



TENDER NO:DHSGSU/PROJECT/SP/2019/2372

Date: 22.02.2019

## NOTICE INVITING TENDER FOR PURCHASE OF EQUIPMENT

### TABLE OF CONTENTS

S.NO.	DESCRIPTION	PAGE NO.
01	ABOUT THE VISHWAVIDYALAYA	2
02	BRIEF OF TENDER	2
03	CRITICAL DATES OF TENDER	3
04	PROCEDURE FOR SUBMITTING BIDS	4
05	TECHNICAL QUALIFICATION CRITERIA	5
06	TECHNICAL BID	5
07	PRICE BID	6
08	ANNEXURE – I (TECHNICAL SPECIFICATION)	7
09	ANNEXURE – II (GENERAL TERMS AND CONDITIONS)	9
10	ANNEXURE – III ( UNDERTAKING )	15
11	ANNEXURE – IV (NO NEAR RELATIVE CERTIFICATE/ DECLARATION)	16
12	ANNEXURE – V ( PROFORMA OF BANK GUARANTEE FOR BID SECURITY)	17
13	ANNEXURE –VI ( PROFORMA OF BANK GUARANTEE FOR PERFORMANCE SECURITY)	18
14	ANNEXURE –VII ( DRAFT AGREEMENT FORMAT)	19
15	ANNEXURE – VIII (BIDDER'S WARRANTY)	21
16	ANNEXURE – IX (INSTRUCTIONS FOR ONLINE BID SUBMISSION)	22
17	ANNEXURE – X (EXEMPTION/ RELAXATION CLAIM FORM)	25

**ABOUT THE VISHWAVIDYALAYA:** Doctor HarisinghGour Vishwavidyalaya Sagar (A Central University), formerly University of Saugor, was established on 18th July 1946 by Dr. Sir Hari Singh Gour (founder VC) by his lifetime saving. The University is situated 5 Km. east of Sagar city and its campus covers an area of 1312.89 acres over Pathatiya Hills connected to the Vindhya Range, surrounded by lush green forest (about 100 acres) within its campus and has effectively contributed to the maintenance and preservation of ecosystem and its biodiversity. It is one of the finest picturesque campuses in India. The NAAC appointed by UGC has awarded 'A' Grade re-accreditation to this University. This University is declared as a Central University w.e.f. 15th Jan 2009. The University is developing in a congenial peaceful disciplined and enthusiastic atmosphere.

**BRIEF OF TENDER:**

Work Description	Quantity	Cost of Tender Document	Estimated cost of Equipment in Rs.	EMD in Rs.
<b>TENDER FOR PURCHASE OF EQUIPMENT: Rotary Evaporator and its Accessories</b>	01	Nil	<b>4.25 Lacs</b>	8500

The Tender Document can be downloaded from website of the Vishwavidyalaya <http://www.dhsgsu.ac.in> and CPPP site <http://eprocure.gov.in/eprocure/app>.

Tenders are invited under two-bid system, through **online mode only**, from established, reputed and experienced manufacturers or their authorized representatives, agents/distributors/wholesalers on behalf of Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.), for **Purchase of Equipment: Rotary Evaporator and its Accessories**

Tender should be submitted on or before stipulated date as mentioned in the tender document through **online mode only**. Manual bids shall not be accepted.

Registrar,  
Dr. Harisingh Gour Vishwavidyalaya, Sagar(M.P.)

**CRITICAL DATES OF TENDER:**

<b>S. No.</b>	<b>Particulars</b>	<b>Date</b>	<b>Time</b>
01	Date & Time of Online Publication/Download of Tender	26.02.2019	09:30
02	Bid Submission Start Date & Time	26.02.2019	09:30
03	Bid Submission End Date & Time	20.03.2019	18:00
04	Date & Time of EMD submission in original to the Vishwavidyalaya	25.03.2019	18:00
05	Technical Bid Opening Date	26.03.2019	11:00

1. The bidder must read the prescribed terms & conditions and accept the same to proceed further to submit the bids.
2. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as asked/required, otherwise, the bid will be rejected.
3. Submission of tender document confirms that bidder has unconditionally accepted all terms and conditions stipulated in the tender document.
4. The bidder has to submit the tender document well in advance before the prescribed time to avoid any delay or problem during the submission process.
5. In case the date of opening of tenders declared is a holiday or off day, the tenders shall be opened on the next working day at given time.

