



# MAHARSHI DAYANAND UNIVERSITY

**ROHTAK – 124001 (Haryana) India**

(A State University established under the Haryana Act. No.25/1975)

(NAAC Accredited 'A+' Grade)

**Department of Environmental Science**

**Phone: +919813167341**

**Email: hod.env.sc@mdurohtak.ac.in**

## STANDARD BINDING DOCUMENT FOR PURCHASE OF EQUIPMENTS

### PART-1: COMPLETE BINDING DOCUMENT

**Name of Work: PURCHASE OF EQUIPMENTS IN M.D. UNIVERSITY, ROHTAK.**

### PRESS NOTICE

MAHARSHI DAYANAND UNIVERSITY, ROHTAK Notice Inviting e-Tender	
Name of Work:	PURCHASE OF EQUIPMENTS
Estimated Cost:	Rs.765000/-
Earnest Money:	16000 Fixed
Bank performance guarantee	Successful lowest bidders will submit Bank performance guarantee equivalent to 5% of quoted amount.
Time Limit	21 days
e-Tenders to be uploaded up to 24.12.2024 at 03.00 PM	
<p>i) The tenders will be received only through e-tendering. For further details, visit the website <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a></p> <p>ii) The cost of Bid document is Rs.4,000/- (non-refundable), which will be deposited through online mode from <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a></p> <p>iii) Earnest Money (as mentioned above) will be deposited through online mode from <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a></p> <p>iv) Willing bidders shall have to pay Rs.1,180/- (non-refundable) as the e-Service/ Processing Fee through online mode from <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a></p> <p>v) The interested parties/bidders should visit the University website (<a href="https://mdu.ac.in">https://mdu.ac.in</a>) or <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a> regularly for corrigendum(s), if any, which may be issued regarding extension of date, modification of eligibility or amendments in other terms &amp; conditions, etc., as corrigendum(s) will not be published in newspapers.</p> <p>vi) The Bidder who is registered as MSME of Haryana State only for the same work are exempted from payment of EMD, but the Bidder will have to submit an affidavit to this effect as per Annexure-I available on the website of the Department of Industries &amp; Commerce Department, Govt. of Haryana.</p>	

**Registrar  
M.D. University, Rohtak**

### **DETAILED NOTICE INVITING E-TENDER**

**E-Tenders** are invited for the supply of the below-mentioned items in single stage two cover system, i.e. request for Pre-Qualification/Technical Bid (online Bid under PQQ/Technical Envelope) and request for Commercial Bid (comprising of price bid proposal under online available Commercial Envelope):

Sr. No.	Name of work	EMD to be deposited by the bidder	Tender Document Fee & E-Service Processing fee (non-refundable)	Start date & time of Bid Preparation & Submission	Last Date & time of Bid Preparation & submission
1.	Purchase of Equipment	16000/-	Rs.4,000/- for the Tender/ Bid Document Fee and Rs.1180/- for e-Service/ Processing fee	02.12.2024 (02.00 PM)	24.12.2024 at 03.00 PM

1. Any clarification regarding the detailed notice inviting tender can be sought from the University Librarian during office hours at **+919813167341** or **E-Mail: hod.env.sc@mdurohtak.ac.in**
2. Tender document is available on website <https://etenders.hry.nic.in> and <https://mdu.ac.in>. No tender documents will be issued separately.
3. The Bidders would submit bids through e-Tendering only on the website <https://etenders.hry.nic.in>

Under the process, the Pre-qualification / Technical Online Bid application and Online Price Bid shall be invited at a 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) and 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 documents. The tenderers should read the terms & conditions and specifications in tender documents strictly before submission of the e-tender. Tender documents can be downloaded/uploaded online on the Portal: <https://etenders.hry.nic.in>

1. The payment of the tender document fee as well as EMD and e-Service/Processing Fee shall be made by eligible bidders through online mode only from <https://etenders.hry.nic.in>
2. The interested bidders will be mandatorily required to online sign-up (create a user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-tender.
3. The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:

### Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date & time of bid submission	Last date& time of bid submission
1		Tender Document Download and Bid Preparation / Submission	<b>02.12.2024</b> <b>(02.00 PM)</b>	<b>24.12.2024 at 03.00 PM</b>
2	Technical Bid Opening		24.12.2024	
3	Financial Bid Opening		After evaluation of the Technical Bids	

### IMPORTANT NOTE:

- 1) The Applicants/bidders have to complete the 'Application / Bid Preparation & Submission' stage on the scheduled time as mentioned above. If any Applicant / Bidder fails to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application / Bid status will be considered as 'Application / Bid not submitted'.
- 2) Applicant / Bidder must confirm and check his/her bids even after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his / her bids even after completion of the '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 Fee and EMD and PQQ/Technical Envelope shall be opened. After that, the financial bid quoted against each of the items by the shortlisted bidder/agency, wherever required, shall be opened online. If the bidders want to participate, they are welcome to participate during the process. The bidder must submit online bids per the dates mentioned in the scheduled/Key dates above.
- 5) 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/Financial Bid**

The bidders shall quote the prices in Price Bid format under Commercial/Financial Bid.

### Conditions

1. The tenderer will keep in touch with the University Website for any change in the DNIT till the last date/revised last date of the online invited tender and incorporate such changes in DNIT and the tender bids.
1. DNIT and prequalification criteria can be seen on the Haryana Govt. portal (<https://etenders.hry.nic.in>) or on the University website (<https://mdu.ac.in>) and for any clarification regarding the detailed notice inviting tender can be sought from the University Librarian during office hours at **+919813167341** or email: **hod.env.sc@mdurohtak.ac.in**.

2. Only the firm(s) which has possessed the GST No. can quote their rates for required items.
3. Conditional tenders will not be entertained & are liable to be rejected.
- 4- 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 opening of tenders and other conditions will remain unchanged.
- 5- The University reserve the right to reject any tender or all the tenders without assigning any reasons.
- 6- The societies shall produce an attested copy of the resolution of the Executive/Governing body for the issuance of tenders.
- 7- The Jurisdiction of court will be at Rohtak.
- 8- The tender of the bidder who does not satisfy the eligibility/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 contract shall remain open for acceptance during the bid validity period to be reckoned from the last date of submission of the tender. If any bidder/tenders withdraws his bid/tender before the said period or makes any modification in the Terms and Conditions of the bid, during the fix validity period, the Earnest Money shall stand forfeited. Bids shall be valid for three months from the date of bid closing i.e. from last date of 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.
- 10- Any work/order, here tendered, may be withdrawn from further processing at any stage at the discretion of the competent authority without assigning any reason.
- 11- The Committee constituted by the CPC / VC is competent to increase/decrease the quantity of items without any prior intimation. In case of decrease of quantity of items, the bidder shall have no claim to any payment or compensation whatsoever on account of any profit or advantage which he might have derived from the execution of the work/order in full.
- 12- The University reserves the right to accept or reject or negotiate any of the tender or conditions/items without assigning any reason.
- 13- The Earnest Money (EMD) of the successful agency / firm shall be returned on completion of all the Tender process.
- 14- In case of any dispute relating to this contract, the matter shall be referred to the Arbitrator to be appointed by the Vice-Chancellor whose decision shall be binding on both the parties.

- 15-Rates should be carefully filled-up both in words and figures without any cutting, erasing or overwriting.
- 16- In case the firm / agency quoting the lowest rates declines to accept the offer, the Earnest Money (EMD) of such firm shall be forfeited and firm shall be blacklisted by the University for any kind of dealing in future.
- 17- Any other conditions as may be deemed appropriate shall be announced at the time of Opening of Tenders in the presence of Bidders.
- 18-The agency / firm shall also append the following declaration with the tender:-
19. Successful Lowest Bidders will submit Bank Performance Guarantee equivalent to 5% of quoted amount.

