



No. RamjasCollege/E-Procurement/2019/Glassware/CPPP/05

Date: 20.02.2019

E-PROCUREMENT TENDER NOTICE

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

Our Enquiry Ref No : RamjasCollege/E-Procurement/2019/Glassware /CP/05

Dated : 20/02/2019
Tender fee (Rs.) : ₹ 1000
Bid download start Date and Time : 20/02/2019, 1400hrs
Bid submission start Date and Time : 20/02/2019, 1400 hrs
Last date and time for Bid Submission : 13/03/2019, 1400 hrs
Date and Time of Bid Opening : 14/03/2019, 1400 hrs
Tender Value (Rs.) : ₹4,00,000
EMD(Rs.) : ₹15,000
Bid Validity : Up to 31.03.2019

Subject: Invitation of ONLINE one fold bids for the procurement of *Glasswares for Laboratories* by the Department of *Botany, Chemistry and Zoology*

Dear Bidder,

Only online bids are invited for the procurement of *various kinds of Glasswares for Laboratories* by, **Ramjas College** as per the details attached as Annexure-I of the item(s).

S.No.	Name of Item(s)	Quantity Required	Minimum Specifications
1.	<i>Glasswares for Laboratories as per Tender Documents</i>	As per tender documents	Annexures -I
2.			
3.			
4.			

IMPORTANT:

- All details regarding the subject tender are available on websites www.ramjas.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.

Handwritten signature

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

1. All the communication with the college should be addressed only to "*Principal, Ramjas College, University of Delhi, University Enclave, Delhi- 110 007.*" (hereinafter called the Principal)
2. Online Quotations will be one fold (a) one financial bid consisting of tender fees, EMD and supporting documents containing items wise price for the item mentioned in the document. Bidders will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
3. Corrigendum, if any, will be published only on the above websites only.

Yours Sincerely,


Principal


Convenor
(Central Purchase committee)


Procuring Officer

ANNEXURE 'I'

Terms & Conditions Details

- I. The bids should be valid upto 31 March 2019.
- II. Non-refundable tender fee of ₹1000 should be remitted through DD or online through RTGS/NEFT to the following account separately. DD must reach the college, sealed in original, before the bid submission or in the envelope containing financial bid, 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, RAMJAS COLLEGE
Bank name	CORPORATION BANK
Branch name with complete address, telephone number and email	KAMALA NAGAR DELHI-110007. 011-25667706,
IFSC Code	CORP0000283
Is the branch also NEFT enabled?	YES
Type of bank account	SAVING
Complete bank account number	520141001194352
MICR code of bank	110017003

A copy of RTGS/NEFT transfer report should be submitted along with the bid submitted separately for tender fee.

- III. 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 5 years and the performance security deposit shall stand forfeited.
- IV. 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.
- V. Tenderer who has downloaded the tender from aforesaid sources **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tampered/modified in any manner, tender will be completely rejected. Also tenderer is liable to be banned from doing business with the college.
- VI. 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.
- VII. The firm must be reputed and must be registered with Sales Tax/ Income Tax Authority.
- VIII. The following scanned and signed documents are to be furnished by the bidder along with **Financial Bid** as per the tender document. Incomplete bid is likely to be rejected with no claim whatsoever to the bidder.
 - a. Certificates like Registration certificate. GST No., PAN No, TIN No, Service Tax registration, Sales Tax, Trade Tax Regn etc.
 - b. Copy of **Tender Acceptance Letter & Letter of authorization to submit bid.**
 - c. 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.
 - d. No near relative certificate
 - e. The bidder should submit complete specifications with make and model, manufacturer's name and address, proprietary certificate, if applicable
 - f. Technical compliance chart, technical literature or product catalogue, support and service centre details, warranty certificate, if applicable.
 - g. Copy of the **cancelled cheque** and/or any other document in support of the quoted item only with the financial bid of their respective offer
- IX. The following documents are to be furnished by the bidder along with **Financial Bid** as per the tender document:
 - a. Price bid undertaking in the format provided in the tender **Annexure-III**
 - b. Schedule of Financial bid in the form of Financial Bid provided in the tender **Annexure-II**
 - c. Declaration Sheet **Annexure-IV**
 - d. Bid Check List **Annexure-V**
- X. University of Delhi is registered with the DSIR for the purpose of availing Custom duty exemption and Central Excise duty exemption via TU/V/RG-CDE(14)/2016 Dated August 26, 2016 valid upto 31.08.2021.
- XI. 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.

- XII. 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.
- XIII. 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.
- XIV. The college reserves the right to change the number of items to be procured as also their quantity.
- XV. 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.
- XVI. 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.
- XVII. 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.
- XVIII. Any dispute or disagreement will be interpreted and addressed under Indian Laws in the Hon'ble Courts of Delhi Jurisdiction only.
- XIX. 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.
- XX. 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.
- XXI. 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.
- XXII. In case of any deviation from the tender specification or any misconduct, the firm will be held responsible.
- XXIII. No advance payment will be made. TDS applicable for professional services will be deducted.
- XXIV. 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.
- XXV. 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.
- XXVI. 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.
- XXVII. Tender conditions, other than those stated above, sent along with your offer shall not be binding on the college.
- XXVIII. Any mismatch or contradictory information in your tender document may lead to cancellation of your bids.
- XXIX. 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.

