

Department of Physics
Kurukshetra University, Kurukshetra
(Established by State Legislative Act XII of 1956)

STANDARD BIDDING DOCUMENT

FOR
SUPPLY AND INSTALLATION OF

Description and Nature of Supplies/Services	EMD in Rs.
Atomic Force Microscope Specifications: As per Annexure I	2,00,000/-



Principal Investigator
DST Research Project
Department of Physics
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KURUKSHETRA UNIVERSITY, KURUKSHETRA
HARYANA – 136 119

Web Site : <http://www.kuk.ac.in>

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DETAILED NOTICE INVITING TENDER (Part – I)

On line bids/tenders are invited for purchase of below mentioned items on prescribed forms through E-tendering. The tender form “along with conditions of tender” to be fulfilled, can be obtained from the website: <https://haryanaeprocurement.gov.in>

S. No.	Items	Appx. Cost (Rs. In lacs)	Earnest Money Deposit (Rs)	Bid Fee + E-Service Fee (Rs.)	Bid preparation & Submission		Date & time for opening of Bid	
					Start Date & Time	Expiry Date & Time	Technical Bid	Financial Bid
1	Atomic Force Microscope	As quoted by the bidder	2,00,000/-	4000/- + 1000/-	20/01/2017 10.00 Hrs	11/02/2017 16:00 Hrs	13/02/2017 12:00 Hrs	15/02/2017 15:00 Hrs

- Detailed notice inviting tender can be seen in the office of the undersigned during office hours.

Under this process, the Pre-qualification/ Technical online bid Applications as well as online Price Bids are invited at single stage under two covers i.e. Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Financial Bid (comprising of price bid Proposal under online available Commercial Envelope). Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. The payment for Tender Document (Bid) Fee and e-Service Fee shall be made by the bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC. Please refer to ‘Online Payment Guidelines’ available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.
 2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. He/She will be required to make online payment of EMD fee as mentioned above in due course of time. The intended bidder who fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his / her bids for the respective item / Tenders.
 3. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. on or before 08/02/2017 by 16:00 Hrs; and make payment via RTGS /NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder / Firm thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>
- The interested bidders shall have to pay mandatorily e-Service Fee (under document fee – Nonrefundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

- The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.
- The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Key Dates

S. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		Tender Document Download and Bid Preparation/Submission	20/01/2017 10.00 Hrs	11/02/2017 16:00 Hrs
2	Technical Bid Opening		13/02/2017, 12:00 Hrs	
3	Financial Bid Opening		15/02/2017 15:00 Hrs	

The bidders shall submit hard copy of the technical/eligibility etc. documents in an envelope till 11.02.2017 upto 16:00 Hrs. to **Principal Investigator, DST Research Project, Department of Physics, Kurukshetra University, Kurukshetra**. This envelope must be sealed and distinctly written "TECHNICAL/ELIGIBILITY CONDITIONS etc. DOCUMENTS FOR THE SUPPLY OF _____ TO BE OPENED ONLY BY THE AUTHORIZED PERSON/COMMITTEE during Technical Bid Opening on 13/02/2017, 12:00 Hrs.

Important Note:

1. The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.
2. Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
3. Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
4. In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present.

The bids shall be submitted online in two separate envelopes:

Envelope 1: Technical Bid

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

Envelope 2: Commercial Bid

The bidders shall quote the prices in price bid format under Commercial Bid.

CONDITIONS

1. DNIT & prequalification criteria can be seen on any working day during office hours in office of the undersigned.
2. The tender shall remain valid for a minimum period of 3 months, from the date of tender opening.
3. The tender without earnest money/bid security will not be opened.
4. The undersigned reserve the right to reject any tender or all the tenders without assigning any reasons.
5. Conditional tenders will not be entertained & are liable to be rejected.
6. The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
7. In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
8. The Jurisdiction of court will be at Kurukshetra.

**Principal Investigator
DST Research Project
Department of Physics
Kurukshetra University,
Kurukshetra
Haryana – 136 119 (India)
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Instructions to Bidder on Electronic Tendering System

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

1. Registration of bidders on e-Procurement Portal:-

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

2. Obtaining a Digital Certificate:

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from

M/s Nextenders (India) Pvt. Ltd.

