXURE – I (Technical Bid)** along with the quoted rates as per **Annexure – II (Financial Bid)** with a non-refundable processing fees of Rs. 200/-. An Earnest Money of Rs.11,190 (Rupees Eleven Thousand one hundred ninety only) in the shape of Account Payee Bank Draft or F.D.R duly pledged in the name of Finance Officer, Central University of Himachal Pradesh, Dharamshala or a Bank Guarantee (Annexure III), for equal amount furnished on prescribed Proforma, from any commercial bank. The tenders received without processing fee and EMD will be rejected straight way.

The documents should be enclosed in separate envelopes of appropriate size each of which should be sealed.

a) **ENVELOPE NO. 1:** Should contain (i) covering letter (ii) Technical Bid (Annexure - I) duly signed and stamped and (iii) Requisite Fee (Processing fee and Earnest Money).

Note: EMD and processing fee should not be mixed in one bank draft/ FDR

b) **ENVELOPE NO. 2:** Should contain the Financial Bid duly signed, stamped and super-scribed as "Financial Bid Annexure – 2".

c) **ENVELOPE NO. 3:** Should contain Envelope 1 and 2.

The inner and outer envelopes should be addressed to: **Dr Mushtaq Ahmed, Principal Investigator, Department of Environmental Science, Central University of Himachal Pradesh, PO Box 21, Dharamshala, District – Kangra, H.P – 176 215** and should clearly mention "**Tender for supply & installation of BOD INCUBATOR under the SERB-DST sponsored project (SR/FT/LS-34/2012) for Environmental Science lab, at School of Earth & Environmental Sciences, CUHP, Shahpur, District Kangra (HP)**". The inner envelopes should also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late. If the outer envelope is not sealed and marked as required, the University will bear no responsibility for the bids misplaced

or premature opening. All Tenders/proposals should be made in English and should be written in both figures and words. Tender documents can be downloaded from the website (<http://www.cuhimachal.ac.in>) of the Institute.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.

The Central University of Himachal Pradesh, reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly without assigning any reason.

All tender documents should be sent through courier, speed post or registered post only to the **Principal Investigator** on the below given address. All tender documents received after the specified date and time shall not be considered. The postal address is:

Dr. Mushtaq Ahmed,
Principal Investigator of the Project
Department of Environmental Science
School of Earth & Environmental Sciences,
Central University of Himachal Pradesh, TAB Shahpur- 176206, Kangra (HP)

The Tenders and the Technical Bids will be opened in the **office of Dean, School of Earth and Environmental Sciences, Temporary Academic Block, Shahpur, Distt. Kangra (HP)** on the scheduled date and time in the presence of all the tenders or their authorized representatives. The bidders or their authorized representative may also be present during the opening of the Technical Bid, if they desire so, at their own expenses.

The Financial bid of only those bidders will be opened whose technical bids are found suitable by the committee appointed for the purpose. Date and time of opening of price bids will be decided after technical bids have been evaluated by the committee. Information in this regard will be posted on University web site/ Notice board. In exceptional situation, an authorized committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.

Clarification:

In case the bidder requires any clarification regarding the tender document, they are requested to contact Dr. Mushtaq Ahmed, Associate Professor, School of Earth & Environmental Sciences, Central University of Himachal Pradesh at Mobile No.9816530171; E mail: mushtaq_bhu@rediffmail.com.

DETAILED TERMS AND CONDITION

1. All rates quoted should be F.O.R destination and should be net i.e. including packing weighing, insurance and forwarding charges. The sales tax will however be extra in case quoted by the supplier.
2. Sample wherever required shall be submitted by the Firms duly signed/stamped/tagged indicating specifications, make/brand so as to reach this office by the date and time fixed for opening of tender. Samples should be sent against pre-paid RRs/G.T.R.S. 'To-pay consignments' will not be entertained and sample will remain undelivered with railway authorities and transport companies at the risk of the Firm.

