

**MAHARSHI DAYANAND UNIVERSITY ROHTAK**

**Department of Botany**

e-tender on behalf of Registrar is invited subscribed as “Tender for Equipment” for the supply of Lyophilizer as per specifications given in tender document along with earnest money equal to 2% of the tender cost paid through online and a separate fee of Rs. 2000/- as tender fee and e-service fee of Rs. 1000/+GST in favor of Finance Officer, M.D. University, Rohtak will also be deposited online.

Starting date of submission of the e-tender will be 01.02.2022 up to 5:00 PM and the last date of bidding the e-tender will be 22.02.2022 up to 2:00 PM. The e-tender will be opened on 23.02.2022 after 10:00 AM. For more details, please visit the websites namely: <https://etenders.har.nic.in/nicgep/app/> and [www.mdu.ac.in](http://www.mdu.ac.in)

**REGISTRAR**

### Tender Notice

Sr. No.	Name of Department	Name of work	Starting date & Closing date	Amount (approx.)	Website of department	Nodal officer/contact details/email
1.	Maharshi Dayanand University Rohtak	Purchase of Equipment for Botany Department	Start Date 01.02.2022 up to 5:00 PM  Closing Date 22.02.2022 up to 2:00PM	Rs. 5.0 Lakhs  Including GST	<a href="http://www.mdu.ac.in">www.mdu.ac.in</a>	HOD Botany  hod.botany@mdurohtak.ac.in  Mob:9034067482

**NOTE: - For further details regarding the tender, please**

1. <https://etenders.hry.nic.in/nicgep/app/>
2. [www.mdu.ac.in](http://www.mdu.ac.in)

**REGISTRAR**

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

**BOTANY DEPARTMENT**

**Email: hod.botany@mdurohtak.ac.in**

**STANDARD BIDDING DOCUMENT FOR PURCHASE OF EQUIPMENT IN BOTANY DEPARTMENT MDU, ROHTAK**

**PART1: COMPLETE BIDDING DOCUMENT**

**Name of work: Purchase of equipment for Botany Department MDU, Rohtak.**

**PRESS NOTICE**

<b>M.D. UNIVERSITY, ROHTAK</b>	
<b>Notice Inviting E-Tender</b>	
<b>Name of work</b>	<b>Purchase of equipment for Botany Department MDU, Rohtak.</b>
<b>Tender Docs Fee+ E Service Fees</b>	<b>Rs. 2000+1000+GST applicable = 3000/-</b>
<b>Earnest Money</b>	<b>2 % of the tender cost</b>
<b>Time Limit</b>	<b>03 Weeks</b>
<b>Tenders to be received till</b>	<b>22.02.2022 up to 2:00PM</b>
<b>i) The tenders will be received only through E-tendering for further details visit website <a href="https://etenders.hry.nic.in/nicgep/app">https://etenders.hry.nic.in/nicgep/app</a></b>	
<b>ii) Cost of Bid document is Rs. 2000/- (non refundable) for each bid to be paid through online.</b>	
<b>(iii) Willing Contractors shall have to pay Rs. 1000/- (non refundable) the e- Service Fee in online mode.</b>	
<b>Head</b>	
<b>Head, Botany-MDU(Rohtak)</b>	

## DETAILED NOTICE INVITING TENDER

e-Tender is invited for purchase of below mentioned item in single stage two cover system i.e. Request for Pre- Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No	Name of Item	Appx. Cost (Rs. In lacs)	EMD to be deposited by Bidder	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
1.	<b>Purchase of equipment for Botany Department MDU, Rohtak.</b>	Rs.5.0 lakhs	2% of the tender cost	Rs. 2000/--for Tender Document fee & Rs. 1000/- for e-Service fee	01.02.2022 up to 5:00 PM	22.02.2022 up to 2:00PM

1. Detailed notice inviting tender/estimate drawing can be seen in the office of the undersigned during office hours.
2. Bidding documents available on website <https://etenders.hry.nic.in/nicgep/app> Newly enlisted contractors/societies/suppliers/manufactures should bring with them proof of their enlistment in appropriate class.
3. The bidders would submit bid through e-tendering only on the website i.e. <https://etenders.hry.nic.in/nicgep/app>

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. 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.

1. The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders in offline mode only.
2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in/nicgep/app> to be eligible to participate in the e-Tender. He/She will be required to make online payment of EMD fee in due course of time.

The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his / her bids for the respective event / Tenders.

3. 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 (as mentioned above); and make payment via NET BANKING/RTGS /NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder / Agency 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/nicgep/app>.