O/o. DS&D Haryana,
SCO – 09, IIInd Floor,
Sector – 16,
Panchkula – 134108

E - mail: Chandigarh@nextenders.com

Help Desk: 1800-180-2097 **(Toll Free Number)**

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

2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney/ lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

- 2.7 In case of any change in the authorization, it shall be the responsibility of management/ partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person/ user on behalf of the firm/company. The procedure for application of a digital certificate however will remain the same for the new user.
- 2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. Opening of an Electronic Payment Account

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments gateway service. For online payments guidelines, please refer to the Home page of the e- tendering Portal <https://haryanaeprocurement.gov.in>.

4. Pre-requisites for online bidding

In order to bid online on the portal <https://haryanaeprocurement.gov.in>., the user's machine must be updated with the latest Java. A help file on system setup/Pre-requisite can be obtained from M/S Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website- <https://haryanaeprocurement.gov.in>. The link for downloading latest java applet is available on the Home page of the e-tendering Portal.

5. Online Viewing of Detailed Notice Inviting Tenders

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

6. Download of Tender Documents

The tender documents can be downloaded free of cost from the e-Procurement portal <https://haryanaeprocurement.gov.in>.

7. Key Dates

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

8. Online Payment of Tender Document Fee, eService fee & EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):

8.1 Online Payment of Tender Document Fee + e-Service fee

The online payment for Tender document fee, e-Service Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and e-Service Fee can be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT & OTC.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

8.2 Preparation & Submission of Online Applications/Bids

- (i) Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online following the instruction appearing on the screen.
- (ii) **Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD

format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

- (iii) **FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually.**

NOTE

- (A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.
- (B) For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to...?' to download the file.

ASSISTANCE TO THE BIDDERS

In case of any query regarding process of e-tenders, the intended bidder can also avail the following and can contact service provider as per below:

M/s Nextenders (India) Pvt. Ltd.

O/o. DS&D Haryana,

SCO – 09, IIInd Floor,

Sector – 16, Panchkula – 134108

E - mail: Chandigarh@nextenders.com

Help Desk: 0172 – 2582008-09, 2618292 and 1800-180-2097 (**Toll Free Number**)

Timing - Technical Support Assistance will be available over telephone Monday to Friday (10:00 am. to 6:00 pm) & Saturday (11:00 am to 2:00Pm) for Training workshop.

- Contact our helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-tendering event. Also, for queries related to e-Payment of EMD, kindly contact the help desk at least 2 days prior to closing date & time of event.
- Intended bidders are mandatorily require to register their queries if there is any pertaining to the online bidding at the Single eProcurement Portal at email address chandigarh@nextenders.com.

Office Timings of Help-desk support for Single e Procurement Portal of Government of Haryana-

- Technical Support Assistance will be available over telephone Monday to Friday (09:00 am. to 5:30 pm).
- All queries would require to be registered at our official email-chandigarh@nextenders.com for on- time support (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the Help-desk)

Important Note

- (a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/ Tender event.
- (b) For queries pertaining to e-Payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e-Auction/Tender event.
- (c) Help-desk support will remain closed during lunch break i.e. from 1:30 PM up to 2:15 PM on each working day.

Haryana eProcurement Help Desk Office will remain closed on Saturday (except 4th Saturday), Sunday and National Holidays.

Guideline for Online Payments at e-Procurement Portal of Government of Haryana

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing) & Password. Bidder shall proceed to select the event/Tenders he is interested in. On the respective Department's page in the e-Procurement portal, the Bidder would have following options to make payment for tender document fee & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment.
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal.
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same.
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking

The procedure for paying through Net Banking will be as follows

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button.
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks.
- (v) Bidder chooses his / her Bank.
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank.
- (vii) Bidder enters his account credentials and confirms payment.
- (viii) The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal.

- (x) The status of the payment is displayed as “successful” in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same.
- (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

C) RTGS/ NEFT

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

- (i) Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
- (ii) Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.
- (iii) Each challan shall therefore include the following details that will be pre-populated:
 - Beneficiary account no: (unique alphanumeric code for e-tendering)
 - Beneficiary IFSC Code:
 - Amount:
 - Beneficiary bank branch:
 - Beneficiary name:
- (iv) The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
- (v) The bidder would remit the funds at least T + 1 day (Transaction day + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.
- (vi) Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

D) Over-the-Counter (OTC)

This solution shall allow the bidder having account with ICICI Bank, to make the payment from any CMS (cash management services) enabled Branch of ICICI Bank in India. Bidders can make the payment via cash (if amount is <=Rs. 49,999), Demand Draft or ICICI Bank Cheque.