Registrar,  
Dr.HarisinghGour Vishwavidyalaya, Sagar (M.P.)

## 1) PROCEDURE FOR SUBMITTING BIDS

- i) Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderers are advised to follow the instructions “**Instructions for Online Bid Submission**” provided in **Annexure-IX** for online submission of bids.
- ii) Tenders will have to be submitted in TWO PARTS i.e. (a) Technical Bid and (b) Financial Bid through **ONLINE** mode only.
- iii) EMD in original should be sent to the address as mentioned below in an envelope, duly super scribed as EMD along with Tender No.:

### **TENDER FOR SUPPLY & INSTALLATION OF ROTARY EVAPORATOR AND ITS ACCESSORIES**

**EMD**

**TENDER NO.**

**Dated:-**

**To**

**Dr. Kalpataru Das, Project Investigator**

**Department of Chemistry**

**Dr. Harisingh Gour Vishwavidyalaya Sagar**

**(A Central University)**

**Sagar- 470003**

**Madhya Pradesh**

**From:- M/s.....**

**Contact No:.....**

**E-mail ID:.....**

## 2) TECHNICAL QUALIFICATION CRITERIA

- i) The average annual turnover of the tenderer during the last three financial years (FY; 2014-15, 2015-16 and FY 2016-17) should not be less than estimated cost of the equipment. Audited statement showing turnover should be attached.
- ii) The bidder must have successfully completed **01 similar work** having contract value equal to 80% or more of estimated cost during last three years. The completion certificates of such order(s) are required to be submitted.
- iii) Earnest Money Deposit (EMD) should be submitted in form of Demand Draft/FDR or PBG in favour of the Registrar, Dr Harisingh Gour Vishwavidyalaya Sagar. **EMD should be sent by Speed/ Registered post only.** EMD of unsuccessful bidders will be refunded after finalisation of the tender. No interest shall be payable on EMD. EMD may be deposited through NEFT/RTGS to following detail (UTR No. Should be submitted in hard copy):  
  
Name: The Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar  
Name of Bank: State Bank of India  
Account No.: 10186725260  
IFCS code: SBIN0001143  
Branch: University Campus Sagar (M.P.)
- iv) The firm must submit an Undertaking on its letter head that they have not been blacklisted by any State Government/Central Govt./PSU Department/ Other Organization; not convicted by court of law; accepted all terms and conditions of the tender document.
- v) No Near Relative Certificate/ Declaration should be submitted as given in Annexure – IV.
- vi) Copy of authorization Letter should be uploaded.
- vii) Bidder's Warranty should be uploaded (Annexure – VIII)
- viii) Exemption/ Relaxation Claim (Annexure – X) along with requisite documents.
- ix) Technical Specification sheet as per Annexure I.

## 3) TECHNICAL BID

**The Technical bid should be submitted online having following documents in PDF format:**

- i) Signed and scanned copy of average annual turnover.

- ii) Signed and scanned copy of successfully completed similar work certificate.
- iii) Signed and scanned copy of EMD.
- iv) Signed scanned copy of Undertaking Annexure- III.
- v) Signed and scanned No Near Relative Certificate/ Declaration Annexure - IV.
- vi) Signed and scanned copy of authorization letter to submit the bid.
- vii) Signed and scanned copy of Bidder's Warranty Annexure – VIII.
- viii) Signed and scanned copy of Exemption/ Relaxation Form (Annexure – X) along with requisite documents, if exemption/ relaxation claimed.
- ix) Signed and scanned copy of Technical specification sheet (Annexure –I).

Bidders registered as MSEs will be allowed exemption in EMD, as per Rule 170 of GFR 2017 and relaxation in respect of prior turnover and prior experience up 50% shall be granted to bidders registered as Startups, as per Rule 173(1) of GFR 2017. Exemption and/ or relaxation can be claimed by submitting copy of certificate/ license/ any other document as per the rules/norms.

#### **4) PRICE BID**

- i) The Price bid should be submitted online in downloaded format.
- ii) The price bids of only those firms will be opened who are found technically qualified after evaluation technical bids, based on the documents & information submitted by the tenderer.
- iii) The quoted rates should be inclusive of all taxes, loading, unloading, transportation and installation charges etc.
- iv) Unit Price can be quoted in INR only.
- v) The Vishwavidyalaya will provide DSIR certificate on demand to bidder.