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) by online mode.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key

dates:-

### **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. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above. 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 & prequalification criteria can be seen on any working day during office hours in office of the undersigned.
2. Conditional tenders will not be entertained & are liable to be rejected.
3. 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.
4. The undersigned reserve the right to reject any tender or all the tenders without assigning any reasons.
5. The societies shall produce an attested copy of the resolution of the Co-operative department for the issuance of tenders.
6. The tender without earnest money/bid security will not be opened.
7. The Jurisdiction of court will be at Rohtak.
8. The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
9. The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of manual submission of BS. If any bidder/tenders withdraws his bid/tender before the said period or makes any modifications in the terms and conditions of the bid, the earnest money shall stand forfeited. Bids shall be valid for 120 days from the date of bid closing i.e. from last date of manual submission of EMD. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.

For & on behalf of Registrar, MDU, Rohtak.

Head, Botany Department  
M. D. University, Rohtak

## **TERMS AND CONDITIONS GOVERNING THE TENDERS FOR THE SUPPLY**

1. Every e-tender shall be accompanied by the earnest money equal to 2% of the tender cost and Rs.2000/- as tender fee submitted through online and E-service fee Rs.1000/- should be deposited through online mode. The earnest money should be deposited through online.
2. The e-tender received without earnest money or after the due date shall not be entertained except with the special approval of the competent authorities.
3. Please specify price, exclusive of all taxes, levies, etc. All applicable taxes / levies should be mentioned separately.
4. Please quote the price of the instrument (as per demanded specifications) separately, and costs of all accessories separately. Please also specify the cost of warranty / guarantee AMC year wise as a separate head. The price of all items / accessories, offered as free of cost, should also be mentioned separately. The quoted price shall include free installation. Accessories / pre-requisites for the installation / smooth working of the instrument should be specifically mentioned before hand, by the bidder.
- 5. The e-tender shall be opened in the Office of the Head, Department of Botany, M. D University, Rohtak, on 23.02.2022 at 10:00 AM onwards by the Tender Committee, in the presence of the bidder / authorized representative and the Committee reserves the right for negotiation thereafter, at any stage, if considered necessary.**
6. Rates should be carefully filled up, both in words and figures, without any cutting, erasing or overwriting.
7. Rates should be quoted in foreign currency / Indian Rupees (as applicable). The payment in foreign currency shall be as per the applicable rates (as approved by the RBI). Price should be quoted FOR Department of Botany, MDU, Rohtak. All clearing / packaging / transportation / insurance charges, etc., shall be borne by the bidder (to be quoted in the bid).
8. In case the bidder quoting the lowest rates declines to accept the offer, the EMD of such bidder shall be forfeited and the bidder shall be blacklisted by the University for any Kind of dealing in future.
9. The bidder shall have to submit compliance report, as per ANNEXURE "A", "B", "C" & "D". In case of non compliance, the bid will be rejected.
10. The EMD of the unsuccessful bidder shall be returned on the completion of all the process.
11. Demonstration of the instrument, along with "USER SATISFACTION REPORT", may be demanded by the Tender Committee, before finalizing the supply order.
12. The price quoted should be valid for 120 days after the closing date of Tender.
13. The instrument will be accepted subject to the approval of the Inspection Committee.
14. The supply shall be executed within the time specified in the supply order, which may be extended by the Registrar, on an application of the supplier, explaining the reasons / circumstances due to which time limit could not be adhered to. In the event of the supplier failing to supply the material within the specified time, he shall be liable to pay as compensation an amount equal to one percent or such amount, as the Registrar may decide, on the said amount of the contract, for every day that the quantity remains incomplete, provided that the entire amount of compensation will not exceed 10 percent of the total amount of contract. An appeal against these orders shall however lie with the Vice Chancellor, whose decision shall be final.

**15. The University stands exempted from the payment of GST/Central Excise Duty / Customs Duty, and shall provide the necessary certificates to this effect, as applicable. The bidder shall quote the rates accordingly.**

16. Goods which do not fulfil the specifications or which are rejected by the Inspection Committee shall be lifted by the supplier at his own cost and no payments shall be made in lieu of the same.

17. The quantity / number of the instruments may be increased / decreased, within the financial year 2019-2020.

18. Bidder must specify the guarantee / warrantee / AMC, along with the breakup of the costs of guarantee / warrantee / AMC year wise. The University shall prefer instruments offered with the maximum guarantee / warrantee / AMC.

19. Payment will be made after delivery. No advance payments will be made. Payments through Bank Guarantee / LC etc., as admissible under the government rules, will be allowed, in particular for foreign currency. Full payment will be made only upon the "Acceptance report" of the Inspection Committee.

20. The University reserves the right to retain part of the payment as "Performance Guarantee", and the same shall be finalized by the Tender Committee, in the course of negotiations.

21. Other terms and conditions are as per the Terms & Conditions specified in the Notice Inviting Tender.

22. Submission of the bid shall be deemed to have prior acceptance of all the terms & conditions, as specified above, by the bidder.