The procedure for paying through OTC mode is as follows

- (i) Bidder selects Over-the-Counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.
- (iii) Bidder clicks on “Continue” button
- (iv) The e-Procurement portal displays the details of payment. Bidders clicks on “print _challan” and prints the OTC challan.
- (v) Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed upto Rs. 49,999/-).

- (vi) ICICI Bank verifies the URN (format to be discussed and decided) and Amount with e-Procurement portal prior to accepting the payment
- (vii) On successful verification from e-Procurement portal, ICICI Bank accepts the payment. In case of failure, ICICI Bank shall return back the OTC challan and payment to the Bidder.
- (viii) ICICI Bank will commit the payment transaction (in case of successful verification from e-Procurement portal) and sends the Bank Transaction Number (I-Sure Reference Number) online against the URN and Amount.
- (ix) ICICI Bank will generate receipt for the payment transaction and issues the same to the Bidder.
- (x) The e-Procurement system updates the bank transaction number against the URN and Amount based on details sent by ICICI Bank online prior to generation of receipt.
- (xi) The status of payment will be displayed as “verification successful” in e-Procurement portal, when the bidder clicks on verification option in the portal.
- (xii) Bidder would be required to upload the scan copy of receipt as received from ICICI Bank as part of proof in Nextender portal before submitting the tender.

S. No.	Scenario	Do's / Don't's
1	<p>In the event of making Payment through NET BANKING/NEFT/RTGS</p>	<p>Do's</p> <ul style="list-style-type: none"> • It is the bidder's responsibility to ensure that NET BANKING/ RTGS/ NEFT payments are made to the exact details as mentioned in the challan which are: <ul style="list-style-type: none"> (i) Beneficiary account no: <client code> + <random number> (ii) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders) (iii) Amount: As mentioned on the challan. It is specific for every tender/transaction (iv) Beneficiary bank branch: ICICI Bank Ltd, CMS (v) Beneficiary name: As per the challan • For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD • It is advised that all the bidders make payment via NET BANKING /RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parites are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender • Bidder has to make only single payment against a challan as per the amount mentioned on the challan. • Bidder must do the payment before tender validity gets expired <p>Don't's</p> <ul style="list-style-type: none"> • Bidder should not enter erroneous details while filling the NET BANKING/ NEFT/ RTGS form at their bank. The following possibilities may arise

		<p>(i) Incorrect IFSC code mentioned: Transaction would be rejected and the amount would be refunded back in to the bidders account</p> <p>(ii) Incorrect Beneficiary account number mentioned (<client code> + <random number>): In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</p> <p>(iii) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account.</p> <p>(iv) In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/participate.</p> <ul style="list-style-type: none"> • Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination. • Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder. • Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder.
2	<p>In the event of making Payment through OTC</p>	<p>Do's</p> <ul style="list-style-type: none"> • It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are: <ul style="list-style-type: none"> (i) Beneficiary account no: <client code> + <random number> (ii) Amount: As mentioned on the challan. It is specific for every tender/transaction (iii) Beneficiary name: As per the challan • Bidder has to make only single payment against a challan as per the amount mentioned on the challan • Bidder must do the payment before tender validity gets expired. • Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender Portal before submitting the Tender <p>Don't's</p> <ul style="list-style-type: none"> • If the bidding amount is greater than Rs 49,999, then Bidder should not make payment in cash. In this case, Bidder should pay via Demand Draft/ICICI Bank Cheque • It is bidders's responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favouring third party etc., In the event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall

		<p>ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank</p> <ul style="list-style-type: none">• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD.
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Kurukshetra– 136119, Haryana
Mobile No: +91 9416227111**

TENDER
(PART II)
(To be submitted by the Vendor)

To

Principal Investigator,
DST Research Project,
Department of Physics,
Kurukshetra University,
Kurukshetra – 136119, Haryana

I/We agree to furnish required supplies/services for item no.(s) _____ as detailed in the Technical Bid (Part III) under Schedule of Requirements or such portions thereof as you may specify in the Acceptance of Tender/Supply Order at the prices given in the Financial Bid (Part V) in accordance with all the terms and conditions as given in the Annexure-I, in Technical & Financial bids along with the General Terms and Conditions (Part IV) governing the contract/supply order enclosed here to duly accepted on receipt of order for the same.

