

BIDDING DOCUMENT

For

Procurement of Goods

Invitation for bid Ref. No.	Ref No. USIC/2016/HRTEM spare parts/
Issued on	15-11-2016



University Science Instrumentation Center, (USIC)

University of Delhi, Delhi – 110007, INDIA

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Notice Inviting Quotation (E-procure mode)

University Science Instrumentation Center
University of Delhi, Delhi-110007

Director, USIC , University Science Instrumentation Center (USIC), University of Delhi, on behalf of The Registrar, Univ. of Delhi, Delhi-110007 invites Online Single Tender through One bid system (Price bid + documents) from OEM, or their authorized agents for the supply of spare parts and installation of parts listed below:

Details of Items	(i) Donator Complete (Part No. 5322 695 15858) For Model:...Tecnai G ² T30; High Resolution Transmission Electron Microscope (HRTEM) Make:..... FEI, Netherlands
Earnest Money Deposit to be submitted	NIL

Note: “Authorized Dealers of OEM, and OEM companies only should participate”

The complete bid document can be downloaded from the university website: www.du.ac.in, or from the Central Public Procurement portal: www.eprocure.gov.in.

Physical submission of bids shall not be accepted

A)	Date of commencement of e-tender document and availability on the website: www.du.ac.in and www.eprocure.gov.in	DATE: 15-11-2016 Time 5:00 PM
B)	Last date and time for submission of bids online	DATE: 06-12-2016 Time 5:00 PM
C)	Date and time of opening Financial bids	DATE: 07-12-2016 Time 11:00 AM
D)	Address for Communication, and Place of opening of Bids	University Science Instrumentation Center (Between Physics and Chemistry Depts.) North campus, University of Delhi, Delhi-110007

Date: 15-11-2016

Schedule

Name of Organization	University of Delhi
Tender Type (Open/Limited/EOI/Auction/Single)	Single
Tender Category (Services/Goods/works)	Goods
Type/Form of Contract (Work/Service/ Buy)	Buy
Product category (Civil works/Electrical/computer/equipment part)	Electronic spare parts
Is Multi Currency Allowed	YES
Tender Fee	NIL
EMD	NIL
No. of Covers (1/2/3/4)	01
Bid Validity days (180/120/90/60/30) (From last date of opening of tender)	60 days
Last date for bid submission	06-12-2016, 5:00 PM
Date of opening the received bids	07-12-2016, 11:00 AM
Address for Communication	Prof. K.Sreenivas Director, University Science Instrumentation Center (U.S.I.C), University of Delhi, Delhi-110007
Contact No.	011-27667834
Email Address	directorusic.du@gmail.com

Section 2

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the **(CPP)** Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid digital signature certificate **(DSC)** should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My

Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 4) A standard bill of quantity (**BOQ**) format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected. OR In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).
- 5) The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> .
In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app> . Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.
- 3) Tenderer are advised to follow the instructions provided in the „Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>

Section 3

Terms & Conditions Details

1. **Due date:** The tender has to be submitted before the due date.
2. **Preparation of Bids:** The offer/bid should be submitted in one bid systems (i.e.) Price bid + necessary documents and should be submitted Online.
3. **Opening of the tender:** The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received will be opened as Schedule” in presence of bidders representative if available,

Only one representative will be allowed to participate in the tender opening. The received bid will be opened online first, and it will be examined by a technical committee which will decide the suitability as per our specification and requirement.

The financial offer/bid will be opened only for the offer/bid which submits all the required necessary documents, and the quote for the desired spare part meets all our requirements as per the specification, and 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. **Eligibility criteria for the bidder:**
 - (i) Bidders should be the manufacturer / authorized dealer. Letter of Authorization from Original equipment manufacturer (OEM) on the same and specific to the tender should be enclosed.
 - (ii) An undertaking from the OEM is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well.
 - (iii) OEM should be internationally reputed Branded Company.
 - (iv) Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid.
 - (v) In the tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid, but both cannot bid simultaneously for the same item/product in the same tender.
 - (vi) If an agent submits the bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

8. **Risk Purchase Clause:** In event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from the other source on the total risk of the supplier under risk purchase clause.

9. **Packing Instructions:** Each package will be marked:

- i. Item Nomenclature
- ii. Order/Contract No.
- iii. Country of Origin of Goods
- iv. Supplier's Name and Address
- v. Consignee details
- vi. Reference part number

10. **Delivery and Documents:**

Delivery of the goods should be made within a maximum of 08 weeks from the date of placement of purchase order and the opening of LC.

Within 24 hours of shipment, the supplier shall notify the purchaser full details of the Shipment and arrange the "Cargo arrival notice" from the freight forwarder which is required for customs clearance of the shipped goods.

12. **Prices:**

In case of items supplied from indigenous sources, or from the stock of the authorized representative of the OEM company, applicable taxes should be included

In case of imported items, the prices should be quoted in foreign current on CIF Basis.

University of Delhi is exempted from Customs/Excise duty, and shall arrange for the clearance from the customs, and will pay the customs duty through its official Govt. approved clearing agents.

13. **Notices:** For the purpose of all notices, the following shall be the address of the Purchaser, And the goods have to be delivered to the following address.

Purchaser: Prof. K. Sreenivas
University Science Instrumentation Center
University of Delhi
Delhi - 110007.

14. **Installation & Demonstration**

The supplier is required to complete the installation through its authorized service engineers, and demonstrate the functioning of the equipment within two weeks of the arrival of materials at the site of installation.

15. **Insurance:** For delivery of goods at the purchaser's premises, the insurance shall be obtained by the supplier in an amount equal to 110% of the value of the goods from "warehouse to warehouse" (final destinations) on "All Risks" basis including War Risks and Strikes.
If orders placed on CIF/CIP basis, the insurance should be up to Univ. of Delhi.

