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**ACHARYA NARENDRA DEV COLLEGE**  
(UNIVERSITY OF DELHI)  
Govindpuri, Kalkaji, New Delhi – 110 019

Ref. No. ANDC/2020/Scientific  
EquipmentZoologyMuseum.....

Dated: 20/01/2020

**Tender Enquiry**

Subject: Request for Tender for supply of “**Scientific Equipment**” at Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi-110019

Dear Madam/ Sir,

You are requested to submit your offer in Two Bid System- Technical and Commercial through e-procurement <https://eprocure.gov.in/eprocure/app> for **Scientific Equipment** as per the details attached in Appendix III of tender by Acharya Narendra Dev College, University of Delhi, New Delhi-110019.

Details of Tender Enquiry are as under:

Tender Reference No and Date	ANDC/2020/ZOO-M
EMD Amount(Rs)	3000/-
Bid Document Download Start Date and Time	03/02/2020 23:30 hrs
Bid Submission Start Date and Time	04/02/2020 09:00 hrs
Bid Submission End Date and Time	16/02/2020 10:00 hrs
Technical Bid Opening Date and Time	17/02/2020 11:00 hrs
Financial Bid Opening Date and Time	To be intimated later
Bid Validity	30.06.2020

**List of items**

S. No.	Item	Quantity
1	<b>Stereozoom Microscopes</b>	<b>04 No.</b>
2	<b>Animal Models</b>	<b>50 Nos.</b>

It is requested that the following protocol shall be carefully observed in every detail while submitting the tender, otherwise tender may not be considered:

1. All details regarding the tender for supply of “**Scientific Equipment**” are available on our college website <http://andcollege.du.ac.in> and CPP Portal <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.
2. For submission of e-bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
3. Bidders are 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>.
4. Online tender will be two fold (a) one technical bid consisting of all technical details and supporting documents (b) another financial bid containing items wise price for the items 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.
5. Financial bids of only those bidders will be opened and considered who qualify in their technical bid.
6. Manual/hardcopy of bids shall not be accepted.
7. Bidder, however have to upload scanned and signed copies of EMD and documents mentioned in Appendix I along with the e-tender.
8. Earnest Money Deposit (EMD) amount of Rs.3000/- (Three Thousand Only), should be submitted in the form of Pay Order/Demand Draft of a nationalized bank, payable in favour of “**The Principal, Acharya Narendra Dev College**”, payable at Delhi, and should reach to “The Section Officer (Accounts), Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi-110019”, before the end date and time of bid submission, failing which, the bid will be liable for rejection. Please write the name of the contact person (IN CAPITAL) and his/her Mobile Number at the backside of the Pay Order/Demand Draft and submit it in an envelope super scribed as “**EMD for Supply of Scientific Equipment-Zoology Museum**”. Our Tender No. & Date and name of the item/equipment should invariably be marked on the top of envelope.
9. Clarifications/queries, if any, can be addressed to Dr. Geetu Gambhir Bursar, Contact No. 011-26293224 and email: [bursar@andc.du.ac.in](mailto:bursar@andc.du.ac.in) till 14<sup>th</sup> February, 2020.

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**ACHARYA NARENDRA DEV COLLEGE**  
(UNIVERSITY OF DELHI)  
Govindpuri, Kalkaji, New Delhi – 110 019

Ref. No. ANDC/2020/ ZOO-M.....

Dated: 03.02.2020

**Tender Enquiry**

Subject: Request for Tender for supply of “**Scientific Equipment**” at Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi-110019

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**Terms and Conditions of Tender**

1. The tender must be in the form as furnished by Procuring Entity and should be free from corrections/erasures. In case there is any unavoidable correction, it should be properly attested. If not, the tender will not be considered. Tender written in pencil will not be considered. The bidder shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
2. Tender will be opened on due date at **17.02.2020 (11.00Hrs)** at the indicated venue in presence of the bidders or their representatives who may wish to be present.
3. Please quote whether your organization is large scale industry or small scale industry. If you have NSIC/MSME/MSI/DGS&D Certificate, please attach it to the tender. Mention your registration detail.