I/We agree to hold this offer open for a minimum period of 3 months, from the date of tender opening and shall be bound to supply/commission/erect the equipment and dispatch the same within the specified period.

Station:
Date:

Signature of Tenderer
With Office Stamp
Name & Address:

Witness

Station:
Date:

Signature
Name & Address:

**TECHNICAL BID
(PART – III)**

1. Name of Tenderer:
2. Due Date & Time : 11/02/2017 16:00 Hrs Opening Date & Time : 13/02/2017 12:00 Hrs
3. The tender shall remain valid for a minimum period of 3 months, from the date of tender opening and Guarantee/warrantee of items required is 3 years.
4. The tender without earnest money will not be opened.
5. **Schedule of Requirements:**

Description and Nature of Supplies/Services	EMD in Rs.
Atomic Force Microscope Specifications: As per Annexure I	2,00,000/-

CONDITIONS FOR TECHNO-COMMERCIAL BIDS

TECHNICAL

1. Give brief description of item/equipment/material with accessories. Items offered should conform to specification, or as explicitly stated. Any product brief, test certificates available may be enclosed.
2. The firm will submit a certificate that the items quoted are as per specifications quoted in the tender notice.
3. List of spares, as applicable should be attached.
4. Any optional, if offered, be provided with their full technical details including their use and advantage.
5. All the offers should include the detailed technical literature/catalogue of the product quoted.

COMMERCIAL

1. **The normal payment terms are 100% within 30 days after receipt, acceptance and satisfactory installation of equipment in good condition or the date of receipt of the bill whichever is later. Specify your payment terms.**
2. Give details of installation and commissioning except price which will be only in price bid (if applicable).
3. Warranty/guarantee required is for **three years**. In case of any problem in functioning of equipment during warranty/guarantee period, the same will be repaired/ replaced by you. For this, you have to bear all charges including custom and handing at the port of delivery, air freight, i.e. to and fro, insurance etc.
4. Delivery desired is within 4-6 weeks. Specify your delivery period.
5. In case of delayed supplies, liquidated damages @1.0 % per week for one month maximum.

I/WE HAVE READ THE TERMS AND CONDITIONS RELATED TO BIDS CAREFULLY AND AGREE UPON THE SAME.

Date:

Technical Bid

S. No.	Description	To be filled by the bidder
1	Name of the Company/Firm/Organization with complete address	
2	Nature of the Company/Firm/Organization Govt./Public/Private/Partnership/Proprietorship	
3	Contact No., Fax No. and E-mail ID	
4	Please give details: - PAN Card Tin No. Trade Tax Sale Tax Regn. No.	
5	Whether item quoted is as per specification given in the tender (Yes/No)	
6	Validity of rates	
7	Taxes if any	
8	CIP New Delhi (IGI Airport, India) price quoted (Yes/No)	
9	Terms & conditions given in the tender notice are accepted or not	
10	List of Clients	

Note: Please submit one set of the documents attached, at the time of opening of the Technical Bid.

Authorized Signatory
(with office stamp)

GENERAL TERMS AND CONDITIONS GOVERNING THE TENDERS FOR THE SUPPLY

(PART-IV)

1. **Preparation of Tender:**

The complete tender form duly stamped and signed should be deposited with technical bid. Items not quoted shall be clearly marked/ written "NOT QUOTED" in front of the item mentioned.

2. **Signing of Tender:**

(a) The tender is liable to be ignored if complete information is not given therein regarding the particulars, data, specifications asked for in the technical bid (Part III) at Schedule of requirements. Specific attention must be paid to the technical specifications, and also the general conditions of contract at Part IV and other conditions mentioned at Part III and Part V.

(b) Individual signing the tender or other documents connected with a contract must specify whether he signs as:

(i) A 'sole proprietor' of the firm or constituted attorney of such sole proprietor.

(ii) A partner of the firm if it be a partnership, in which case he must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney.

(iii) Constituted attorney of the firm if it is a Company.