**ANNEXURE-I**  
**TECHNICAL SPECIFICATIONS**

Item/ Condition Name	Requirement detail	Comment of the bidder
<b>Name of Equipment</b>	Rotary Evaporator and its Accessories.	
<b>Supply, installation and demonstration</b>	Supply, installation and demonstration of Rotary Evaporator	
<b>Rotavapor ( QTY: 1 No)</b>	<ul style="list-style-type: none"> <li>• Vertical condenser with normal glass made of Schott borosilicate 3.3 glass.</li> <li>• Should be able to easily distil high boiling point solvents like DMSO/DMF.</li> <li>• Cooling surface area – 1400cm<sup>2</sup>.</li> <li>• Manual jack.</li> <li>• Seal made of PTFE composite material, one-piece vapor duct.</li> <li>• Speed range: 20-280 rpm, Combi clip for easy fixing and removal of evaporating flask &amp; vapor duct release.</li> <li>• Evaporation flask from 50-4000 ml.,</li> <li>• Max. Flask holding capacity: 3 kgs can be used without any additional adapter.</li> <li>• Complete with 1 liter receiving and 1liter evaporation flask (STJ 29/32).</li> <li>• Heating bath: Control Temp. range: 20-95 °C</li> <li>• Display of temperature with heating on-off.</li> <li>• Bath capacity: 4 liters. Max. Flask Size: 4000 ml.</li> <li>• Operated on 220-240 V, 50/60 Hz. CE approval.</li> </ul>	
<b>Vacuum Pump (QTY: 1 No)</b>	<ul style="list-style-type: none"> <li>• Suction Capacity – 1.5m<sup>3</sup>/hr.</li> <li>• Final Vacuum- 10 mbar (+/- 2 mbar)</li> <li>• Should have a communication cable with controller and should be able to be controlled through vacuum controller.</li> <li>• Number of steps (Head) – 2</li> <li>• Electrical requirements – 100-240V, 50/60 Hz</li> <li>• Materials in contact – PTFE, FEP, FFKM, PPS.</li> </ul>	
<b>Vacuum Controller (QTY: 1 No)</b>	<ul style="list-style-type: none"> <li>• Pressure settings and aeration is managed via buttons</li> <li>• Should Adjusts and keeps pressure stable within hysteresis</li> <li>• Should stop the process after pre-set time</li> <li>• Set and actual value of pressure are shown simultaneously on display.</li> <li>• Automatic On/Off-function for Operation of Vacuum Pump and Recirculating Chiller.</li> <li>• Display: Digital, monochrome, 4.0 in</li> <li>• Temp Compensation: 0.07 mbar/K</li> <li>• Measuring Range: 1400- 1 mbar</li> <li>• Control Range: 1100- 1 mbar</li> <li>• CE approval</li> </ul>	
<b>Recirculating Chiller (QTY: 1 No)</b>	<ul style="list-style-type: none"> <li>• Temperature range: -20 at 100°C</li> <li>• Bath Capacity: 5 liters</li> <li>• Cooling capacity: 300W at 20°C</li> <li>• Ambient temperature: 5°C to 35°C</li> <li>• Flow Rate: 12 L/min</li> </ul>	

	<ul style="list-style-type: none"> <li>• Refrigerant: CFC Free</li> <li>• Microprocessor PID Controller</li> </ul>	
<b>Service, Warranty, Training and Demonstration</b>	<ul style="list-style-type: none"> <li>• The system should be accompanied with Conformity Certificate.</li> <li>• Tendered price should include delivery, installation, commissioning and training at customer's location.</li> <li>• On-site installation, commissioning and training shall be conducted by a qualified factory-trained engineer.</li> <li>• Complete support for equipment for at least a period of one year or more from the date of Installation. This shall include the following at no extra cost: <ul style="list-style-type: none"> <li>(a) Travel and Labour expenses of Customer Engineer.</li> <li>(b) Service Parts used for repairs.</li> </ul> </li> <li>• Vendor to provide service guarantee: should the system require service during the warranty period, vendor must guarantee or replacement of instrument for free.</li> <li>• The warranty shall commence only upon successful completion of the Acceptance Test or commissioning.</li> <li>• Vendor must demonstrate that it has a proven appropriate set-up and capability to provide after-sales service efficiently and effectively. The supplier should have in his facility a similar system to that proposed in this tender for training purpose.</li> </ul>	
<p><b>Other general specifications:</b></p> <ol style="list-style-type: none"> <li>1. The supplier should confirm his capability to support maintenance after the warranty period, either directly or through his service representative positioned in India.</li> <li>2. The suppliers should include the following in their offer: <ol style="list-style-type: none"> <li>i. Point wise confirmation of compliance as per specifications, clearly mentioning deviations (if any).</li> <li>ii. A list of customers in India with contact details, to whom similar systems have been supplied.</li> <li>iii. Detailed technical catalogue / data sheets indicating all the parameters of the quoted unit.</li> </ol> </li> </ol> <p><b>Bidder Qualification Criteria:</b></p> <p>Only original manufacturers or their authorized sales and service representatives are eligible to bid. The vendor should provide authorization certificate from the original manufacturer.</p>		