3. In case where full specifications are not incorporated or where specifications are such that the supplier cannot quote for, the supplier's own specifications should be stated in full for the articles quoted for. Any illustrative literature available, duly stamped and signed, should also accompany.
4. In all cases the country of manufacturers/particulars of manufacturer and unit of measurement etc., must prominently be stated. The unit should usually be the one stated in the inquiry.
5. All containers, packing cases, bags etc. will be deemed to be non-returnable unless specifically stated otherwise in the tender.
6. The area of supply is throughout Himachal Pradesh where the activities of the University are located and the suppliers shall have to execute each order placed by any of indenting officers of the University individually, irrespective of its quantity/numbers.
7. All supplies should be made within a fortnight of supply order or **by the date stated in the order whichever is earlier**. In case it is brought to the notice of the undersigned that the supply has not been made within the prescribed period, the tender will be cancelled and earnest money will be forfeited. The University shall then be at liberty to make the purchase from any other source at supplier's risk and the University shall be free to blacklist the firm/suppliers.
8. No price increase will be allowed during the currency of the contract and rates approved shall remain in force during the currency of the rate contract.
9. The quantity of supply can be increased or decreased at the discretion of the University.
10. (i) The authorized dealers/suppliers once notified by the manufacturer/proprietors shall not be allowed to be changed in between the period of contract.
10. (ii) Sufficient number of samples according to the approved pattern for supply to each of the INDENTING OFFICER and two spares will have to be supplied and got approved if considered necessary by this office.
10. (iii) The inspection of goods will be carried out by the consignee at the destination and rejected goods will have to be removed by the party at its own cost within 10 days of dispatch of advice from the indenting office failing which the goods will be at supplier's risk which may be disposed off by the University by public auction, if so considered.
11. (i) The rejected goods will have to be replaced within 15 days of the dispatch by the Indenting Officer's registered notice intimating that the goods have been rejected, failing which the Indenting Officer will be entitled to make purchases at the risk and cost of the Contractor/Firms without any further reference to them.
11. (ii) If the supplier claims that the goods supplied by him/them are strictly according to the approved samples/specifications, he may file an appeal to the Vice-Chancellor of the University within five days of the receipt of the Registered Notice from the Indenting Officer/Consignee. Where such appeal have been filed, the Indenting Officer /Consignee will hold the goods with him till the final decision of the Vice-Chancellor.
12. **All quotations/Tenders should be accompanied with an earnest money amounting to Rs.11,190 (Rupees Eleven Thousand one hundred ninty only) in the shape of Account Payee Bank Draft or F.D.R duly pledged in the name of Central University of Himachal Pradesh, Dharamshala or a Bank Guarantee for equal amount furnished on prescribed Proforma, from any**

commercial bank. The EMD shall be returned in case the offer of bid is not accepted by the University.

13. The supply must be completed satisfactorily within the stipulated period failing which the Indenting Officer concerned will have the right to purchase or allow to purchase the goods at supplier's risk, provided that where goods are not supplied according to the specifications and on account of urgency of the demand, the Indenting Officer decides to retain the inferior goods, the supplier will be entitled to receive payment not at the contract rate but at the rate fixed by the University with due regard to the quality of the material supplied.
14. The quotations may be accepted in part or whole.
15. **The University reserves the right to enter into parallel contract with two or more firms and to enter into negotiation with the concerned firm and to accept or reject any tender without assigning any reason, if so required.**
16. The rates and units shall not be over written, amount shall be both in figures and words. All corrections must be signed in full by the Firm.
17. In case of goods controlled by the Government, the quotations must be sent subject to the control rates and the other conditions and supplier will be paid at the controlled rate or on the rate offered by the supplier whichever is lower.
18. Any dispute arising out of the deal shall be subject to the decision of the Vice-Chancellor of the University whose decision shall be final. Settlement of all disputes will be made within the jurisdiction of Central University of Himachal Pradesh at Dharamshala.
19. **The University reserves the right to accept or reject any/all the tender without assigning any reason.**
20. The CUHP procurement of Goods and Services Rules 2010 which is as under:
 - i. A tenderer shall have the right to be heard in case it feels that proper procurement process is not being followed and /or its tender has been rejected wrongly.
 - ii. The tenderer may be permitted to send written representation which may be examined by the Finance Officer or an Officer to be designated by the Vice Chancellor.
 - iii. The tenderer could make such representation within one month from the date of placement of contract and the said representation shall be decided /replied within one month from the date of its receipt.
21. The signature on the tender/quotations and samples etc. sent therewith will be deemed to be the authorized signature of the Firm.
22. The tenders received **after due date or without the earnest money and processing fee or without samples wherever required shall stand cancelled.**
23. In case it is agreed by the University and is incorporated as a conditions of the contract, to accept supply through bank, the bank charges accruing thereon, shall be borne by the supplier. No request and or payment above 75% through bank shall normally be accepted. However, in special circumstances depending upon the merit of the case and or credibility of the tender, the payment upto 90% through bank will be considered at the time of purchase of the material.
24. **Any term/condition given by the supplier/firm, in contravention to the terms contained in the tender shall not be acceptable and shall be treated as null and void.**
25. In the event of tender, being accepted, the quotations will be converted into a

contract which will be governed by these terms and conditions.