4. **The Technical Bid and the Financial Bid shall be submitted through ONLINE only at CPP Portal as per the details mentioned in the E-Procurement Tender Notice. The Financial Bid of those bidders will be opened only whose sample/s are technically cleared by the Technical Committee of Acharya Narendra Dev College, University of Delhi on the basis of the specifications and samples supplied for each variety of the quoted item/goods.**
5. Tenders which are not accompanied with the EMD in form of Demand Draft/Pay Order of Rs.3000/- will not be considered.
6. In the event of furnishing false/incorrect/incomplete/forged information/documents by the bidder, the EMD in respect of such bidder shall be forfeited. Further during the performance of the contract, if it is detected that the contract has been obtained by furnishing the false/incorrect/incomplete information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor shall be forfeited without prejudice to the contractor liable to be blacklisted accordingly and is liable to be banned from doing business with the Acharya Narendra Dev College.
7. The EMD of successful bidder will be retained as security till submission of Performance Bank Guarantee (PBG). The selected vendors will have to pay a performance bank guarantee for an amount equal to 10% of the total amount of the equipments for the duration of warranty period.
8. The EMD of the unsuccessful bidder(s) will be refunded after finalization of tender without any interest.
9. The EMD may be forfeited if a bidder withdraws his bid during period of validity specified by bidder in bid form or, in case of successful bidder, if the bidder fails to complete the contract.
10. The printed technical literature and catalogue giving full technical details should be included with the technical bid along with a compliance statement verifying the specifications quoted in the tender.
11. The bidder shall have a minimum of 3 years' experience in this trade. (Documentary evidence shall be submitted for the same)
12. Successful bidder is to submit an **Appendix VII** certifying that the quality of Scientific Equipment quoted is as per specifications and is liable to pay penalty/damages, in case of any defect. **Acharya Narendra Dev College, University of Delhi** may impose penalty as deemed fit and have the right to make recovery from PBG/EMD or bills due.
13. **The Technical Bid opening, will be carried out in two stages, in the first stage technical committee will verify all the documents uploaded on CPP Portal Thereafter, in the second stage, the college technical committee may ask the vendors for sample reviewing and demonstration. Then, in the third stage the Price Bids (financial bid) of only the technically eligible firm and sample selection acceptable offers (as decided in the first stage & second stage) shall be opened by the Competent Committee of Acharya Narendra Dev College, University of Delhi.**
14. No advance payment will be made. TDS applicable for professional services will be deducted.
15. Cost of the Scientific Equipment shall include GST/all other taxes and statutory levies.
16. The prices quoted shall remain unchanged till the supplies are completed. Please quote the rates in words and figures. Rates quoted shall be FOR College including all charges otherwise the tender is likely to be rejected. If there is no indication regarding the FOR, in the tender, then it will be considered as FOR destinations. Price quoted should be net and valid till 30-06-2019.
17. The College, is not bound to purchase all the items from the bidder for which rates have been quoted. The rates will be accepted on the basis of competitive Bidding and quality of materials. **The purchase will be strictly done based on the availability of fund hence the College, has the right to reduce or increase the quantity while placing order.**

18. The College, does not bind it to accept the lowest tender for its execution and reserves the right to accept the tender in whole or in part i.e. with respect to all the articles mentioned in the attached statement or in respect of any one or more than one article specified in the attached statement.
19. After completion of the tender process, the College, will place order for quantities as and when required from time to time. The successful bidder shall comply with the order for delivery within the stipulated period. **The quantities may be increased or decreased as per the requirement at the time of placing order.**
20. In the event of any default, failure (including the failure to supply within the prescribed delivery period) or negligence by the bidder/vender in complying with the order to the complete satisfaction of the **Acharya Narendra Dev College**, University of Delhi the authorities shall be entitled to deduct/forfeit from the security deposit for the loss / damage.
21. The right to accept the tender will rest with Principal, Acharya Narendra Dev College, University of Delhi which reserves the right to reject any or all the bids without assigning any reason thereof.
22. All supplies are subject to inspection and approval before acceptance.
23. Payment of taxes is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the tenders. **If no indication regarding GST or other taxes is recorded in the tender, the GST or other taxes will be considered as included.**
24. In case your tender is accepted and order is placed on you, the supply against the order should be made within 30 days after receiving Purchase Order. The College reserves the right to recover any loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall entitle Procuring Entity for the imposition of penalty without assigning any reasons @ 0.5% of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
25. Payment will be made through **RTGS/NEFT** transfer. For this purpose, the vendor will be required to provide his bank details along with the bill. **A Scan copy of the cancelled cheque can also be attached for verification of IFSC code and account details.**
26. The payment of the Bill will be made 100% (hundred percent) within 30 (thirty) days through NEFT/RTGS only on receipt and acceptance of material at our site in good condition and submission of bill.
27. Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Delhi only.
28. Incomplete tender is liable to be rejected. Apart from submitting the copies of other documents, the bidder must submit the duly filled in and completed in all respect Tender Acceptance Letter along with entire tender document. Each and every paper submitted as a part of technical bid should be signed and stamped by the bidder.

