

BID DOCUMENTS

FOR

**Supply and Installation of
Fluorescence Spectrophotometer**

UNDER

Rashtriya Uchcharat Shiksha Abhiyan (RUSA)



**Chairman
Electronic Science Department
Kurukshetra University Kurukshetra
Haryana – 136 119 (India)**

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**KURUKSHETRA UNIVERSITY RUSA PROJECT SOCIETY (KURPS)
KURUKSHETRA UNIVERSITY KURUKSHETRA
HARYANA – 136 119 (INDIA)
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KURUKSHETRA UNIVERSITY RUSA PROJECT SOCIETY (KURPS)

**KURUKSHETRA UNIVERSITY, KURUKSHETRA
HARYANA -136 119 (India)**

**Nodal Officer, RUSA
Rashtriya Uchchar Shiksha Abhiyan (RUSA)**

**KURUKSHETRA UNIVERSITY, KURUKSHETRA
HARYANA -136 119 (India)**

NATIONAL COMPETITIVE BIDDING FOR

**Supply and Installation of
Fluorescence Spectrophotometer**

BID REFERENCE	ELSD/LNCB/RUSA2/2021/002
DATE OF DOWNLOAD OF BIDDING DOCUMENT	09.03.2021 (10:00 AM onwards)
LAST DATE FOR SUBMISSION OF BIDDING DOCUMENT	05.04.2021 (Till 11:00 AM)
TIME AND DATE OF PRE-BID CONFERENCE	15.03.2021 (11:00 AM)
TECHNICAL BID OPENING DATE	07.04.2021 (11:00AM)
FINANCIAL BID OPENING DATE	12.04.2021 (11:00 AM)
PLACE OF OPENING OF BIDS	Office of the Chairman Electronic Science Department Kurukshetra University Kurukshetra Haryana – 136 119 (India)
ADDRESS FOR COMMUNICATION	Chairman Electronic Science Department Kurukshetra University Kurukshetra Haryana – 136 119 (India)

SECTION I: INVITATION FOR BIDS (IFB)

NATIONAL COMPETITIVE BIDDING FOR

**Supply and Installation of
Fluorescence Spectrophotometer**

SECTION I.

INVITATION FOR BIDS (IFB)

(Two-Envelope e-Bidding Process)

Country: INDIA
Name of Project: Rashtriya Uchchar Shiksha Abhiyan (RUSA)
BID Reference No.: ELSD/LNCB/RUSA2/2021/002

1. The *Kurukshetra University RUSA Project Society (KURPS) of Kurukshetra University Kurukshetra* has received grant from Ministry of Human Resource Development (MHRD), Government of India and State Government of Haryana toward the cost of Goods, Works and Services under the Component 4 (Quality and Excellence in Select State Universities), and intends to apply part of the proceeds toward payments under the contract for **Supply and Installation of Fluorescence Spectrophotometer**
2. The *Kurukshetra University RUSA Project Society (KURPS) of Kurukshetra University Kurukshetra* now invites Online Bids (e-Tenders) from eligible Bidders for **Supply and Installation of Fluorescence Spectrophotometer** as per the specifications enclosed at Annexure - I.
3. A detailed Notice for inviting online Bids is given below. Interested eligible Bidders may obtain further information and the tender form “along with conditions of tender” to be fulfilled, from the website: <https://etenders.hry.nic.in> and <http://www.kuk.ac.in>.

Items & quantity	Supply and Installation of Fluorescence Spectrophotometer
Estimated Cost of the bid (Rs. In lacs)	18.5 lacs
Earnest Money Deposit (Rs)	37000/-
Bid Fee + E- Service fee	1000/- + 1000/-
Bid Preparation & Submission	
Start Date & Time	09.03.2021 (10:00 AM onwards)
Pre-Bid Date and Time	15.03.2021 (11:00 AM)
Expiry Date & Time	05.04.2021 (Till 11:00 AM)
Technical Bid	07.04.2021 (11:00AM)
Financial Bid	12.04-2021(11:00 AM)
Place of opening of bids	Office of the Chairman Electronic Science Department Kurukshetra University Kurukshetra Haryana – 136 119 (India)
Address for communication	Chairman Electronic Science Department Kurukshetra University Kurukshetra Haryana – 136 119 (India)

4. **Detailed notice inviting tender can also be seen in the office of the chairman, Electronic Science during office hours.**

5. **CLARIFICATION OF BIDDING DOCUMENT**

A Prospective bidder requiring any clarification of the bidding documents may notify on the address indicated in the Invitation for Bids. The concerned will respond to any request for clarification which he received a day earlier than **Pre bid date i.e. 15.03.2021 till 11:00AM**. The responses to the query will be uploaded on the website.