16. Governing Language

The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.

17. Applicable Law

The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction.

18. Taxes

Suppliers shall be entirely responsible for all taxes, duties, license fees, Octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser. However, VAT in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so stipulated in the order.

19. Duties

Univ. of Delhi is exempted from paying custom duty under notification No.51/96 (partially or full) and necessary "Custom Duty Exemption Certificate" can be issued after providing following information and Custom Duty Exemption Certificate will be issued to the shipment in the name of the Institute, no certificate will be issued to third party:

- a) Shipping details i.e. Master Airway Bill No. and House Airway No. (if exists)
- b) Forwarder details i.e. Name, Contact No., etc.

Univ. of Delhi is exempted from paying Excise Duty and necessary Excise Duty Exemption Certificate will be provided for which following documents are required.

- a) Quotation with details of Basic Price, Rate, Tax & Amount on which ED is applicable
- b) Supply Order Copy
- c) Proforma-Invoice Copy.

20. Agency Commission: Univ. of Delhi will not entertain any Agency commission payments.

21. Payment terms acceptable to the University of Delhi

- 100% Payment can be made after the delivery of the goods within 30 days. against delivery, after successful installation, commissioning and obtaining the service report of the engineer, and to the entire satisfaction of the Purchaser.
- 30% advance with order, and 70% after the receipt of the goods. Payment can be made via TT/wire transfer directly to the beneficiary's account.

Section 4

Technical specification of the spare part

Details of Items	(i) Donator Complete (Part No. 5322 695 15858) For Model:...Tecnai G ² T30; High Resolution Transmission Electron Microscope (HRTEM) Make:..... FEI, Netherlands
Tender Fee Earnest Money Deposit To be submitted	NIL

- 1) Compatibility: The above spare part is specifically required to be compatible with
For Model: Tecnai G² T30; High Resolution Transmission Electron
Microscope (HRTEM)
Make: FEI, Netherlands
- 2) Items required: (i) Donator Complete (Part No. 5322 695 15858)
(It is fitted into the Compu-stage to move the sample)
- 3) Price & currency: Prices can be quoted either in Foreign, or Indian currency.
- 4) Duty Customs duty exemption certificate will be provided by the Univ. of Delhi for imported items.
- 5) Service facility: Authorized engineers should be available to fit the spare part as and when
and installation required, and put the machine into functional order.
of spare parts

Annexure – I

Covering letter

(Format of the letter to be submitted by the Vendor on his LETTER-HEAD)

Date:

To
Director
University Science Instrumentation Center
University of Delhi
Delhi-110007

Dear Sir,

Sub: Your tender for Supply & Installation of
as per specifications in your Tender.

With reference to your notice inviting quotation, and after having examined and understood the instructions, terms and conditions forming part of this tender, we hereby enclose our offer for the supply of the required item as detailed below:

Item description	Make and Model offered	Tender Reference No.

We confirm that the above offer is in conformity with the terms and conditions as mentioned in your notice inviting quotations.

We also understand that the University is not bound to accept the offer either in part or in full and that the University has right to reject the offer in full or in part without assigning any reasons whatsoever.

- a) We further confirm that we have the complete service facility, and authorization to install the supplied spare parts into your machine put it into working order.
- b) We have uploaded the required documents as mentioned in your notice inviting quotations.

Yours faithfully,
Authorized Signatories
(Name & Designation, seal of the firm)
Date:

Annexure II

(To be prepared on the letter head of the OEM)

Vendor authorization letter

TO WHOM SO EVER IT MAY CONCERN

We..... (OEM company name), having office at the following address:

.....
hereby certify that M/s(authorized agency name) having
registered office(Address of authorized agency) is
our exclusive representative in India.

They are authorized to procure the tender documents, submit offers, negotiate and conclude
the contracts on our behalf. Thanking you and assuring you our best services at all times, we remain.

Signature

Name:.....

Designation:.....

ANNEXIRE III

Proprietary certificate

(To be given on the letter head of the OEM company)

The Director
University Science Instrumentation Centre (USIC)
University of Delhi,
Delhi-110 007.

Date:

Ref No.

Sub No. Proprietary & Authorization Certificate

Dear Sir,

We (OEM company's name) herewith confirm that we are the only manufacturer and supplier of the desired spare part.

Our Subsidiary/authorized Indian representative(name of the authorized Indian representative) is having authority to stock, supply and submit quotations, as per order and install the spare part in the equipment manufactured by us.

Authorized signatory of OEM company

ANNEXIRE IV

**Proof of supplying the main equipment
for which the quoted spare part is compatible**

(The bidder who is supplying the desired spare part, should attach a copy of the purchase order

Of the main equipment where the quoted spare part is used)

Annexure V

Price quotation

Should be prepared in the following format.

S. No.	Description	Price Currency	
1	<p>Description of the items</p> <p>We guarantee the compatibility of the above spare part for the following machine: For Model: Tecnai G² T30; High Resolution Transmission Electron Microscope (HRTEM) Make: FEI, Netherlands</p> <p>(i) Donator Complete (Part No. 5322 695 15858)</p> <p>Prices of all items in the quote should be mentioned separately</p>		
2	Total price Ex-works		
3	Educational Discount offered (%)		
4	Total price after discount		
5	Packing and Forwarding		
6	Freight and insurance		
7	Grand Total, CIF, Delhi Airport		

- a) Payment terms and conditions
- b) Validity of the price quote
- c) Delivery time
- d) Name, address, and full details of the company on whom the order will be placed.
- e) Country of origin of the goods
- f) Bankers details
- g) Warranty