## ANNEXURE- II

### GENERAL TERMS AND CONDITIONS

#### 1. RATES:

i) Rates quoted should be in Indian Rupees (INR) on FOR destination at DR. HarisinghGour Vishwavidyalaya Sagar (M.P.) on **DOOR Delivery basis**, inclusive of all the charges including all taxes, packing, unpacking, loading, unloading, transportation and installation charges, insurance and commissioning etc.

ii) The tendered rates shall remain valid and applicable during the whole execution period and the supplier shall not be entitled to any price variation or escalation **except for statutory changes**.

#### 2. VALIDITY:

i) The **quoted** rates must be valid for a minimum period of **120 days** which shall be reckoned from the date of opening for price bid.

ii) If tenderer denies honouring any purchase order or withdraws his/her offer during the said validity period EMD or Performance Security Deposit shall stands forfeited.

#### 3. WARRANTY/GUARANTEEE:

i) Suppliers must give the comprehensive warranty in writing that everything to be supplied by them hereunder shall be free from all defects and faults in material, workmanship and material shall be in full conformity with the specifications. The period of warranty shall not be less than period as mentioned in technical specification of the equipment from the date of successful installation.

ii) The supplier shall confirm that the goods supplied are new, unused and of the most recently manufactured and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract.

iii) The supplier shall further warrant that all goods supplied shall have no defect arising from design materials or workmanship or from any act or omissions of the supplier that may arise under normal use of the supplied goods in the conditions prevailing in the Vishwavidyalaya.

- iv) All charges about supply of spare parts, labour, travel, per diem and accommodation to supplier's staff, etc. shall be borne by the supplier during the period of warranty. The Vishwavidyalaya shall not pay any additional charges for services rendered during the warranty period.

#### **4. CONTRACT:**

- i) The technically qualified tenderer who is awarded the order will have to give acceptance within 07 days on receipt of such communication. Further, an agreement having terms and conditions laid down in tender documents will require to be signed on prescribed format within 15 days of acceptance of such order.
- ii) The agreement would be signed on a non-judicial stamp paper of Rs 1000/- and cost of which is to be borne by the qualified tenderer.

#### **5. DEFECT LIABILITY CLAUSE:**

- i) In case of any loss, breakage / damage and manufacturing defects are detected in the supplied material; it shall be replaced / repaired by the manufacturer/supplier free of cost and without any charges whatsoever.
- ii) The supplier will remain responsible for any defect arising out of defective or improper materials or workmanship in the work during period of **warranty** and they shall be bound to make good the same at their own cost or in case of failure to do so, the Vishwavidyalaya may cause the same to be made good by other alternative agency and deduct the expense from any sum that may be due and any time thereafter may become due to the supplier or from security deposit lying with the Vishwavidyalaya. The maximum downtime during warranty period should not be more than a week from the time the complaint is lodged.

#### **6. DELIVERY & INSTALLATION:**

- i) Delivery, installation and commissioning of equipment at the Vishwavidyalaya will have to be completed within time period of 60 days from date of issue of purchase order.
- ii) Suitable extension of time may be granted on reasonable ground.

#### **7. FORCE MAJEURE:**

- i) "Force Majeure" shall mean any event beyond the reasonable control of the purchaser and/ or supplier notwithstanding the reasonable care of the party affected.

- ii) If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances thereof within fourteen (14) days after the occurrence of such event.
- iii) Delay or non-performance by either party hereto caused by the occurrence of any event of Force Majeure shall not:
  - a) constitute a default or breach of the Contract
  - b) give rise to any claim for damages or additional cost or expense occasioned thereby
  - c) If and to the extent that such delay or non-performance is caused by the occurrence of an event of Force Majeure.