Pre-Bid Meeting:

- a. The Bidder or his official representative is invited to attend a pre-bid meeting which will take place at the address as indicated below (Time and Date as mentioned above at serial no. 3)
**Chairman
Electronic Science Department
Kurukshetra University Kurukshetra
Haryana – 136 119 (India)**
- b. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- c. The bidder is requested to submit any questions / queries on e-mail to reach the concerned latest by **15.03.2021 till 10:00 AM**.
- d. Minutes of the meeting, including the text of the questions raised (without identifying the source of enquiry) and the responses given will be uploaded on the website. Any modification of the bidding documents which may become necessary as a result of the pre-bid meeting shall be made exclusively through the issue of an Addendum/Corrigendum on website only and not through the minutes of the pre-bid meeting.
- e. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

Amendment of Bidding Document:

- i. Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing corrigenda/Addenda.
 - ii. Any addendum/corrigendum thus issued shall be a part of the bidding documents and shall be uploaded on the website as a corrigendum.
 - iii. To give prospective bidders reasonable time to take an addendum/corrigendum into account in preparing their bids, the Employer may, at his discretion, extend as necessary the deadline for submission of bids.
6. Under this process, the Pre-qualification Quote/ Technical Qualification, online bid Applications form as well as online Price Bids are invited at single stage under two covers i.e. Pre-Qualification Quote /Technical Bid (online Bid under PQQ/ Technical Envelope) and Financial Bid (comprising of price bid Proposal under online available Commercial Envelope).
- a. Eligibility and qualification of the bidder under first cover (PQQ/ Technical Envelope) will be first examined based on the details submitted online with respect to eligibility and qualification criteria prescribed in this Tender document.
 - b. 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.
7. 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. 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.

8. Interested bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.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 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.
9. 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 **03.04.2021 upto 12:00 Hrs**; and make payment via RTGS/ NEFT 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://etenders.hry.nic.in>
10. 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	Pre Bid Conference		15.03.2021 (11:00 AM)	15.03.2021 (1:00 PM)
2		Tender Document Download and Bid Preparation/Submission	09.03.2021 (10:00 AM)	05.04.2021 (11:00 AM)
3	Technical Bid Opening		07.04.2021 (11:00 AM)	
4	Financial Bid Opening		12.04.2021 (11:00AM)	

The bidders shall submit the hard copy of the technical/eligibility etc. documents in an envelope upto **05.04.2021 till 11:00 Hrs** to the Chairman. Electronic Science, Kurukshetra University, Kurukshetra. This envelope must be sealed and distinctly written “TECHNICAL/ELIGIBILITY CONDITIONS etc. DOCUMENTS FOR THE “Supply and Installation of Fluorescence Spectrophotometer”

TO BE OPENED ONLY BY THE AUTHORIZED PERSON/COMMITTEE during Technical Bid Opening on 07.04.2021.

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.
5. **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 & pre-qualification 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 mentioned in **General Terms and Conditions Governing the Tenders for the Supply (Part-IV), and Other Conditions for Financial Bids and Qualifying Criteria** of 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.

Chairman
Electronic Science Department
Kurukshetra University Kurukshetra
Haryana – 136 119 (India)

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KURUKSHETRA UNIVERSITY RUSA PROJECT SOCIETY
KURUKSHETRA UNIVERSITY, KURUKSHETRA, 136119
TENDER NOTICE : ELSD/LNCB/RUSA2/2021/002

Online bids are invited through E-tendering for the supply and installation of following:

S. No	Items & quantity	Appx. Cost (Rs. In lacs) 18.5 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	Supply and Installation of Fluorescence Spectrophotometer	To be quoted by the bidder	Rs. 37000/-	Rs. 1000/- + Rs.1000/-	09.03.2021 (10:00 AM)	05.04.2021 (11:00 AM)	07.04.2021 (11:00 AM)	12.04.2021 (11:00AM)

The tender form and conditions of tender to be fulfilled can be obtained from the Website: <https://etenders.hry.nic.in> .Complete specifications of the items and other details can also be seen on website <http://www.kuk.ac.in>

NODAL OFFICER, KURPS

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://etenders.hry.nic.in>
Please visit the website for more details.

