



BHASKARACHARYA COLLEGE OF APPLIED SCIENCES

(University of Delhi)

Sector – 2, Phase – 1, Dwarka, New Delhi – 110075, Phone- 011-25087597

Website: <http://www.bcas.du.ac.in>, Email: bhaskaracharya.college@gmail.com

E-Procurement Tender Notice

The College invites ONLINE bids as per Two Bids System (Technical and Financial) from eligible bidders through e-procurement <https://eprocure.gov.in/eprocure/app>

| |
|---|
| Our Enquiry Ref No: |
| Dated : |
| Tender fee (Rs.) : |
| Bid download start Date and Time : |
| Bid submission start Date and Time : |
| Last date and time for Bid Submission : |
| Date and Time of Bid Opening : |
| Tender Value (Rs.) : |
| EMD(Rs.) : |
| Bid Validity : Up to 31.03.2020 |

Subject: Invitation of ONLINE 2 fold bids for the procurement of _____ by the _____

Dear Bidder,

Only the online bids are invited for the procurement of the following equipment as per the details attached as Enclosure-I.

| S. No. | Name of the item | Max. Quantity required | Minimum Specifications |
|--------|------------------|------------------------|------------------------|
| 1 | | | Enclosure-I |
| 2. | | | |

IMPORTANT:

- All details regarding the subject tender are available on websites www.bcas.du.ac.in and <https://eprocure.gov.in/eprocure/app>. Any change/ modification in the Tender Enquiry/ Tender Document will be intimated through above websites only. Bidders are therefore, requested to visit the websites regularly to keep themselves updated.
- Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>
- Manual bids shall not be accepted.
- For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>
- Bidder is advised to follow the instructions provided in the 'Instructions to the Contractors/Bidder' for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>
- Bid documents may be scanned with minimum 100dpi with black and white option in pdf format.

It is required that the following instructions should be carefully followed including detailed terms and conditions attached overleaf as Annexure 'A', while submitting your offer; otherwise your offer may not be considered.

- All the communication with the college should be addressed only to "**Principal, Bhaskaracharya College of Applied Sciences, Sector 2, Phase I, Dwarka, New Delhi- 110 075.**" (hereinafter called the Principal)
- Online Quotations will be two-fold (a) one technical bid consisting of all technical details and supporting documents (b) another financial bid containing price for the item mentioned in the technical bid. Bidders will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- Financial bids of only those bidders will be opened and considered who qualify in their technical bid.
- Corrigendum, if any, will be published only on the above websites only.

Yours Sincerely,

Principal

ANNEXURE 'A'

- I. The bids should be valid up to 31 March 2020.
- II. Non-refundable tender fee of **Rs. XXXXX** and refundable Bid Security fixed amount **Rs XXXX** should be remitted through DD or online through RTGS/NEFT to the following account separately. DD(s) must reach the college, sealed in original, before the bid submission date and time having tender and bidder details at its back. The College will not be responsible for any missing information and any postal or delay because of whatsoever reason.

| | |
|---|--|
| Name of account holder | PRINCIPAL, BHASKARACHARYA COLLEGE OF APPLIED SCIENCES |
| Bank name | ANDHRA BANK |
| Branch name with complete address, telephone number and email | SECTOR-10, DWARKA, NEW DELHI-110075. 011-25075256, 011-25071813 |
| IFSC Code | ANDB0001132 |
| Is the branch also NEFT enabled? | YES |
| Type of bank account | SAVING |
| Complete bank account number | 113210100039203 |
| MICR code of bank | 110011023 |

A copy of RTGS/NEFT transfer report should be submitted along with the bid submitted separately for tender fee and EMD. EMD exemption will be applicable as per Govt. rules.

- III. **The successful bidder will be defined as the one who offers L1 price (Basic Rate and other charges like freight, installation, etc.) excluding GST. Normal GST rate will be applicable as per Govt. norms.**
- IV. The successful bidder will deposit 10% of the order value as the performance security, by any one of the means above for the contract or the warranty period. GFR 2017 will be applicable in regard of bid and the performance security deposited.
- V. If the successful bidder fails to execute items 80% of the amount ordered, the bidder will be blacklisted from the college for at least for 2 years and the performance security deposit shall stand forfeited.
- VI. Bid submitted by a bidder who has been blacklisted in the college will be summarily rejected and its EMD for this tender shall stand forfeited.
- VII. Tenderer who has downloaded the tender from aforesaid sources **shall not tamper/modify the tender form including downloaded financial bid template in any manner.** In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited. Also tenderer is liable to be banned from doing business with the college.
- VIII. The final offered rate (only in the financial bid) shall be quoted by the bidder, for every item, in words and also in figures and shall match with the amount figure. If rates in words do not tally with rates in figure then the rates which correspond to the amount shall be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figure or in words then the rate quoted by the bidder in words shall be taken as correct.
- IX. The firm must be reputed and must be registered with Sales Tax/ Income Tax Authority.
- X. The following scanned and signed documents are to be furnished by the bidder along with **Technical Bid** as per the tender document. Incomplete bid is likely to be rejected with no claim whatsoever to the bidder.
 - a. **Proof for payment of Tender document Cost (Tender Fee) and/or Earnest Money Deposit**
 - b. Certificates like Registration certificate, GST No., PAN No, TIN No, Service Tax registration, Sales Tax, Trade Tax Regn etc.
 - c. Proof of Annual Turnover, Net Profit for last three years
 - d. Copy of **Tender Acceptance Letter and/ or Letter of authorization to submit bid, if applicable.**
 - e. An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government/DU institution and there has been no litigation with any government department on account of IT services.
 - f. No near relative certificate
 - g. The bidder should submit complete specifications with make and model, manufacturer's name and address, proprietary certificate, if applicable
 - h. Technical compliance chart, technical literature or product catalogue, support and service centre details, warranty certificate, complete details of the customers for the last 3 years
 - i. Copy of **Technical data sheet**