## **8. PERFORMANCE SECURITY DEPOSIT:**

- i) The successful tenderer (Supplier) will be required to furnish a performance security deposit equal to 10% value of purchase order.
- ii) The Performance Security Deposit shall be in the form of Demand Draft/FDR/Bank Guarantee from any Nationalised Bank including SBI in favour of the Registrar, Dr. Harisingh Gour Vishwavidyalaya Sagar.
- iii) It shall be submitted within 21 days from the date of communication of award.
- iv) It shall remain valid up to 60 days beyond all contractual/ obligations including warranty.

## **9. TERMS OF PAYMENT:**

- i) 90% payment will be made on successful delivery of the equipment and balance 10% payment would be released after successful installation of equipment, training and submission of Performance Security deposit i.e. 10 % of the order value.
- i) The Vishwavidyalaya shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes including TDS as applicable and recovery of penalty, if any.
- ii) The payment mentioned in this point includes all types of payments due to the supplier arising on account of this contract.
- iii) All payments shall be made by NEFT/RTGS/DBT only after fulfilment of a) and b) above. Supplier should provide bank account detail in the following format:

<b>1</b>	<b>Name of Bank</b>	
<b>2</b>	<b>Address of the Branch</b>	
<b>3</b>	<b>IFSC</b>	
<b>4</b>	<b>Bank Account No.</b>	
<b>5</b>	<b>Type of Account</b>	

#### **10. PENALTY FOR DELAYED DELIVERY:**

- i) In the event of delayed delivery, Installation & Commissioning i.e. after the expiry of the period as mentioned in P.O., the bidder shall be liable for a penalty deduction at a rate 1% per week of delay to be computed on per day basis.
- ii) The maximum levy of compensation shall be 5% of the contract value.

#### **11. DISPUTE:**

- i) In case of any disputes, the decision of the Vice Chancellor of the Vishwavidyalaya shall be final and binding on the Bidders.

#### **ii) ARBITRATION**

The Contract is based on mutual trust and confidence. Both the parties agree to carry out the assignment in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise between the Vishwavidyalaya and the Bidder/ contractor in connection with or arising out of the Contract, whether during the contract period or completion and whether before or after the termination, abandonment or breach of the contract, shall be referred to and settled by sole arbitration appointed by the Vice Chancellor, Dr. Harisingh Gour Vishwavidyalaya Sagar (M.P.) who shall give written award of his decision to both the parties.

- iii) All legal disputes shall be subjected to jurisdiction of Sagar (M.P.) court(s) only.

#### **12. TRAINING:**

Training by expert team/application scientist shall be provided by the supplying company on the specimen and operation of the equipment for adequate period after installation.

#### **13. CLARIFICATION:**

For any clarification with respect to technical specifications, please contact the Project Investigator, Department of Chemistry, Dr. Harisingh Gour Vishwavidyalaya Sagar (M.P.) on email id.: [kalpatarud@gmail.com](mailto:kalpatarud@gmail.com).

#### **14. GENERAL INSTRUCTIONS:**

- i)** Any other term/rule/clause not specifically mentioned here, GFR 2017 shall be referred.
- ii)** Not more than one tender shall be submitted by one tenderer or tenderers having relationship. Under no circumstances will father and son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.
- iii)** Tenderer who has downloaded the tender document from the Vishwavidyalaya website and/or CPPP website shall not tamper/ modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with the Vishwavidyalaya.
- iv)** Intending tenderers are advised to visit the website [www.dhgsu.ac.in](http://www.dhgsu.ac.in) regularly till closing date of submission of the tender for any corrigendum/addendum/amendment which could be uploaded subsequently against this tender.
- v)** No unsolicited correspondence shall be entertained after submission of the offer.
- vi)** Tenders received through any other mode than online shall not be accepted.
- vii)** If the bidder is an authorized representative in India, they are required to inform their technical ability to take care of the problems in the system, if developed later within the warranty and outside the warranty period. The responsibility of the Indian agent must be clearly specified.
- viii)** If an order is placed with the firm, the purchase shall be governed by an agreement as per the University rules in force at the time.
- ix)** To safe guard the interests of the University, additional terms & conditions will be incorporated in the purchase order, if needed.
- x)** The Bidder(s) must be authorized business partners of Global/National service providers of the respective Software Packages.