### **DECLARATION**

I/We (Name) of the firm \_\_\_\_\_ do hereby solemnly affirm and declare that the facts stated in the Technical Bid 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 will be liable for legal action under Section 182 and Section 415, read with Sections 417 and 420 of the Indian Penal Code, as the case may be.

Place: \_\_\_\_\_

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

\_\_\_\_\_  
(Signature of the Tenderer)  
with full name and Address  
with seal & stamp

**Head, Env. Sciences**

**M. D. University, Rohtak**

**The above terms & conditions of the University mentioned at Sr. No.1 to 44 are acceptable.**

**Signature of the Authorized signatory of the firm  
(With seal/stamp of the firm)**

#### **BIDDER'S ELIGIBILITY CONDITIONS:**

1. Bidder must possess OEM authorization certificate.
2. The bidder should submit a proof of having an average turn-over of Rs.50,000,00/- or above for during the last three years relating to manufacturing/supply of equipments etc. Proof to be duly certified by a registered Chartered Account is required.
3. The bidder should have prior experience relating to supply of Instruments for a minimum period of three years as on date in the State Government affiliating Universities / Board / Institutions / Pars etc. - proof to be enclosed.
4. The bidder must submit an Affidavit on non-judicial stamp paper duly attested by 1st Class Magistrate/Notary public to the effect that they have not been debarred / blacklisted by any State Government / Central Government / PSU Department in India / Public or Private Institute / Organization as Annexed-II.
5. The bidder is required to produce a Satisfactory Certificate from the institutions where Instruments were supplied which has been mentioned by the bidder for eligibility as per point No.3.
6. The individual signing the Tender or other document, in connection with the Tender must certify so as to whether he / she has signed as:-
  - a. A "Sole Proprietor" of the firm or constituted attorney of such proprietor.
  - b. A Partner of the firm, if it be partnership, in which case he must have authority to refer to arbitration disputes concerning the business partnership either by virtue of the partnership agreement or a power of attorney. The alternative all the partners should sign the tender.
  - c. Authorized Signatory of Pub. Ltd. Corp. or Pvt. Ltd. Co.
7. Copy of Income Tax Return filed during last three years.
8. Copy of Permanent Account No. (PAN) under Income Tax Act.
9. Proof of Registration for GST.
10. Hardcopy of HSN Code must submit while quoting the tender.
11. Earned Money (EMD) – 16000/-through online mode only.
12. Tender Document Fee of Rs. 4000/- through online in favour of Finance Officer, M.D. University, Rohtak payable at Rohtak.
13. Earnest Money (EMD), Tender Fee & e-Service Fee through any other mode is not acceptable.
14. The Tender must be accompanied with the Prescribed Performa for Schedule of Specification as Annexed-I in clear terms along-with a copy of the Terms & Conditions duly signed to the effect that these are acceptable.