- j. Copy of the cancelled cheque and/or any other document in support of the quoted item only with the technical bid of their respective offer
- k. Technical bid undertaking in the format provided in the tender
- XI. The schedule of financial bid in the form of BOQ_XXX.xls provided in the tender is to be furnished by the bidder along with **Financial Bid** as per the tender document.
- XII. University of Delhi is registered with the DSIR for the purpose of availing any exemption including Custom duty exemption and Central Excise duty exemption via TU/V/RG-CDE(14)/2016 Dated August 26, 2016 valid upto 31.08.2021.**
- XIII. The firm/company should have experience of supplying & installation for similar Equipment/Instruments to institutes of National repute.
- XIV. The bidder shall bear all the costs associated with the preparation and submission of its quotation including samples, literatures etc. regardless of the conduct or outcome of the bidding process.
- XV. Sealed bids submitted personally/ post and the bids sent by Fax/Email will not be considered. Only the specific clarification, if any, sought by the college may be replied electronically.
- XVI. All the pages of bid being submitted must be **Signed with Sealed and Sequentially** numbered by the bidder irrespective of nature of content of the documents before uploading.
- XVII. The period of warranty of the item purchased would start only after successful installation and satisfactory functioning, training (if required) of the same.
- XVIII. The college reserves the right to change the number of items to be procured as also their quantity.
- XIX. The Principal reserves its rights to reject or accept wholly or partly the offer without assigning any reason(s). The Principal also reserves the right to cancel all Quotations without assigning any reason thereof.
- XX. The Principal also reserves its right to terminate the maintenance contract at any time without assigning any reason. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for maintenance services already performed in terms of the contract, the same would be paid to it as per the contract terms.
- XXI. The decision for the placement of Order is at the sole discretion of the Principal. Once an order is placed, it will be non-transferable/ sublet/ or outsource by the successful bidder to any other firm or bidder.
- XXII. Any dispute or disagreement will be interpreted and addressed under Indian Laws in the Hon'ble Courts of Delhi Jurisdiction only.
- XXIII. Each bidder shall submit only one bid either by himself or as a partner in a joint venture. A bidder who submits or participates in more than one bid will be disqualified.
- XXIV. Canvassing whether directly or indirectly, in connection with bids is strictly prohibited and the bids submitted by the bidders who resort to canvassing will be liable to rejection.
- XXV. The college may ask the bidders for sample reviewing and demonstration free of charge and no obligation basis and reserves the right to reject before opening of the financial bids.
- XXVI. The bidders will have to provide their complete bank details in the prescribed proforma used above for EMD submission, in case the college desires to make the payment through ECS/RTGS.
- XXVII. In case of any deviation from the tender specification or any misconduct, the firm will be held responsible and may lose the Earnest Money Deposit with additional penalty imposed.
- XXVIII. No advance payment will be made. TDS applicable for professional services will be deducted.
- XXIX. In the event of non-execution of the order within the specified period, the Principal may impose a penalty of 0.5% per week and a maximum deduction of 10% of the total cost on the suppliers.
- XXX. Indian agents quoting directly or representing foreign principals (suppliers/manufacturer) should be registered with DGS & D for the items appearing in the restricted list of current EXIM policy of GOI.
- XXXI. For imported equipment/s, payment can be made against the letter of Credit/Sight draft. The firm opting for Letter of Credit (LC) opening should clearly mention the address of foreign bank in the financial bid.
- XXXII. Tender conditions, other than those stated above, sent along with your offer shall not be binding on the college.
- XXXIII. Any mismatch or contradictory information in your tender document may lead to cancellation of your bids.
- XXXIV. While submitting bids, the firm/company/s shall ensure that the terms/conditions mentioned in this document against which the bids are being given are acceptable to them. The bidder submitting an offer in the response of this enquiry is assumed to have accepted our terms and conditions stated above.

Bidder's Letter Head

UNDERTAKING to be submitted with the Technical bid of the tender

From: (Full name and address of the Bidder)

To,

The Principal
Bhaskaracharya College of Applied Sciences
University of Delhi
Sector 2, Phase I, Dwarka
New Delhi- 110 075

Dear Sir,

1. I/ we, the undersigned bidder, hereby submit the Technical and Financial Bids for your tender reference no _____ for the _____ and related activities as envisaged in the Bid document.
2. I/we have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I/we undertake to supply the items as per specifications desired in your tender. Any deviations may lead to cancellation of award as per tender terms and conditions.
4. I/we offer to execute the work at the rates as indicated in our Financial Bid as per the award of contract, if applicable.

Yours Faithfully,

Signature and Seal for Bidder

BID CHECKLIST to be submitted with the Technical Bid

| Sl. No. | Item Description | Yes/No | Bid Reference |
|---------|--|--------|---------------|
| 1. | Tender Fee Enclosed and/or EMD Enclosed | | |
| 2. | Tender Acceptance Letter | | |
| 3. | Letter of authorization to submit bid. | | |
| 4. | An undertaking that the agency hasn't been blacklisted | | |
| 5. | Annual turnover for last three years | | |
| 6. | Registration Certificates | | |
| 7. | No near relative certificate | | |
| 8. | Technical literature/ manual etc. | | |
| 9. | Technical bid and Undertaking as per format | | |
| 10. | Financial Bid as per BOQ_XXX.xls format | | |

Enclosure I

Tender specification for the desired item :-

RFQ Template