2. Obtaining a Digital Certificate:

- (i.) 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.
- (ii.) 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://etenders.hry.nic.in>
- (iii.) 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

<https://etenders.hry.nic.in>

E -mail: eproc.nichry@yahoo.com

Help Desk: 0120-4001 002, 0120-4200 462 and 0120-4001 005 **(Toll Free Number)**

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

(vii.) 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.

(viii.) 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://etenders.hry.nic.in>

4. Pre-requisites for online bidding

In order to bid online on the portal <https://etenders.hry.nic.in>, the user's machine must be updated with the latest Java. A help file on system setup/Pre-requisite can be obtained or downloaded from the home page of the website- <https://etenders.hry.nic.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://etenders.hry.nic.in>

6. Download of Tender Documents

The tender documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.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. 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://etenders.hry.nic.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://etenders.hry.nic.in>
- (B) For help manual please refer to the 'Home Page' of the e-Procurement website at <https://etenders.hry.nic.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:

<https://etenders.hry.nic.in>

E - mail: eproc.nichry@yahoo.com

Help Desk: 0120-4001-002, 0120-4200-462 and 0120-4001-005 **(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 eproc.nichry@yahoo.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 eproc.nichry@yahoo.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. Bidder enters card credentials and confirms payment.
- (v.) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vi.) The page is automatically routed back to e-Procurement portal.
- (vii.) 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.
- (viii.) 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.

S. No.	Scenario	Do's /Dont'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 SBI 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: SBI , 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 parties 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. <ul style="list-style-type: none"> • Bidder must do the payment before tender validity gets expired <p>Dont'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 <ul style="list-style-type: none"> (i.) Incorrect IFSC code mentioned: Transaction would be rejected and the amount would be refunded back in to the bidders account (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. (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. (iv.) In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate. • 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.

		<ul style="list-style-type: none">• 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.
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**Chairman
Electronic Science Department
Kurukshetra University Kurukshetra
Haryana – 136 119 (India)**

TENDER
(PART II)
(To be submitted by the Vendor)
Supply and Installation of Fluorescence Spectrophotometer

To

Chairman
Electronic Science Department
Kurukshetra University Kurukshetra
Haryana – 136 119 (India)

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 and **other Conditions for Financial Bids and Qualifying Criteria** enclosed here are 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 Bidder
Name & Address:

With Office Stamp

Witness

Station:
Date:

Signature
Name & Address:

TECHNICAL BID (PART – III)

1. Name of Bidder :
2. Bid Reference no. :
3. Due Date & Time:
4. The tender shall remain valid for a minimum period of 3 months, from the date of tender opening and Guarantee/warranty of items required is 1 years.
5. The tender without earnest money will not be opened

Schedule of Requirements:

SCHEDULE OF REQUIREMENTS					
S. No.	Brief Description	Unit	Quantity	Delivery Schedule	Bid Security in Rupees
A.	Supply of Fluorescence Spectrophotometer	As per Actual measurement	As per the Actual Bill of material	Delivery in first 06 weeks from placement of order at destination Kurukshetra University, Kurukshetra	Rs. 37000/-
B.	Installation of Fluorescence Spectrophotometer	As per the bill of material	As per the actual bill of material	Installation in next four weeks	

CONDITIONS FOR TECHNO-COMMERCIAL BIDS

TECHNICAL

1. Give brief description of item/equipment/material with accessories. Items offered should confirm to specification, or as explicitly stated. Any product brief, test certificates available must be enclosed.
2. The firm will submit a certificate that the items quoted are as per specifications asked in the tender notice.
3. List of accessories as required, if any should be included and list of such items should be attached.
4. Anything 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. 100% Payment for the supply/ work against the purchase order shall be made 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 total prices of supply, installation and commissioning which will be the bid price.
3. Warranty/guarantee required is for five years. In case of any problem in functioning of equipment during warranty/guarantee period, the same will be repaired/ replaced by the bidder. 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 schedule.
5. In case of delayed supplies, liquidation 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:

Authorized Signatory
(with office stamp)