## TERMS AND CONDITIONS GOVERNING THE TENDERS FOR THE SUPPLY

1. Every e-tender shall be accompanied by the Earnest Money 16000/- and Rs.4000/- as tender fee and Rs.1180/- the e-service fee should be deposited through online mode only.
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. The e-tenders shall be opened in the office of Head, Deptt. of Env. Sciences, M.D. University, Rohtak on \_\_\_\_\_ at 11:00 a.m. by the Purchase Committee. The quotes or their authorized representatives are allowed to attend the meeting of the Tender Opening Committee at their own costs.
4. The goods shall be supplied by the Supplier within the time limit specified in the supply order. In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material each day or such other amount as the CPC/Asstt. Registrar (P&S) may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of material supplied. Appeal against these orders shall, however, lie with the Vice-Chancellor, M.D. University, Rohtak whose decision shall be final.
5. The following charges and terms may be spelt out in your offer clearly:-
  - a. F.O.R shall be University Main Store, M.D.University, Rohtak.
  - b. Rates of VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'
  - c. Payment terms.
  - d. Delivery period.
  - e. Guarantee/Warranty period.
  - f. After-sales service.
  - g. Installation charges, if any.
  - h. Validity period of the tender.
  - i. Bank Draft charges, if any.
  - j. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
6. Only the firm(s) which has possessed the GST No. can quote their rates for required items.
7. HSN Code, if applicable, must be entered in the hard copy while quoting the rates.
8. All the charges, including packing, forwarding and installation, taxes and other levies, should be specified in the tender. If any extra charges not specified in the tender shall not be paid.
9. The EMD, tender fee etc. exemption be allowed for those MSMEs registered with Govt. of India (Ministry of Micro Small and Medium Enterprises) who are having manufacturing unit located in State of Haryana (as per Haryana State Public Procurement Policy for MSMEs 2016 vide G.O.No. 02/02/ 2016-41B11(1) dated 20/10/2016).
10. 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 180 days of acceptance of the tender.
11. Supplies shall be made as per the schedule and within such time as is indicated in the supply order.
12. The rates accepted by the University shall be applicable up to 180 days and the supplier shall have to make supply during the period as and when required.
13. The University is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges,



labour charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent Company by rail or by road through a Transport .

14. Guarantee/warranty of items must be mentioned.
15. The University is registered with the Department of Scientific & Industrial Research, Ministry of Science & Technology, New Delhi in terms of Govt. Notification No. 10/97- Central Excise dated 1 March, 1997 and Notification No. 51/96-Customs dated 23.7.1996 vide Registration No. TUNRG-CDE(244)/2020 dated September, 18,2020 up to 31-08-2025. Thus the University is exempted from payment of Custom Duty and Excise Duty. The consignee shall issue necessary certificates duly countersigned by the Registrar, M.D. University, Rohtak to avail of exemption.
16. No tender documents will be issued separately, and rates are to be offered on the company's letter pad.
17. If a holiday occurs on the opening day, the tenders will be opened on the next working day.
18. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as "packing, forwarding, freight and insurance charges etc. extra".
19. In case, the supplier/contractor fails to execute the supply order/contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
20. As a general policy, the University tries to make 100% payment as early as possible after the receipt of the material subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee. No advance payment or payment against documents negotiated through Bank shall be made.
21. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/Experts Committee.
22. The samples of the material, if necessary and possible, shall be supplied with the tender. The unapproved samples shall be collected on receipt of information failing which the same shall be dispatched by Goods Carrier on your risk with the condition of "Freight to Pay". Samples costing less than Rs. 100.00 shall not be returned to the quotees. However, if the quotees wish to take the same back, it can be collected at their own cost within a period of one month, failing which the samples will be disposed off.
23. The acceptance of the tender shall rest with the Registrar who does not bind himself to accept the lowest tender and reserves the right to reject any or all items of tender without assigning any reason thereof. The Registrar also reserves the right to accept tender in part i.e. any item or any quantity and to reject it for the rest.
24. It may be certified that you have not been debarred/blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.
25. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. 9050488059 on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).
26. The Sub Committee reserves the right for negotiation thereafter if considered necessary.
27. The items be purchased from the firm(s) on the basis of quality and not merely on the lowest rates.

28. The rates should be quoted for required specifications. The technical specifications equipment's required must accompany the tender. The decision of the University will be final with regard equipment's to be purchased.
29. The tender should be submitted only if the material is readily available in your stock or can be supplied within 15 days after the order is placed.
30. The bidder should possess minimum 3 years' experience in direct supply, installation, testing and commissioning of similar equipment's / software's and support to the Govt. / PSU / reputed institutions. Proof of the direct dealership details i.e OEM Authorization letter / dealership certificate for supply along with prime customers contact details and photocopies of purchase orders and I or installation report, to whom the similar products have been supplied by the tender, is required to be submitted along with the technical bid.
31. Terms and conditions printed on tender/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order of MDU, Rohtak, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.
32. The acceptance of the tender shall rest with the undersigned who does not bind himself to accept the lowest tender and reserve the right to reject any or all items of tender without assigning any reason therefore. The undersigned also reserves the right to accept tender in part i.e any item or any quantity and to reject it for the rest.
33. EMD of unsuccessful bidders will be returned subsequently. No interest shall be paid on EMD.
34. The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in the tender or invoices of the manufacturers/distributors/ dealers/ suppliers etc. shall be invalid and shall have no legal sanctity.