- xi)** The Bidder(s) must enclose authorization letter from the respective global/ national service providers of the above said Software particularly mentioning an undertaking that in case of default by the Bidder, they (Global Service Provider) shall take over all the responsibilities of the Bidder.
- xii)** The Bidder(s) should not be involved in any Bankruptcy filing for protection from it.
- xiii)** The necessary service support should be provided by Bidder(s) during the agreement period.
- xiv)** The Quantity is tentative and the Vishwavidyalaya reserves the right to change the quantity as per its requirement at any stage.
- xv)** In case the tenderer withdraws, modifies or changes his/her offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof.
- xvi)** Conditional bids shall be summarily rejected.
- xvii)** The tenderer shall quote only one specific make / model, options shall not be quoted. Quoting of options and terms like better/ equivalent/latest/OEM etc. will lead to technical disqualification.
- xviii)** Quoted equipment should be complete in all aspects for its proper functioning including required accessories, computer, software and printing device.
- xix)** The Vice-Chancellor, Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) reserves the right to accept or reject any bid or tender and / or withdraw the Purchase Order without assigning any reasons, whatsoever.

**ANNEXURE- III**

(To be submitted on letter head of the tenderer firm/organization)

**UNDERTAKING**

1. I/we also undertake that I/we have understood “Parameters and Technical Specifications” mentioned in Annexure-I of the Tender and will undertake the same accordingly.
2. I/we undertake that I/we have carefully studied all the terms and conditions as mentioned in the tender document and all terms and conditions are acceptable to me as a bidder.
3. I/weundertake that my firm/organisation------(name of firm/ organisation) has not been blacklisted/ debarred by Central Govt./ State Govt./ Any Govt. Organisation/ PSU.
4. I/weundertake that my firm/organisation------(name of firm/ organisation) has not been convicted by court of law.
5. I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.

Seal and signature of Tenderer along with official stamp

**ANNEXURE- IV**

**NO NEAR-RELATIVE CERTIFICATE/ DECLARATION**

(To be submitted by authorized signatory)

I \_\_\_\_\_ son/daughter/wife of Shri \_\_\_\_\_  
\_\_\_\_\_ Authorised signatory of  
M/s \_\_\_\_\_ (Name and address of the  
bidder) is competent to sign this declaration and execute the tender document.

I \_\_\_\_\_ resident of \_\_\_\_\_ hereby certify that none of  
relatives of mine/proprietor/partners/directors is/are employed in the Dr. Harisingh  
Gour Vishwavidyalaya Sagar (M.P.). In case at any stage it is found that the information  
given by me is false/ incorrect the purchaser shall have the absolute right to take any  
action as deemed fit/without any prior information to me.

The Information/documents furnished, along with the tender document are true and  
authentic to the best of my knowledge and belief. I am well aware of the fact that  
furnishing of any false information/fabricated documents would lead to rejection of my  
tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorized Signatory)

Full Name:

Date:

Address:

Place:

Seal:



**ANNEXURE - V**

**PROFORMA OF BANK GUARANTEE FOR BID SECURITY**

(to be stamped in accordance with relevant Act).

Ref: Bank Guarantee No. ....

Registrar,  
Dr.HarisinghGour  
Vishwavidyalaya, Sagar (M.P.)

Dear Sir,

In accordance with your NIT No. .... dated .....

M/s ..... having its registered/ Head office at ..... wish to participate in the said bid.

As an irrevocable Bank Guarantee against Bid Guarantee for an amount of ..... valid up to ....., is required to be submitted by the bidder as a condition precedent for participation in the said bid, which amount is liable to be forfeited on the happening of any contingencies mentioned in the bid documents.

We, the ..... Bank at ..... having our head office at ..... guarantee and undertake to pay immediately on demand by The Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) the amount\* ..... (in figures and words) without any reservation, protest, demur and recourse. Any Such demand made by said owner shall be conclusive and binding on us irrespective of any dispute or difference raised by the bidder.

This guarantee shall be irrevocable and shall remain valid up to ..... . If any further extension of this guarantee is required, the same shall be extended to such required period (not exceeding one year) on receiving instruction from M/s ..... on whose behalf guarantee is issued.

In witness whereof the Bank, through its authorized officer has set its hand stamped on this .....

Day of ..... 2019 at .....

Witness

Signature .....

Signature

Name ..... Name.....

..... Designation .....

Address ..... Bank's Common Seal .....

Official Address .....