(c) The tenderer should sign each page of the tender form and annexures, if any.

3. The bidder must be either Manufacturer or Authorized representative of Manufacturer and shall also attach the documents confirming to it.

4. **Opening of Tenders:** The firm shall be at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the schedule. The name and address of the representative who would be attending the opening of the tender on behalf of the firm should be indicated in the tender. Please also state the name and address of firm's permanent representative, if any. Generally the techno-commercial offer will be opened on the day specified for opening.

5. **Right of Acceptance:** This office does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and the firm shall supply the same at the rate quoted. The firm shall be at liberty to tender for the whole or any item in the tender that the rate quoted shall apply only if the complete quoted item is taken from the firm.

6. If demonstration of any equipment is required that will be arranged by the supplier at his cost.

7. Negotiations if required will be held only with lowest price bidder (L1) and we can reject any tender without assigning any reason.

8. Items supplied are subject to inspection and acceptance and the supplier should collect/replace the rejected items at his cost and risk.

9. Expenses on the packaging/forwarding including custom and handling charges at port of delivery for the repair/replacement of the defective items/parts during the warranty/guarantee period shall be borne by the supplier.

10. **Delayed Supplies:** In case of delayed supplies, liquidated damages at the rate of 1.0 percent per week of delay will be levied upto four weeks. If still the firm is not able to supply the items, the institute will be at liberty to make purchase from the second lowest bidder at the risk and cost of the defaulting firm, and the earnest money of the form will be forfeited.

11. No correspondence/ discussions/ visits what so ever will be entertained on the subject unless specifically called by this officer after opening the tenders for technical discussions / price

negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.

12. Principal Investigator, DST Research Project, Department of Physics, Kurukshetra University, Kurukshetra reserves the right to call some, or all vendors for clarification of their offer. He also reserves the right for techno-commercial/ price negotiations and will be competent to take on the spot decisions. The company should depute competent representative for such discussion/ negotiations whenever called for.
13. SECURITY: Any information/material/document supplied in connection with this enquiry/likely order is classified and should not be disclosed/copied to jeopardize security of the department/university.
14. Office stamps of vendors must be affixed below their signatures.
15. DNIT & prequalification criteria can be seen on any working day during office hours in office of the undersigned.
16. The undersigned reserve the right to reject any tender or all the tenders without assigning any reasons.
17. Conditional tenders will not be entertained & are liable to be rejected.
18. The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
19. In case the contractor backs out the supply, the earnest money deposited by him shall be forfeited besides any other action as may be considered necessary by the University authorities, Kurukshetra University, Kurukshetra.
20. All the charges, taxes and other levies should be specified in the tender. The charges not specified in the tender shall not be entertained.
21. The University is entitled for Central Excise/Custom Duty exemption and these duties are paid at very much reduced rates as per Govt. of India rules wherever applicable. The rates be quoted keeping this fact in view that necessary certificate will be provided by the University.
22. In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
23. The Jurisdiction of court will be at Kurukshetra.

**Principal Investigator
DST Research Project
Department of Physics
Kurukshetra University,
Kurukshetra
Haryana – 136 119 (India)
Mobile No: +91 9416227111**

**Financial Bid
Part V**

1. Name of tenderer/Vendor :
2. Due Date & Time: 11/02/2017 16:00 Hrs
3. Financial Bid Opening Date & Time: 15/02/2017 15:00 Hrs
4. The tender shall remain valid for acceptance for 3 months, from the date of tender opening.
5. Rates for items at Schedule of Requirements given in Technical bid are as follows:
Adhering to the Format given below is a Pre-requisite for considering your quotations:

S. No.	Description	Qty offered	Unit Price	Total Cost
1.	<p>Price quoted must include and indicate:</p> <ul style="list-style-type: none"> • the cost of all the Item/Material with all accessories • estimated Air Freight and insurance • packing & forwarding charges (if any) • Installation & Commissioning cost (if any) • Warranty duration and cost (if any) • Discount for educational institute • Total price CIP New Delhi IGI Airport, India <p>Please Also quote</p> <ul style="list-style-type: none"> • Excise Duty, Custom Duty (if any) • Custom clearance (if any) • Freight upto Kurukshetra University • Transit Insurance • Total F.O.R. price at Kurukshetra University 			
2.	VAT (if any)			
3	Total			

Separate list should be attached where required in the same format with details of each item and cost.

