

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

DEPARTMENT OF CHEMISTRY

e-tender

e- tenders on behalf of Head, Deptt. of Chemistry are invited subscribed as “Tender for Equipments” for the supply of Instruments as per details given on website along with earnest money equal to 2% of the quoted rates on the total amount involved in the shape of Bank Draft along with a separate draft of Rs. 500/- as tender fee in favor of Finance Officer, M.D. University, Rohtak so as to reach Head, Department of Chemistry M .D. University, Rohtak up to 15/07/2016 at 5.00 p.m. . The e- tenders will be opened on 18/07/2016 at 11.00 a.m. For details may visit on <https://haryanaeprocurement.gov.in> / www.mdurohtak.ac.in

REGISTRAR

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
DEPARTMENT OF CHEMISTRY

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STANDARD BIDDING DOCUMENT FOR PURCHASE OF EQUIPMENTS FOR THE DEPARTMENT OF CHEMISTR , M.D. UNIVERSITY, ROHATAK

PART1 : COMPLETE BIDDING DOCUMENT

Name of work: Purchase of equipments for the Chemistry Department, in MDU, Rohtak.

PRESS NOTICE

M.D. UNIVERSITY, ROHTAK
Notice Inviting E-Tender

Name of work	Purchase of equipments for the Chemistry Department, in MDU, Rohtak.
Tender Docs Fee+ E Service Fees	Rs. 500 + 1000 = Rs. 1500/
Earnest Money	2 % of the quoted rate of Equipment
Time Limit	08 to 12 Weeks
Tenders to be received till: 05.00 PM on dated 15.07.2016	
<p>i) The tenders will be received only through E-tendering for further details visit website https://haryanaeprocurement.gov.in</p> <p>(ii) Cost of Bid document (to be paid Manual) is Rs500/- (non refundable) for each bid to be deposited through Demand Drafts in favour of "Finance Officer", M.D.U., Rohtak, payable at Rohtak.</p> <p>(iii) Willing Contractors shall have to pay is Rs. 1000/- the e- Service Fees in form of Demand Draft in favor of „Society for IT initiative fund for e - Governance” payable at Chandigarh.</p>	

Head of the Chemistry Department
M.D.U., Rohtak

The Bidders can download the tender documents from the Portal: <https://haryanaeprocurement.gov.in> . Earnest Money and Document Fee Deposit have to be deposited through **Demand Drafts in favor of “Finance Officer, M.D.U., Rohtak, payable at Rohtak respectively.**

Willing Contractors shall have to pay the e- Service Fees of Rs.1000/- in form of **Demand Draft in favour of „Society for IT initiative fund for e - Governance” payable at Chandigarh.**

However, the details of the EMD, Tender document Fee & E – Service Fee are required to be filled/ provided scan copies at the time of online Bid Preparation Stage; the Bidders are required to keep the EMD, Tender document fee & E- Service fee details ready before and. The contractual Agencies can submit their tender documents as per the dated mentioned in the key dates below:-

Key Dates

Sr. no.	M.D.U., Rohtak Stage	Contractor Stage	Start Date and Time	Expiry Date and Time
1		Tender Document Download and Bid Preparation & Submission	24 .06.2016 (10.00 A.M.)	15.07.2016 (05.00 PM)
2		Manual submission of Specification of Equipment ,Tender Document fee, EMD and E-Service fee, etc.	15.07.2016 (10.00 AM)	15.07.2016 (05.00 PM)
3	Technical Opening		18.07.2016 (10.00 AM)	18.07.2016 (05.00PM)
4	Technical Evaluation		18.07.2016 (10.00 AM)	18.07.2016 (05.00PM)
5	Opening of Financial Bid		18.07.2016 (02.00 PM)	18.07.2016 (05.00PM)

Important Note:

- 1) The bidders have to complete „Bid Preparation & Submission” stage on scheduled time as mentioned above. If any bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her bid status will be considered as „bids not submitted”.
- 2) Bidder must confirm & check his/her bid status after completion of his/her all activities for e-bidding.
- 3) Bidder can rework on his/her bids even after completion of „Bid Preparation & submission stage” (Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Bidder Stage.

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 eProcurement Portal:-

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

2. Obtaining a Digital Certificate:

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

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

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

M/s Nextenders (India) Pvt. Ltd.

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

E - mail: Chandigarh@nextenders.com

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

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

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

2.6 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.7 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 shall be integrated with the system very soon till then it will be submitted manually. For online payments guidelines, please refer to the Home page of the e tendering Portal <https://haryanaeprocurement.gov.in>.