Technical Bid

S. No.	Particulars	To be filled in by the Bidder
1	Name of the Agency	
2	Details of EMD amount	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, email and Mobile Number along with name of the authorized signatory /contact person.	
5.	Whether the firm is registered under company act, partnership or proprietorship? (Copies of all certificates of registration to be enclosed)	
6	PAN (copy to be enclosed)	
7	GST Registration Number (copy to be enclosed)	
8	Attested copies of the return of the last three years to be submitted towards central and state sales tax/ VAT/ Service tax/GST as applicable	
9	Attested copies of IT returns for the last three years filled by bidder	
10	Attested copy of Audited accounts turn over details for the last three financial years. (Yes/NO)	
11	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, an affidavit is to be attached in this regard.)	
12	Whether all pages of the bid document's terms and conditions have been duly signed by authorised signatory (attach attested authorization letter on stamp paper) and attached, in token of acceptance of the same? Yes/NO	
13	Whether agency profile is attached?	
14	Whether item(s) quoted is(are) as per specification given in the tender? (Yes/No)	
15	Make and Model No. with brief Details (Attach separate sheets)	
16	Validity of rates	

17	Manufacturers' Authorization Certificate (Annexure-II)	
18	Service Support Details (Annexure-III)	
19	Capability Statement (Annexure-IV)	
20	Performance Statement (Annexure-V)	
21	Taxes if any, Please Specify	
22	Terms & conditions given in the tender notice are accepted or not Yes/No	
23	For Destination with installation Yes/No	

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

Date:

Authorized Signatory
(with office stamp)

(PART-IV)

GENERAL TERMS AND CONDITIONS GOVERNING THE TENDERS FOR THE SUPPLY

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. However in this bid bidder has to quote for all the items mandatory.

2. Signing of Tender:

2.1 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.

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

2.2.1 A 'sole proprietor' of the firm or constituted attorney of such sole proprietor.

2.2.2 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.

2.2.3 Constituted attorney of the firm if it is a Company.

2.3 The bidder should sign each page of the tender form and annexures, if any.

3. Bid offer shall remain valid for a period not less than 90 days after the deadline date specified for submission.

4. All duties, taxes and other levies including the transportation expenses are payable by the supplier/Agencies/ company/ service provider/ solution providers and shall be included in the total price. The charges not specified in the tender shall not be entertained.

5. The EMD of unsuccessful bidders shall be returned without interest after award of contract to the successful bidder. The EMD stands forfeited in case the firm withdraws his bid after submission of tender document.

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 university 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. In case the supplier backs out of 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 (KUK).

10. The University is entitled for Concessional Central Excise/Custom Duty/GST against a certificate. Bidders are advised to quote their rates in light of that certificate which will be provided by the university.

11. The bidder is advised to attach any additional information, which it thinks is necessary in regard to his capabilities to establish that the bidder is capable in all respects to successfully supply the items/ complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted.

12. A signed copy of all the pages by the authorized signatory of DNIT along with supporting documents which have been uploaded should be sent to the Chairman, Electronic Science,

Kurukshetra University, Kurukshetra-136119 by post/currier/by hand. The same will be put before the committee at the time of technical bid opening.

13. Even though firm may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work or black listed earlier by any University in any earlier projects. Firm has to submit an affidavit to this effect.
14. Amendment of Tender Document: At any time before the deadline for submission of tender, KUK may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective firm, modify the Tender document by amending, modifying and/or supplementing the same. All prospective firms shall be notified of any amendments on e-tender website and KUK web site and all such amendments shall be binding on them without any further act or deed on KUK's part. The prospective firms are advised to periodically browse e- tender website and university website www.kuk.ac.in to find out any further corrigendum / addendum / notice published with respect to this tender. In the event of any amendment, KUK reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their bids.
15. "Technical bids shall be opened on the dates as prescribed in Chairman, Electronic Science, Kurukshetra University Kurukshetra. If bids opening day is a government holiday, then the bids shall be opened on next working day at the same time. Maximum two Representatives of each may participate at the time of opening of the technical bids. Those whose bids are accepted may be asked to give presentation of their quoted items if desired by the committee. The date and the time for presentation will be intimated through mail.
16. The successful firm shall have to submit a performance Guarantee (PG) of an amount equal to the 5% of the total ordered amount in the form of account payee bank draft issued by a nationalized bank in favour of Nodal Officer, RUSA, Kurukshetra University, Kurukshetra payable at Kurukshetra within 15 days (fifteen days) from the date of issue of work order /letter of Acceptance (LOA). The performance security will be refunded only after completion of whole duration of warranty/guarantee from the successful installation of the items/ execution of the work. The performance security deposit shall be forfeited in case any terms and conditions of the agreement etc. to be signed at the time before the release of the purchase order to the successful bidder is infringed or the bidder fails to complete the supply the order in time.
17. Firm will supply and deliver the materials at Kurukshetra University, Kurukshetra. The delivery time will not be more than 4-6 weeks.
18. All disputes arising shall be subject to the jurisdiction of appropriate court of Judicial Magistrate, Kurukshetra alone and shall be governed by the law of India.