### **For Imported Equipment/Item**

1. The prices quoted should be F.O.R college.
2. If the prices are C.I.F., New Delhi. That should include insurance, packing, forwarding, freight etc.
3. The agency commission, if any, payable in Indian rupees should be mentioned separately.
4. The bids should be valid for a period of 180 days from the date of its opening.
5. 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.
6. DSIR certificate for Custom duty will be provided by the College at the time of clearing the consignment from customs, as per Govt. rules.

**Appendix I**  
**BIDDER PROFILE (ELIGIBILITY CRITERIA)**

The following details/documents/certificates issued by the concerned Authorities in respect of the bidder are required to be submitted:

S. No.	DESCRIPTION	DOCUMENTS TO BE UPLOADED (SCANNED COPIES)
1.	Name and Address of the bidder/tenderer along with Telephone No./Mobile No:	
2.	Registration certificate/legal status from Govt. of India/State Govt. for relevant field. Copy of relevant certificates shall be attached.	
3.	Director/Proprietors of the firm shall also be enclosed with proof of ownership	
4.	Copy of GST Registration, PAN card, TIN No./VAT No.	
5.	Copies of ITR for last three preceding years (FY 2017-18, 2018-19 and 2019-20)	
6.	Proof of the firm towards its existence for last three years or more in the trade in Central/State Govt. /Autonomous bodies. Copies of purchase order shall be included as a proof.	
7.	Proof of whether your organization is large scale industry or small scale industry. If you have NSIC/MSME/MSI/DGS&D Certificate, please attach it to the tender. Mention your registration detail	
8.	National Electronic Fund Transfer (NEFT) Form as per Annexure VII (for the purpose of payment in Indian Rupee)	
9.	The printed technical literature and catalogue giving full technical details should be included with the technical bid	

Signature of the Bidder/Tenderer with Seal  
Name of the Firm & Seal

**Note:** The documents to be uploaded should be legible, covered with index and have proper page no. In case the uploaded documents are not readable, the tender cannot be examined and the Technical Bids can be rejected, thereby rejecting the tender of that applicant.

**Appendix II**  
**DECLARATION**

(To be given on Company Letter Head)

1. I, ..... Son/ Daughter / Wife of Shri .....  
----- Proprietor / Director /authorized signatory of the firm, mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/ are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. We agree to all the terms and conditions mentioned in the tender documents. We further understand that you are not bound to accept the lowest or any Bid you may receive against your above-referred Bid Reference.
5. We confirm that there is no case pending with the police or any other investigating agency (i.e.) against the proprietor/firm/partner or the company.
6. We confirm that no near relative of ours is an employee in the University of Delhi who is connected with the award and execution of the contract.
7. We confirm that we are competent to contract and we do not stand deregistered/banned/blacklisted by any Govt. Department/Autonomous/Semi Govt. in the past.
8. We do not have any pending litigation with any Government Department on account of our services.
9. We confirm that we fully agree with the terms and conditions specified in above mentioned Bidding Document, including amendment/ corrigendum, if any.

Signature of the Bidder/Tenderer  
with Seal  
Name of the Firm & Seal

Date:

Place:



**Appendix-III**  
**(On Company Letter Head)**

**TECHNICAL SPECIFICATIONS & COMPLIANCE SHEET**

Duly filled Technical Bid as per the details given below in the attached format shall be submitted.