4 Pre-requisites for online bidding:

In order to bid online on the portal <https://haryanaeprocurement.gov.in> , the user machine must be updated with the latest Java & DC setup. The link for downloading latest java applet & DC setup are 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 eProcurement system on the Home Page at <https://haryanaeprocurement.gov.in>

6 Download of Tender Documents:

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

7 Key Dates:

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

8 Bid Preparation (Technical & Financial) Online/offline Payment of Tender Document Fee, e Service fee, EMD fees.

8.1 The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors 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.

The electronic payments gateway service shall be integrated with the system very soon till then it will be submitted manually.

Hence, the bidders have to provide information and credentials related to manual payment submission at single portal e - Procurement system, under Technical Envelope of the respective tenders

8.2 The bidders shall **upload** their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid). The bidders shall **quote** the prices in price bid format.

NOTE:-

(A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal

<https://haryanaeprocurement.gov.in>.

(B) For help manual please refer to the „Home Page“ of the e Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link „How to...?“ to

download the file.

**Head of the Chemistry Department
M.D.U., Rohtak**

TERMS AND CONDITIONS GOVERNING e- TENDERS FOR THE SUPPLY

1. Every tender shall be accompanied by the earnest money equal to 2% of the involved value and separate draft of Rs.500/- as tender fee. The earnest money should be deposited through Bank Draft in favor of the Finance Officer, M.D. University, Rohtak, payable at the State Bank of India, Maharshi Dayanand University, Rohtak.
2. The tender received without earnest money or after the due date shall not be entertained except with the special approval of the competent authorities.
3. The supplies shall be executed within the time specified in the supply order which may be extended by the Registrar on other application of the supplier explaining reasons/circumstances due to which time limit could not be adhered to. In the event of the supplier failing to supply the material within time, he shall be liable to pay as compensation an amount equal to one percent or such small amount as the Registrar may decided on the said amount of the contract, for every day that the quantity remains incomplete, provided that the entire amount of compensation shall not exceed 10 percent of the total amount of the contract. An appeal against these orders shall however lie with the Vice Chancellor whose decision shall be final.
4. In case the contractor backs out of his contract, the earnest money deposited by him shall be forfeited besides any other action as may be considered necessary by the Vice-Chancellor.
5. All the charges including packing, forwarding and installation, taxes and other levies should be specified in the tender. The charges etc. not specified in the tender shall not be paid.
6. The quantity of material/supplies shall be subject to increase or decrease on the tendered rates. This increase or decrease shall be communicated by the University within 30 days of acceptance of the tender.
7. Supplies shall be made as per the schedule and within such time as is indicated in the supply order.
8. 100% payment will be made on receipt and inspection of goods to ensure the specifications and their good condition.
9. The rates accepted by the University shall be applicable up to 31.3.2017 and the supplier shall have to make supply during the period as and when required.
10. **The tenders shall be opened in the office of Head, Department of Chemistry, M.D. University, Rohtak on 18.07.2016 at 11.00 a.m. by the Purchase Committee in the presence of contractor/supplier and the Committee reserves the right for negotiation thereafter if considered necessary.**
11. The Registrar reserves the right to reject or accept any offer without assigning any reasons.
12. All disputes subject to **Rohtak jurisdiction**.
13. Guarantee/warranty of items must be mentioned.
14. **The University stands exempted from the payment of Central Excise Duty/Custom Duty. The rates be quoted keeping that fact in view, Necessary certificate will be provided by the University.**
15. No tender documents will be issued and rates are to be offered on company's letter pad.
16. If a holiday occurs on the opening day, the tenders will be opened on the next working day.
17. Technical documents, tender fee demand draft and EMD must reach in the office of Head, Chemistry Department, M. D. University Rohtak up to 15.7.2016 at 05.00 PM.

Head of the Department

Registrar

List of Equipment

	Name of Item	Specifications	Qty.	Estimated Cost of Each
1	Electronic Balance	With automatic external calibration, multiplication weighing units, a built in under hook for blow weighing easy to read VFD display, standard RS 232 C interface, high resolution, quick weighing, accurate result, Based on EMFC .Technology, S.S. Weighing Pan Level indicator, adjustable fit, Tare range up to max. capacity of the balance, counting weighing mode. Readability: 0.001g Repeatability \pm 0.001g linearity \pm 0.002g Pan size 99mm [®] , Response time 3-4 sec. Calibration automatic external, Tare Range Full. Operating Temperature 10 ⁰ C to 40 ⁰ C . Housing dimension 195×275x 406mm. Data output RS 232C. Weight Approx. 6.7kg	12	37,000/-
2	Water Bath	Rectangular steel body , Six Hole with leads Heating Element of steel	10	3,000/-

List of Technical Documents

Sr.No	Discreption	Bidders Response (Yes/No)
1	Copy of PAN card.	
2	Copy of latest income tax return.	
3	List of institutions where equipment has been installed	
4	specification of Equipment	