**ANNEXURE- VI**  
**PROFORMA OF BANK GUARANTEE FOR PERFORMANCE SECURITY**  
(To be stamped in accordance with relevant Act)

Ref: Bank Guarantee No. ....  
Registrar,  
Dr.HarisinghGour  
Vishwavidyalaya, Sagar (M.P.)

Dear Sir,

In accordance with your NIT No. .... dated .....  
M/s ..... having its registered/ Head  
office at ..... has participated in the said bid .

As an irrevocable Bank Guarantee against Performance Guarantee for an amount of..... valid up to ....., is required to be submitted by the bidder as a condition precedent for commencement of the contract of supply of equipment, the amount is liable to be forfeited on the happening of any contingencies mentioned in the bid documents and contract agreement.

We, the ..... Bank at ..... having our head office at ..... guarantee and undertake to pay immediately on demand by The Registrar, Dr.Harisingh Gour Vishwavidyalaya, Sagar (M.P.) the amount\* ..... (in figures and words) without any reservation, protest, demur and recourse. Any Such demand made by said owner shall be conclusive and binding on us irrespective of any dispute or difference raised by the bidder.

This guarantee shall be irrevocable and shall remain valid up to .....  
. If any further extension of this guarantee is required, the same shall be extended to such required period (not exceeding one year) on receiving instruction from M/s ..... on whose behalf guarantee is issued.

In witness whereof the Bank, through its authorized officer has set its hand stamped on this .....

Day of ..... 2019 at .....

Witness

Signature .....

Signature

Name .....

Name.....

.....

Designation .....

Address .....

Bank's Common Seal .....

Official Address .....

## ANNEXURE-VII

### **Agreement to be signed for supply of equipment** (To be signed on Non-judicial stamp paper of Rs. 1000/-)

This agreement is made on day of \_\_\_\_\_ 2019 between the Registrar, Dr.HarisinghGour Vishwavidyalaya, Sagar – 470003,Tendering Authority hereinafter referred to as “The Vishwavidyalaya”,

And

M/s ..... a registered company with registered office at -----  
-----called as "Supplier" and both the parties as mentioned above set forth and agree to abide by the following terms of this agreement.

WHEREAS the "Supplier" has tendered for providing -----**(name of equipment) for Supply and Installation**to “The Vishwavidyalaya”, as per the terms and conditions mentioned in the tender document. Whereas such tender has been accepted by the Vishwavidyalaya and the "Supplier" has deposited **with the tendering Authority the sum of Rupees .....=00 (Rs. .... only)** as Performance SecurityDeposit for the fulfilment of this Agreement.

NOW IT IS HEREBY AGREED between the parties hereto as follows:

1. The " Supplier " has accepted the contract on the terms and conditions set out in the Tender Inviting Notice No. .... dated .....2019which shall hold good during period of this Agreement.
2. Supplier agreed to provide the equipment at the rate mutually agreed upon and within time period of -----daysfrom the date of receiving of purchase order issued by the Vishwavidyalaya.
3. The Equipment is provided with a consolidated warranty of two years on all parts of the equipment.
4. Supplier agreed to provide service and to respond to complaints so that the maximum downtime during warranty period should not be more than 48 hours from the time the complaint is lodged.
5. Upon breach by the " Supplier " of any of the conditions of the agreement, the Tendering Authority may issue a notice in writing, determine the same and put an end to this agreement without prejudice to the right of “The Vishwavidyalaya”, to claim damages for antecedent breaches thereof on the part of the " Supplier " and also to reasonable compensation for the loss occasioned by the failure of the " Supplier " to fulfil the agreement as certified in writing by the Tendering Authority which certificate shall be conclusive evidence of the amount of such compensation payable by the " Supplier " to “The Vishwavidyalaya”.

6. Upon the determination of this agreement whether by efflux of time or otherwise, performance security deposit shall after the expiration of two months from the date of such determination be returned to the "Supplier " without any interest and after deducting there from any sum due by the "Supplier " to "The Vishwavidyalaya", under the terms and conditions of this agreement.
7. The Tendering Authority may give notices in connection with the contract. In consideration of the payments to be made by the University to the " Supplier " hereby covenants with the University to provide the equipment and to cure defects therein, in conformity with all the provisions of the Contract.
8. The Tendering Authority hereby covenants to pay the " Supplier " in consideration of the equipment and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.
9. In case of not supplying items except the Tendering Authority shall be entitled to forfeit performance security deposit of the Supplier.
10. In the event of action to be taken, the "Supplier" shall be liable for any losses, which the Tendering Authority, may sustain on that account. The recovery by way of penalty shall be made by deducting the amount from the bill/ claim of the " Supplier " be made good by a credit note within the stipulated period for the purpose.
11. This agreement shall remain in force until the expiry of 02 months more than warranty period of the equipment.
12. All other terms & conditions of the tender document will be part of the agreement.