**Signature of the Vendor
with seal**

OTHER CONDITIONS FOR FINANCIAL BIDS

1. No unilateral revision in price will be admissible.
2. For deciding Lowest Price Bidder (L1), CIP New Delhi (IGI Airport, India) prices will be considered only.
3. For the purpose of price comparison, as required, the currency exchange rate applicable on the day of Financial Bid opening will be considered.
4. After deciding Lowest Price Bidder (L1) as stated above, then the F.O.R. price (if any) at Kurukshetra University will be considered and negotiated for this case only.
5. In case any of the subheads are included in the total cost, the same should be specified. Any exemption of duties/taxes required should be indicated.
6. Any optional as indicated in techno-commercial bids must be priced separately.
7. (a) For the spares/accessories as applicable, their list and price should be clearly indicated separately.
(b) For case of equipment offered require maintenance after the expiry of the warranty, please indicate approximate cost of comprehensive and on call basis maintenance and also availability of local support or otherwise.
8. Price:
 - (i) The prices quoted must be net per unit shown in the schedule and must include all packing and delivery charges. Refunds on account of returnable packages (if any) are to be separately specified.
 - (ii) The price must be stated for each item separately. The reduction (Discount for educational institute), in the total price for the entire demand should also be quoted; should an order to that extent be placed with you.

**Principal Investigator,
DST Research Project,
Department of Physics,
Kurukshetra University
Kurukshetra– 136119, Haryana
Mobile No: +91 9416227111**

Reference No. :

Full Address of Tenderer :

Fax No. :

Telephone No. :

Signature of Tenderer :

Name in Block Letters :

Office Stamp :

Station :

Date :

Annexure I

Technical Specifications for Atomic Force Microscope

S. No	Specifications
1	<p>Modes of Operation:</p> <p>Contact, Tapping Mode/Intermittent contact/Dynamic Force, Phase Imaging, Lateral Force Microscopy (LFM), Force Volume/Spectroscopy, Force Modulation, Piezoresponse Force Microscopy (PFM), Magnetic Force Microscopy (MFM), Electric Force Microscopy (EFM), Kelvin Probe Force Microscopy (KPFM) both frequency and amplitude, Nano-indentation, Nano Lithography, Conductive AFM (CAFM), Scanning Tunnelling Microscope (STM)</p> <p>Any other modes, which come as default modes with the quoted system should also be clearly mentioned.</p>
2	<p>Scanners:</p> <p>The quoted system should be compatible to the use of one or more Piezo Scanners to cover from large area to smallest possible areas with the best possible resolution as given below:</p> <p>Scan range:</p> <p>Large area scanner:</p> <ul style="list-style-type: none"> • 90μm x 90μm or above to minimum possible scan length of about 500nm. • XY lateral noise \leq 0.15nm • Z scanner range: 5 μm or above, Vertical Z noise \leq 0.06nm. <p>Small area scanner:</p> <ul style="list-style-type: none"> • 1μm x 1μm or below • Z scan range 1 μm or better with noise level \leq 0.03 nm. <p>➤ The scanners should be with Piezo sensors in all X, Y and Z. The quoted scanners must support all imaging modes as required.</p> <p>➤ The position sensor on the offered scanners should not be dummy.</p> <p>➤ Scan speed >40 Hz should be possible in tapping mode.</p>
3	<p>Light Source/Detector:</p> <p>➤ Appropriate laser light source.</p> <p>➤ Four quadrant (or better) position sensitive photo detector</p>
4	<p>Tip-sample viewing:</p> <p>SPM scanning cantilever/probe optical surface should be viewable on axis in real time optics with high resolution CCD and video access. CCD should have 1 or more Mega pixel resolution.</p>
5	<p>Sample holder:</p> <p>➤ Appropriate sample holder, which is compatible with all modes, is required.</p> <p>➤ The mounting of the samples and cantilever/probe should be user friendly.</p>
6	<p>Stage/sample movement:</p> <p>To image different areas of the specimen, XY-translation may be manual or motorized. Z-stage should be with full motorized motion.</p>
7	<p>Sample Size:</p> <p>In the range of 10-30mm diameter x 5mm thickness or larger</p>