Chairman
Electronic Science Department
Kurukshetra University Kurukshetra
Haryana – 136 119 (India)

Part V
Financial Bid

1. Name of Bidder :
2. Bid Reference no. :
3. Due Date & Time:
4. Financial Bid Opening Date & Time:
5. The tender shall remain valid for acceptance for 3 months, from the date of tender opening.
6. Rates for items mentioned in Schedule of Requirements given in Technical bid (Annexure –I) are as follows:

(Adhering to the Format given below is a Pre-requisite for considering your quotations)

S. No.	Items	Qty.	Unit Price	Total Cost
(1)	Price quoted should be inclusive of all Including the Eqpt./Item/Material with all accessories, Packing & Forwarding charges (if any), Excise Duty, Custom Duty (if any), GST, Freight upto Kurukshetra University, Transit Insurance, Total delivery cost at Kurukshetra University, Installation & Commissioning cost (if any), Warranty duration and cost (if any)			
Total Cost of the Project				

Note: Kurukshetra University is an education institutional with concessional Excise Duty/Custom Duty/ GST form and bidder have to consider it while quoting the prices.

All quantities mentioned above are tentative / indicative. However, bidder will raise the final bill as per actual quantities consumed /or services provided.

Price quoted must include and indicate:

- The cost of all the Item/Material with all accessories running for the entire Warranty Period i.e. 1 years
- Warranty duration and cost (if any) have to be mentioned specifically as per bid document
- Total F.O.R. price at Kurukshetra University should be quoted.

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

Signature of the Vendor with date and seal

**OTHER CONDITIONS
FOR
FINANCIAL BIDS AND QUALIFYING CRITERIA**

No unilateral revision in price will be admissible.

A. EVALUATION CRITERIA

1. TECHNICAL EVALUATION

- 1.1 Detailed technical evaluation shall be carried out on other conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation.
- 1.2 The technical evaluation committee, if desire, may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion/presentation.
- 1.3 The University may also independently seek information regarding the performance from the clients and visit referred customers' consortium partner in India/Abroad at bidder cost.

2. FINANCIAL EVALUATION

- 2.1 The financial bid shall be opened of only those bidders who have been found to be technically eligible as enumerated under clause 1 above. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The university shall inform the date, place and time for opening of financial bid.
- 2.2 **Evaluation and Comparison of Bids:** The committee shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be made on the basis of total price of all the equipment's and the services together.

3. PAYMENT TERMS

- 3.1 The payment shall be in Indian Rupees and shall be paid on financial terms and conditions finally negotiated with successful agency, without error and delays.
- 3.2 The EMD of successful bidder will be kept till the installation of the items and no interest is payable thereon.
- 3.3 The successful firm shall have to submit a Performance Guarantee (PG) of an amount equal to the 5% of the total ordered value to the firm in the form of account payee bank draft/Bank guarantee issued by a nationalized bank in favour of Nodal Officer, RUSA, Kurukshetra University, Kurukshetra payable at Kurukshetra within 15 days (fifteen days) from the date of issue of work order /letter of Acceptance (LOA). The performance Guarantee will be refunded only after completion of whole duration of warranty/guarantee from the date of successful installation of the items/ execution of the work. The performance guarantee deposit shall be forfeited in case any terms and conditions of the agreement etc. to be signed at the time before the release of the purchase order to the successful bidder is infringed or the bidder fails to complete the supply the order in time.
- 3.4 100% Payment for the supply/ work against the purchase order shall be made after the successful completion of supply and installation work.
- 3.5 Payment shall be released on receipt of the original bills in triplicate complete in all respect.