Head, Deptt. of Env. Sciences

The above terms & conditions of the University mentioned at Sr. No.1 to 35 are acceptable.

Signature of the Authorized signatory of the firm

(With seal/stamp of the firm)

## TECHNICAL DOCUMENT

Sr.No.	Description	Bidders Response (Yes/No)	Remarks
1.	Copy of PAN Card / GST No.		
2.	Copy of latest Income Tax Return along with last two years ITR certified by the Chartered Accountant. (total Three years ITR certified by Chartered Accountant)		
3.	OEM authorization Certificate (MAF)		
4.	List of institutions where the Equipments has been supplied, if any		
5.	Satisfactory report regarding the supply of items from University / institutions where supply		
6.	Name and address of the Universities organizations etc. where the Said instruments been supplied and installed (Satisfactory) Report may be demanded by the University / institutions)		
7.	Name of Contact I person of the agency I bidder / manufacturer supplier with phone number and e-mail id		
8.	The bidder should submit proof of having an average turnover of Rs 50,000,00/- or above for the last three years relating to manufacturing/supplier of equipment, etc. Proof to be duly certified by a registered Chartered Account is required		
9.	Affidavit on non judicial stamp paper duly attested by 1st Class magistrate/notary public to the effect that they have not been debarred / blacklisted by any State Government / Central Government / PSU department in India / Public or Private Institute / Organization as Annexe- II.		

## TECHNICAL SPECIFICATION FOR PURCHASE OF EQUIPMENTS

Sr. No	Name of Items	Specification	Qty.
1	Muffle furnace	Temp -1200C, PID temp control, temp accuracy $\pm 1^\circ\text{C}$ , cavity size W=150mm, H=150mm, D=300mm	2
2	Nitrogen gas cylinder	Capacity 46lt, material –mild steel, pressure 150kg/cm <sup>2</sup> , nitrogen regulator double stage	1
3	Incubator shaker	Platform size-50x50cm, 16 flask holder, 500ml capacity, temp-5-60C, shaking speed-30-300, capacity 200lt,	2
4	Teflon lined hydrothermal Autoclave	Capacity-250ml, safe temp-200C	1
5	Centrifuge	Rpm-6000, 8tubes, 15ml, (with rotar head)	1
6	EC Meter	Digital , accuracy $\pm 0.1$	1
7	PH meter	0-16, regulation $\pm 0.001/\pm 0.01$ , accuracy $\pm 0.002/\pm 0.01$ , calibration 3 points -4,7,9	1
8	Weighing balance	0.001g, precision $\pm 0.003\text{g}$ , weighing capacity 120g	1
9	Multiparameter water quality meter	Accuracy upto 5 points, push button calibration, default 10, 84, 1413, 12.88, 111.8 micro S	1
10	Lead ion selective electrode	Measurement range $7.10^{-6}$ to 0.1 M/l Temp. 0-40°C connector type BNC waterproof	1

Head Deptt. Of Env. Science

**Undertaking (on non judicial stamp paper)**

This is to certify that M/s \_\_\_\_\_, address  
\_\_\_\_\_ has not ever been debarred / blacklisted  
from any by any school / board / university / organisation / government agency ,etc. For any  
reason at any point of time and no legal case / proceedings is pending against the agency as on  
date.

Place: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of the Tenderer

With full name and address

With seal & stamp