**Saving Clause:** Notwithstanding whatever mentioned in the above clauses supplier will abide by rule/norms/guidelines of Govt. of India issued from time to time.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed by the hands of duly authorized representatives on the day, month and year first before written.

Authorized Signatory  
For and on behalf of

\_\_\_\_\_

Authorized Signatory  
For and on behalf of M/s

Dr. Harisingh Gour Vishwavidyalaya, Sagar

Witness 1 \_\_\_\_\_

Witness 1 \_\_\_\_\_

Witness 2 \_\_\_\_\_

Witness 2 \_\_\_\_\_

## **ANNEXURE-VIII**

### **BIDDER'S WARRANTY**

M/s.-----

Herein after referred to as "The Tenderer" having carefully studied the tender documents, Specifications, etc. accompanying the tender for supply of the above mentioned Equipment and desirous to submit the bid as per the Tender Document.

#### **DO HERE BY WARRANTY THAT:**

1. The tenderer is familiar with all the requirements of the bid documents.
2. The tenderer has investigated the site and satisfied, regarding the character and scope of the work and local conditions that may affect the supply or its Performance.
3. The tenderer is satisfied that the supply can be performed and completed as required in the contract.
4. The tenderer accepts all risk directly or indirectly connected with the performance of the contract.
5. The tenderer has had no collusion with other contractors, with any of the men of the University, Sagar or with any other person in preparation of the bid.
6. The tenderer has not been influenced by any statement or promise of the Officials of the University but only by the bid documents.
7. The tenderer is financially solvent.
8. The tenderer is experienced and competent to perform the contract to the satisfaction of the Registrar of the Vishwavidyalaya. The tenderer is also competent to take care of the problems in the system, if developed later within the warranty and outside the warranty period.
9. The tenderer assures to provide parts and accessories of the equipment up to 10 years from date of installation of the equipment.
10. The statements submitted with the bid are true.
11. The contractor is familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
12. All the terms & conditions of the Supply Order will bind the bidder once his quote is accepted and supply order issued.

**Signature of the Tenderer along with official seal**

## **ANNEXURE – IX**

### **INSTRUCTION FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP portal, using valid Digital Signature Certificates (DSC). The instructions given below are meant to assist the bidders in registering on the CPP portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP portal.

More information useful for submitting online bids on the CPP portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

1. Bidders are required to enrol on the e-procurement module of the Central Public Procurement Portal([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Online Bidder Enrolment ” on the CPP portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile number as part of registration process. These would be used for any communication from the CPP portal.
4. Upon enrolment, bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ nCode/ eMudra etc.) with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidders then logs in to the site through the secured log in by entering their user ID/ Password and the password of the DSC/e-Token.

#### **SEARCHING FOR THE TENDER DOCUMENTS**

1. There are various search options built in the CPP portal, to facilitate the bidders to reach active tenders by several parameters. These parameters could Tender ID, Organization Name, Location, Date Value, etc. There is also an option of advanced search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2. Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/E-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk.

### **PREPARATION OF BIDS**

1. Bidder should take in to account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be in PDF/ XLS/ DWF/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay EMD as applicable and enter details of the instrument.

4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted to the concerned official latest by the last date as specified in the tender document. The details of DD/ other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of bidder). No other format is acceptable.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers / bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. Upon the successful and timely submission of bids (i.e. after clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.
8. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to process of online bid submission or queries relating to CPP portal in general may be directed to the 24X 7 CPP Portal Helpdesk.



**ANNEXURE- X**

**EXEMPTION/ RELAXATION CLAIM FORM**

I-----S/D/W of ----- is authorized  
signatory of M/s-----  
participating in tender No.-----

I am claiming exemption/ relaxation for following clauses of technical requirement:

- 1.-----
- 2.-----
- 3.-----

Copy(ies) of rules/ norms of Government of India and requisite registration/ license as mentioned below is/ are attached for consideration:

- 1.-----
- 2.-----
- 3.-----

Seal and signature of bidder