- 3.6 In case non delivery of items on stipulated time / errors the vendors shall also liable to be penalized.
- 3.7 The agency shall be responsible for any delay / error in services and penalty @0.1% of the order value per day will be imposed.
- 3.8 Penalty of an amount not exceeding the total value of the project will be imposed on vender in case of violations of terms and conditions of agreement as decided by the university besides forfeiter of security and legal action.
- 3.9 A deduction of GST @2% (1% CGST & 1% SGST) from the payment made to supplier will be made as per the provisions of section 51 of CGST Act, 2017.

B. BIDDER QUALIFICATION REOUREMENTS

Qualification Criteria given below specify minimum Qualification Criteria in various areas to ensure that Bidder has necessary experience, expertise, financial and human resources to successfully supply, implement and provide the desired quality service. **Bidders not meeting these qualification criterions should not participate in the process of bidding, as bids of those not meeting these conditions will be summarily rejected.** Bidder should fill in point by point compliance and attach relevant documents in serial against each of the clauses below.

1. Bidder should preferably be either an Original Equipment Manufacturer or authorised distributor/representative of OEM. Supporting document must be enclosed with technical bid, clearly mentioning the tender description, addressed to tendering authority as mandatory criteria (Authorization letter from Original Equipment Manufacturer (OEM) in favour of bidder, to bid / negotiate / conclude the order against this tender)
2. Bidder should have executed minimum 2 similar supply orders, in last 3 financial years, with in india. Performance Certificate with list of clients to be attached.
3. Bidder should have support office and toll free no in nearby region.
4. Bidder should be in business of providing Supply and Installation of Fluorescence Spectrophotometer and servicing for last 5 Years. Relevant documents to be attached.
5. Bidder should have minimum average annual turnover of Rs. 1 Cr. in last 3 financial years. Balance Sheet and ITR should be attached.
6. The bidder shall be required to submit the Earnest Money Deposit (EMD) which is refundable and a non-refundable tender fee by way of online method only.
7. Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature along with Bill of Material (BoM) mentioning all the terms & conditions clearly, must be enclosed with the technical bid.
8. The bidder should not have been debarred or blacklisted by any Central / State Government Departments of India. An affidavit to that effect on Non-Judicial stamp paper of Rs.100/- duly notarized must be enclosed with the technical bid.
9. OEM should be Nationally/Internationally reputed Company.
10. If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/Product

The successful bidder shall sign an agreement immediately after the acceptance of the tender for timely execution of the purchase order. The Delivery time for the items should not be more than 4-6 weeks from the release of purchase order.

**Chairman
Electronic Science Department
Kurukshetra University Kurukshetra
Haryana – 136 119 (India)**

Reference No. and Date:

Full Address of Bidders

E-mail & Website :

Telephone No. :

Signature of Bidder:

Name in Block Letters:

Office Stamp with Signature
of authorized Signatory:

Annexure - I

Supply and Installation of Fluorescence Spectrophotometer

Sr. No	Required Minimum Specification
1.1	<p>The fluorescence spectrophotometer should have capability of measuring fluorescence, chemiluminescence, bio-luminescence, 3D excitation and synchronous spectra and should be equipped with followings.</p> <ul style="list-style-type: none">(i) Light Source: 150 W Xenon Lamp(ii) Diffraction/holographic grating: 900 lines or grooves/mm or better(iii) Excitation Wavelength: 200 – 900 nm or better(iv) Emission Wavelength: 200 – 900 nm or better(v) Sensitivity: S/N ratio 1000:1 (RMS) or better using Raman band of water with excitation wavelength of 350nm and bandpass of 5nm or 4000:1 (RMS) or better using Raman band of water with excitation wavelength of 350nm and bandpass of 10nm with response time 2 second in each case.(vi) Excitation Bandpass: 2 to 20 nm or better(vii) Emission Band Pass: 2 to 20 nm or better(viii) Resolution: 1 nm or better(ix) Wavelength Accuracy: 1 nm or better(ix) Wavelength Scan Speed: 40,000 nm/min or better(x) Sample Cell: Quartz cell for liquid samples 3 ml (02 nos)(xi) Software: Windows 10 and 64-bit based operating software(xii) Solid Sample Holder: Solid/Powder sample holders for solid/powder/film samples(xiii) Computer System: PC with i5 Processor, 8 GB RAM, 500 GB HDD, USB, Optical mouse, keyboard, 19" Monitor & laser jet printer, compatible Online UPS.(xiv) Warranty: One Year

Annexure-II

MANUFACTURERS' AUTHORIZATION FORM

No. _____ Dated __

To

Dear Sir:

BID No. _____

We _____ who are established and reputable manufacturers of *(name and description of goods offered)* having factories at _____ *(address of factory)* do hereby authorize M/s _____ *(Name and address of Agent)* to submit a bid, and sign the contract with you for the goods manufactured by us against the above BID.