**Head, Department of Botany,  
M.D.University, Rohtak**



## **ELIGIBILITY CRITERIA**

The following criteria must strictly be fulfilled by the bidder. The bidder must submit the documentary evidence in support of their claim for fulfilling the criteria and they should also submit an undertaking on their letterheads to the fairness of these documents while submitting the bid. The bids received without the documentary evidence will be rejected outright.

1. MDU invites bid from the authentic manufacturers / authorized dealers / authorized representatives. The bidder must fill & submit Annexures “A”, “B” and “C”. Incomplete annexures as specified may result in rejection of the bid.
2. The bidder should be a company / firm / organization, registered in India. In case of foreign manufacturers, the bid must include name & address of its authorized Indian entity, as per
3. Annexure “A”, “B”, and “C”.

The bidder shall also append the following declaration with the tender:

## **DECLARATION**

I / We (Name & address of the firm / organization, etc) do hereby solemnly affirm and declare that the facts stated in the technical bid and annexures A, B

1. C are correct and true to the best of my / our knowledge and belief and nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I / We shall be liable for legal action under Section 182 and Section 415, read with Section 417 and 420 of the Indian Penal Code, as the case may be.

Place:

Dated:

(Signature of the Vender)  
with full Name, Address, Seal & Stamp.

**ANNEXURE “A”**

Manufacturer's Authorization Certificate Ref. No. \_\_\_\_\_ Dated:

\_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_ (Name of the supplier / authorized dealer) Whereas

\_\_\_\_\_ (Name & address of the manufacturer) who are official  
manufacturer of \_\_\_\_\_ (Name of the instrument) having factory at

\_\_\_\_\_ (Address of the factory) do hereby authorize \_\_\_\_\_ (name  
of the supplier / authorized dealer) indicated above, the purpose of which is to provide the

following instrument , viz., \_\_\_\_\_ manufactured by us

\_\_\_\_\_ and to subsequently negotiate and sign the contract.

Name : \_\_\_\_\_

In the capacity of : \_\_\_\_\_

Signed & stamped : \_\_\_\_\_

Duly authorized to sign the authorization for and on behalf of : \_\_\_\_\_

Date : \_\_\_\_\_

## **ANNEXURE “B”**

Undertaking (on official letterhead)

This is to certify that M/s\_\_\_\_\_address\_\_\_\_\_has not ever been blacklisted from / any / by University / Organization / Government Agency, etc., for any reason, at any point of time and no legal case / proceedings against the bidder / agency / supplier / manufacturer, etc., is pending, as on date.

(Dated, signed and stamped by the authorized person)

## ANNEXURE "C"

### Technical details for providing the Instruments

1.	Name and address of the agency / bidder / manufacturer / supplier, etc.	
2.	Contact person, with phone number, mobile number, and e-mail id	
3.	Year and month of establishment	
4.	Type of firm / organization (Proprietary / Private	
	Public / Govt.)	
5.	Copy of registration if applicable	
6.	Total annual financial turnover in the last three	
	financial years (attach audited copy)	
7.	GST / sales tax registration number	
8.	Income tax number (PAN / TIN)	
9.	Quality certification number / licence, if any	
10.	Since when engaged in providing / manufacturing	
	scientific instruments	
11.	Experience in domain expertise	
12.	Name and address of the Universities organizations etc. where the said instruments have been supplied and installed (Satisfactory user Report may be demanded by the University)	

Certified that all the terms and conditions of this TENDER are acceptable by us.

(Authorized signatory)  
With full name, designation and stamp,  
contact numbers, e mail id, etc.

**ANNEXURE “D”**

<b>Sr. No.</b>	<b>Specification asked</b>	<b>Specification of the instrument quoted</b>	<b>Comply/Better</b>

**Technical Documents**

<b>Sr.No</b>	<b>Discretion</b>	<b>Bidders Response (Yes/No)</b>
1	Authorization certificate from the manufacturer of equipment	
2	Copy of PAN card.	
3	Copy of latest income tax returns.	
4	List of institutions where equipments have been installed successfully.	

## SPECIFICATIONS

**Name of Instrument: Lyophilizer**

**Quantity: One only**

<b>Particular</b>	<b>Quantity</b>	<b>Specifications</b>	<b>Estimated Cost</b>
Lyophilizer With 2 years onsite warranty	One	(1)Capacity: 4-5 litre (2) Temp.: -80°C (3) Provision for drying in petridish, beaker, vial & flask of different sizes (4) CFC free refrigerant (5) Automatic defrost (6) Double stage vacuum pump (7) Microprocessor based temperature controller cum indicator (8) Microprocessor based Vacuum controller and indicator (9) 220-230 volt electrical supply with stabilizer 4KVA (10) should be suitable for both aqueous and organic solvents (11) Two years onsite warranty	<b>5,00,000/- Including GST</b>