8	<p>Controller Electronics:</p> <ul style="list-style-type: none"> • Data transfer via USB link or other technology should be available (please specify in the bid/quotation). • Minimum two numbers of 32/24/16 bit floating point Digital Signal Processors (DSPs) should be provided for scan and data processing. • 8 or more DACs with 16 bit or more resolution for X, Y, and Z scanner positioning. • 8 or more 16 bit data acquisition channels. • Specify the number of ports/channels, ADCs and DACs provided with the system. • Other digital outputs and inputs for Image frame, line, pixel, cantilever-modulation, bias modulation and signal access ports should be provided. An external Signal Access Module to be offered. • The system should include two or more independent digital lock in amplifiers. • The system must provide the capability to calibrate the cantilever spring constant by thermal method • Appropriate interface cables and power cables should be provided. • Integrated LED light controller for vision is preferred. <p>Vendors can quote even higher version Controllers with superior specifications than above mention specifications if available with their SPM system.</p>
9	<p>Computer and Software:</p> <p>Computer:</p> <ul style="list-style-type: none"> • Computer should be of latest generation for high speed operation and high data storage. • One computer for imaging purpose and one for data storage should be provided. • Appropriate cables and graphic cards should be provided for complete operation of all modes of the system as mentioned in specification. • Supporting TCP/IP for networking should be included. • LCD (30 inch) monitors should also be provided. <p>Software:</p> <ul style="list-style-type: none"> • Microsoft Windows operating system is preferred. • Suitable software for data acquisition, optical view and for image processing, analysis, and presentation for all modes in SPM and STM should be provided.
10	<p>Power supply:</p> <ul style="list-style-type: none"> • The instrument and computer should be compatible with the power supply specifications in India; 220V, 50/60 Hz, (Operating range 210-240V). • Suitable online UPS with one hour backup for the operation of the system and computers must be provided.
11	<p>Probes/ Cantilevers</p> <ul style="list-style-type: none"> • Consumables like probes/ cantilevers required for operations for minimum three years are to be included for all modes of AFM as mentioned in specifications. • Quote unit price for all the probes/ cantilevers required in the various modes of AFM as mentioned in specifications.
12	<p>Vibration Isolation:</p> <p>Suitable active vibration isolator table complete with required accessories must be included as standard part of the system</p>

13	All standard start-up accessories required for system operation should be included—like calibration gratings, standard samples and other tools like tweezers, Allen keys, tools etc. for sample handling and instrument operation.
14	Complete manual should be provided. Comprehensive onsite training for a week should be provided for selected students and operators during installation of the instrument. Three days advanced training for such trained students and operators after three months be provided onsite.
15	<p>Optional Accessories:</p> <ol style="list-style-type: none"> 1. Liquid Imaging; an easy to fix and remove fluid cell for doing liquid AFM. 2. Temperature controlled sample holder for liquid imaging: Ambient to ~60 °C Heating and cooling should be controlled by using the system software. Peltier heating/cooling is preferred. 3. Electro Chemistry SPM
	<p>Terms and conditions:</p> <ul style="list-style-type: none"> • Vendors must submit the compliance statement against the tender specifications along with the offer. • Considering the sophisticated technology and high costs involved in operating an SPM, Kurukshetra University insists that the bidders should have supplied at least 5 or more such SPM systems in some Institute/ Laboratory and/or University in India during the last 3 years and should have well established after-sales setup in India. Supplier will have to submit the supporting documents in this regard with their bid. • The bidder must submit Performance Certificate from at least three purchasers regarding the quoted equipment during last three financial years. • Kurukshetra University may ask, if necessary, for demo of the offered SPM system for image quality that has to be done on standards and also user samples. The quality of sample analysis results also play a major role in technically qualifying the bidders. • Complete set of documentation package in the English language. • Installation, testing, tuning, acceptance testing and commissioning of the system will be done by Buyer in cooperation with and under supervision and responsibility of Seller. • On-site training in the operation, tuning, servicing and troubleshooting. • Warranty: Three years warranty covering all parts & labours after installation and acceptance test in India. • Goods will have to be shipped by AIR. • The required source materials and consumables for installation and tests will be provided by the seller. • Bidder has to furnish a clear-cut confirmation from the manufacturer that the spare parts will be available for at least ten years after official discontinuance of the model.