<b>S. No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Detailed Specifications</b>	<b>Compliance Yes/No</b>	<b>Remarks</b>
<b>1</b>	<b>Stereozoom Microscopes</b>	<b>04</b>	<ul style="list-style-type: none"><li>• <b>Eyepiece:</b> Super wide field paired 10x (FN. 23)</li><li>• <b>Objective:</b> 2x (11.5 mm), 4x (5.7 mm)</li><li>• <b>Diopter adjustment:</b> +/- (left side)</li><li>• <b>Light Source:</b> Option for both reflected and transmitted light</li><li>• <b>Reflected:</b> 6V 15W Lamp with adjustable brightness</li><li>• <b>Transmitted:</b> 5W Fluorescent Lamp</li><li>• <b>Built-in light stand</b></li><li>• Complete with <b>Dust cover &amp; Instruction Manual</b></li></ul>		
<b>2</b>	<b>Animal Models</b>	<b>50</b>	3 D models of different animals with minute details; made of durable material		

**All equipment shall have three years comprehensive warranty.**

**Signature and Seal of Authorized Signatory with Name**

**Date**  
**Place**

**APPENDIX-IV  
CHALLAN FOR SAMPLE SUBMISSION**

<b>S. No.</b>	<b>Name of the Item</b>	<b>Brand</b>	<b>Technical Details</b>	<b>No. of Samples</b>

**Signature and Seal of Authorized Signatory with Name**

**Date**  
**Place**

**Appendix V**

**SUPPLY OF SCIENTIFIC EQUIPMENTS AT Acharya Narendra Dev College, New Delhi**

**PROFORMA FOR FINANCIAL BID**

<b>S.No</b>	<b>Name of the Item With make</b>	<b>Unit Price</b>	<b>Taxes if any</b>	<b>Any Other Charges</b>	<b>Total</b>

**Note:** All Rates in Figures and in Words in Rupees

**I/we agree to supply the material(s) to your office and comply the following:**

1. The rates quoted are as per the technical specifications mentioned in Appendix III.
2. Tender schedule and Technical specification (Appendix III ) indicated in tender document
3. Terms and conditions as specified in the tender document.
4. This offer is valid till 30.06.2019 from the date of opening of the tender.
5. Comply by the comprehensive warranty condition.

**Signature and Seal of Authorized Signatory with Name**

**Date**  
**Place**

**Appendix VI**

**Bank Account Details for NEFT/RTGS Transfer**  
*(TO BE SUBMITTED ALONG WITH THE FINANTIAL BID)*

<b>S.No</b>	<b>Information Heads</b>	<b>Bank Information</b>
<b>1.</b>	<b>Beneficiary Name</b>	
<b>2.</b>	<b>Beneficiary Address</b>	
<b>3.</b>	<b>Bank Name</b>	
<b>4.</b>	<b>Bank Address &amp; Telephone No.</b>	
<b>5.</b>	<b>Bank Account Number</b>	
<b>6.</b>	<b>Bank Account Type</b>	
<b>7.</b>	<b>IFSC Code</b>	
<b>8.</b>	<b>MICR Code</b>	

**Signature and seal of the bidder**

**ANNEXURE-VII**

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

To,  
The Principal  
Acharya Narendra Dev College  
Govindpuri, Kalkaji  
New Delhi-110019

**Sub: Acceptance of Tender Document**

Tender Reference No: \_\_\_\_\_

Name of Tender / Work \_\_\_\_\_

Dear Madam,

I \_\_\_\_\_, on behalf of  
M/s \_\_\_\_\_ certify

that all the statement made and information supplied i.e. the technical details, specifications, quality etc. of Scientific Equipments with this tender to Acharya Narendra Dev College, University of Delhi, are true and correct and is fulfilling the specifications as per the tender document.

1. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
2. I 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.
3. I offer to execute the work at the rates as indicated in the price Bid as per the award of contract, if applicable.
4. I offer to comply by the comprehensive warranty condition of the tender.

I/ We are liable to pay damages out of the security deposit/EMD in case of any discrepancy in this regard. Principal, Acharya Narendra Dev College, University of Delhi may impose penalty as deemed fit & will have the right to make recovery from security/EMD or make deduction from our bills due.

Signature of the Bidder/Tenderer with Seal

Name of the Firm & Seal