Important Note

1. **Due Date:** The tender has to be submitted online only within 21 days from the date of publishing of NIT
2. **One Bid System:** The offer/bid should be submitted in one bid systems (i.e.) Financial bid through Online mode. **The financial bid should consist of tender fee, EMD, all technical details along with commercial terms and conditions.** Financial bid should indicate item wise price inclusive of Tax for the items mentioned in the tender document.
3. **Opening of the Tender:** The bid will be opened by a committee duly constituted for this purpose. The bid will be examined by the purchase committee (as per specification and requirement). The financial bid will be opened in the presence of the vendor's representatives subsequently for further evaluation. The bidders, if interested, may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate in the tender opening.
4. **Acceptance/ Rejection of bids:** The Committee reserves the right to reject any or all offers without assigning any reason.
5. **Prices:** The price should be quoted in total including tax and must include all packing, printing and delivery charges. The offer/bid should be inclusive of taxes and duties, which will be paid by the purchaser as applicable.
6. **Glasswares should be as per specification mentioned in the list. The damaged glasswares during transportation will not be accepted.**

FINANCIAL BID FOR
VARIOUS KINDS OF GLASSWARES

S.No.	Name of Item	Brand / Specification	Total Units Required	Amount inclusive of Tax
1	Beaker 1000ml Griffin	Borosil	2	
2	Beaker 250ml Griffin	Borosil	44	
3	Beaker 500ml Griffin	Borosil	46	
4	Burette	Polylab	20	
5	Beaker 400ml Griffin	Borosil	200	
6	BOD Bottle	Borosil 2.2cmx15cm L	24	
7	Borosil bottle 100ml schott	Duran bottle	2	
8	Borosil bottle 250ml schott	Duran bottle	5	
9	Borosil bottle 500ml schott	Duran bottle	5	
10	Coverslip(Ordinary)	22x22mm	20	
11	Conical flask 100ml	Borosil; Item code 4980	200	
12	Conical flask 250ml	Borosil; Item code 4980	35	
13	Conical flask 500ml	Borosil; Item code 4980	20	
14	Conical flask 1000ml	Borosil; Item code 4980	2	
15	Coverslip(Blue star)	22mm No-0	23	
16	Coverslip long		10	
17	Crucible G4, 30 mL	Sintered glass	110	
18	Droper with teat 6"	Borosilicate glass	110	
19	Measuring cylinder 250ml	Borosil; Item code 3022	50	

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20	Measuring cylinder 100ml	Borosil; Item code 3022	36	
21	Measuring cylinder 10ml	Borosil; Item code 3022	36	
22	Posture pipette	8 inch	60	
23	Pipette 1ml	Borosil; 0.01 mL Item code 7080	24	
24	Pipettes 2ml	Borosil; 0.02 mL: Item code 7080	18	
25	Pipettes 5ml	Borosil; 0.05 mL: Item code 7080	18	
26	Separating funnel 500ML	Borosilicate	30	
27	Slides	Standard Size	21	
28	Test tube 25x150	Borosilicate	500	
29	Test tube 25x150	Borosil	850	
30	Test tube 15x150	Borosil	1600	
31	Thermometer 100 degrees centigrate		20	
32	Volumetric flask 100ml; Class B	Borosil	100	
33	Wash Bottle	Tarson	36	
34	Watch glass 4"	borosilicate	100	

Signature of Bidder

Name _____

Wahyuni

UNDERTAKING to be submitted with the Financial bid of the tender

From: (Full name and address of the Bidder)

To,

The Principal
Ramjas College
University of Delhi
University Enclave
Delhi- 110 007

Dear Sir,

1. I/ we, the undersigned bidder, hereby submit the Price Bid 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 the price Bid as per the award of contract, if applicable.

Yours Faithfully,

Signature and Seal for Bidder

Handwritten signature

DECLARATION SHEET**Annexure IV**

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 TIN Number	
7 PAN Number	
8.GST Number	
9.Challan of Sample, if any (copy enclosed)	

(Signature of the Tenderer)

Name:

Seal of the Company

Handwritten signature

BID CHECKLIST to be submitted with the Financial Bid

Sl. No.	Item Description	Yes/No	Bid Reference
1.	Tender Fee Receipt attached if paid online or DD in original		
2.	Tender Acceptance Letter		
3.	Letter of authorization to submit bid.		
4.	An undertaking that the agency hasn't been blacklisted		
5.	Registration Certificates		
6.	No near relative certificate		
7.	Technical literature/ manual etc.		
8.	Undertaking and Financial Bid as per format		

Handwritten signature