26. The above conditions will be enforced unless written order of the Controlling Officer/Competent authority is obtained relaxing any specific condition in any particular instance.
27. The tender not strictly in accordance with the above conditions are liable to be rejected.
28. The tender shall be on the prescribed tender Form. The rates should be quoted against each item in the tender form. The special terms, if any, should be added on a separate sheet with tender.
29. The successful Firms will have to execute an agreement on the non-judicial paper of the value of Rs. 100.00 (specimen enclosed for ready reference) duly signed and stamped.
30. On acceptance of the tender, the Contractor shall furnish Performance Security amounting to 5% of the total amount of the ordered items/equipments, in the shape of Account Payee Bank Draft or Fixed Deposit Receipt (FDR) duly pledged in the name of the University or Bank Guarantee for equal amount on the prescribed proforma, to Central University of Himachal Pradesh. This performance security must be deposited within 5 days of the award of the contract and the same shall be in addition to the BD/EMD already deposit, which will be converted into performance security deposit on award of the contract. No interest will be paid on the performance security amount.
31. TDS and other taxes as applicable will be deducted from contractor's bill as per Govt.Instructions from time to time.
32. All supplies should be made within a fortnight of supply order or **by the date stated in the order whichever is earlier**. In case it is brought to the notice of the undersigned that the supply has not been made within the prescribed period a penalty @ 0.5% of the delivered price of the delayed goods for each week, with maximum limit of 10% would be deducted from the bill or the tender will be cancelled and Performance Security will be forfeited. The University shall then be at liberty to make the purchase from any other source at supplier's risk and the University shall be free to blacklist the firm/suppliers.
33. **Billing for the supply of the equipment should be done directly in the favour of CUHP to avail the benefits of exemption of Custom Duty/ Excise Duty, if the equipment is imported item or any excise duty is payable on sale of said equipment within India by the sole manufacture/ Dealer of said equipment.**

Principal Investigator of the Project

READ AND ACCEPTED Signature of Quotee(s) with seal and Date

Technical specifications

Name of the Item: **BOD Incubator**

Quantity required: 1(one)

Technical specifications

1. Capacity: 400-450 L
2. Number of Shelves: 3-6 or more
3. Temperature range: 5 °C -60 °C or better range
4. temperature Sensor: PT 100 Ω
5. Programmable temperature control
6. Stainless steel chamber with inner glass door and outer metallic door.
7. Warranty: 1 or more year

Note:

Central University of Himinchal Pradesh, Dharmshala is registered with the Department of Scientific and Industrial research (DSIR) for the purpose of availing custom duty exemption in term of government notification no 51/96-customs dated 23-07-1996 and Central Excise dated 01-03-1997 as amended from time to time .



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Annexure- I

Format For Technical Bid For Supply Of Gel Documentation System And Electrophoresis Apparatus With Power Pack

1. Name of firm/agency:.....
2. Registered Address:.....
3. Telephone no:.....
4. Fax no:.....
5. Mobile no:.....
6. Email Address:.....
7. Name & Address of branch , if any:.....
8. Types of Organisation
(Whether sole proprietorship/Partnership.....Private Ltd etc)
9. Name of Proprietor/Partner/Director of the Organisation /firm

Payment Detail

DD NO.....

DD Amount.....

Bank

Name/Branch.....

Sr . No.	Documentary Proof of	Attached Yes/No	Page appendix no If attached
i.	Incorporation/Inception the Agency		
ii.	Dealership/Distributor/Supplier/Indian Agent/Foreign Associates Authorised Certificate for the supply of.....		
iii.	Name of the Foreign/Indigenous/Principal of the Manufacture ofmachine/plant/Equipment from where these are to be important/Procured for supply		
iv.	Name and Address of the Principal/Manufacture		
v.	Whether on rate contact with the DG&SD		
vi.	PAN NO.		
vii.	CST/ST NO.		
viii.	Service Tax Registration NO.		
ix.	VAT NO.		
x.	Satisfactory Performance of Supply of.....for last 3 Year from at least three organisation/Institution of repute.		
xi.	Any other relevant information (specify)		
xii.	Technical Specification of the.....		

Name and Signature

The Authorised Person of the Firm with seal



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Annexure-II

PROFORMA FOR FINANCIAL BID

1. Name of the Organization/Firm.....

Pan No.

2. Please attach Proof wherever Possible.

Sr. No.	Name of Article & Specifications	Accounting Unit	Estimated Qty.	Rate Per unit	Remarks
1.	2.	3.	4.	5.	

The Financial bid being submitted has the approval of the(Name of the Agency) and I have been authorised to submit it.

Place:

Date:

Signature.....

Name.....

Designation.....

Note: 1. The rates quoted should be F.O.R destination and should be net i.e. including packing charges, weighing, insurance and forwarding charges.

2. The sales tax will however be extra in case quoted by the supplier.



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Annexure-III

MODEL BANK GUARANTEE FORMAT FOR FURNISHING BID SECURITY (EMD)

Whereas.....(hereinafter called the “tenderer”) has submitted their offer dated.....for the supply of
(hereinafter called the “tender”) against the Purchaser’s tender enquiry No.
KNOW ALL MEN by these presents that WE.....of.....having our registered office at.....are bound upto the Central University Of Himachal Pradesh (herein after called the “University”) in the sum offor which payment will and truly to be made to the said university ,the Bank binds itself, its successors and assign by these presents. Sealed with the Common Seal of the said Bank thisday of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraw or amends, impairs or derogates from the tender in any respect within the period of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the University during the Period of its validity.
 - a) If the tenderer fails to furnish the performance security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

We undertake to pay the University up to the above amount upon receipt of its first written Demand, without the university having to substantiate its demand, provided that in its demand the University will note that the amount claimed by it is due to it owing the occurrence of one or both the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the bank not later than the above date.

(Signature of the authorized officer of the bank)

.....

(Name and designation of the officer)

.....

Seal, name and address of the Bank and address of the Branch.