We hereby extend our full guarantee and warranty of the General Conditions of Contract and of the Other Conditions of Contract for the goods and services offered for supply by the above firm against this BID.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. It should be included by the Bidder in its bid.

Annexure-III

SERVICE SUPPORT DETAILS

Package No.	Destination	Phone No.	Status of office Working Days and Hours	No of Software Engineers	Number of Hardware Engineers	Value of Min Stock Available at all time	List of Models & Type of Projects in last 3 Years

Signature and Seal of the Manufacturer / Bidder

Annexure-IV

CAPABILITY STATEMENT (CS)

1. Name & Address of the Bidder _____ Phone: _____

2. Classifications (1) Manufacturer
 (2) Authorized Agent
 (3) Dealer
 (4) Others (please specify)

3. Plant: (a) Location
 (b) Description, Type & size of building
 (c) Is property on lease or free hold? If on lease indicate date of expiry of lease in such case

4. Type of equipment manufactured and supplied during last 3 years.

Name of orders on hand equipment	Capacity/ Size	Nos. manufactured	Nos. of orders on hand

5. Types of equipment supplied during last 3 years other than those covered under 4 above.

Name of orders on hand equipment	Capacity/ Size and models	Name of Manufacturers & Country of Origin	Total Nos. .Supplied in India manufactured	Nos. of orders on hand

6. Turnover for similar equipments sold in last three years.

7. Details of Testing facilities available

- a) List testing equipment available
- b) Give details of tests which can be carried out on items offered.
- c) Details of the testing organization available

8. Personnel/Organization:

Give Organization chart for following indicating clearly the Number of employees at various levels.

- 0. Quality assurance
- 1. Production
- 2. Marketing
- 3. Service
- 4. Spare parts
- 5. Administrative

9. Nearest service centres to each of the destination installations:

Location _____

Phone No. _____

Year of Establishment _____

10. Details of Organization at Service Centre

- a) No. of skilled employees _____
- b) No. of Unskilled employee _____
- c) No. of Engineering employees _____
- d) No. of Administrative employee _____
- e) List of special repair/workshop Facilities available _____
- f) The storage space available for spare Parts (sq. mtrs.) _____
- g) Value of minimum stock of spares available at all the service centres in respective currency _____
- h) Value of the modes/types by number of equipment serviced by the centre in the _____

11. Names of two buyers to whom similar equipment was supplied in the past and to whom reference may be made by the Purchaser regarding the bidder's technical and delivery ability.

- 1) _____
- 2) _____

12. Technical Details (*As mentioned in Technical Specifications*)

Hardware Down Time:

What is the minimum down time you will guarantee on each of the following Items (This is defined as the number of days for which an item of equipment is not usable because of inability of the supplier to repair it)

<u>Items</u>	<u>No. of Days of Maximum down time</u>

Note:

- 1. The average down time of each item should not exceed half the maximum down time.
- 2. If the minimum down time during use in warranty/ maintenance period exceed the maximum down time as specified in the bid, the supplier should arrange immediate replacement. Failure to arrange for the immediate replacement shall render the supplier liable to a penalty as specified in other Conditions of Contract.

Signature of the bidder -----

Business Address -----

Annexure-V

PERFORMANCE STATEMENT

Performa for performance Statement (For period of last three/ five years)

Bid No. _____

Date of Opening _____

Time: _____ **Hrs.**

Order placed by (Full Address of Purchaser)	Order No. and Date	Description and quantity of Ordered equipment	Value of order		Date of completion of delivery		Remarks indicating reasons for late delivery, if any	Has the equipment been satisfactory functioning? (Attach a certificate from the purchaser/ Consignee)
			As per Order	As per Actual		Actual		
1	2	3	4	5	6	7	8	9

Signature and Seal of the Bidder
