

Ref. No. Geol-17/3872 dated 7.9.17

**Department of Geology  
University of Delhi  
Delhi – 110 007**

**RE-TENDER NOTICE**

Tenders are invited in two-bid system (Technical Bid and Financial Bid) for **Supply and Preparation of Micropaleontological Slide Cabinets** in the Department of Geology, University of Delhi, Delhi.

Re-Tender documents with all details can be downloaded / seen from website <http://du.ac.in> or <http://e-procure.gov.in>. The last date of submission of bids is after 21 days appearing on the website.



**Head of the Department  
Department of Geology**

**University of Delhi**

विभागाध्यक्ष / Head  
भू-विज्ञान विभाग / Department of Geology  
दिल्ली विश्वविद्यालय / University of Delhi  
दिल्ली-110007 / Delhi-110007

## NOTICE INVITING RE-TENDER

Online electronic bids are invited for and on behalf of Department of Geology, University of Delhi, Delhi – 110 007, **Supply and Preparation of Micropaleontological Slide Cabinets**. The essential specifications are mentioned below:

S.No.	Name	Specifications	Quantity
1	<b>Micropaleontological Slide Cabinets</b>	1. Made of wood and covered with mica sheets. 2. Size: (18" width X 13" height X 13" depth) 3. Number of Tray: 12-14 4. Capacity to keep ~ 800 micropaleontological assemblage slides.	15

The details of supply are available in the tender document which can be downloaded from Central Public Procurement (CPP Portal <http://eprocure.gov.in/eprocure/app>) and the bid is to be submitted online only on <http://eprocure.gov.in/eprocure/app> up to last date and time of submission of tender. Physical sale of tender document is not admissible.

### 1.0 Brief Details of Tender:

Sr. No.	Items	Description
(i)	Estimated Cost	.....
(ii)	EMD (Bid Security)	<b>Rs. 5,000/-</b> in the form of Demand Draft/Banker's cheque in favor of " <b>Registrar, University of Delhi</b> ", payable at Delhi or in the form of Bank Guarantee (BG) issued by an Indian nationalized bank or any scheduled bank of India. Bank guarantee shall be valid up to Eighteen months beyond the bid validity period as per prescribed format.
(iii)	Completion Period	3 (Three) Months
(iv)	Tender document fee	<b>Rs. 500</b> /- in the form of demand draft or banker's cheque in favor of 'Registrar, University of Delhi', payable at Delhi.
(v)	Tender Authority	Inviting Head, Department of Geology, University of Delhi

**NOTE: The tender fee and EMD (in original) should be submitted to the Tender Inviting Authority on or before the last date of bid submission, failing which the tender will be summarily rejected.**

## **2.0 Critical Dates of Tender:**

(i)	Published date	08-09-2017 __ at __ 04:00 P.M. __
(ii)	Bid Document Download/ sale start date	08-09-2017 __ at __ 05:00 P.M. __
(iii)	Clarification start date	____ -- ____ at ____ -- ____
(iv)	Clarification end date	____ -- ____ at ____ -- ____
(v)	Bid submission start date	08-09-2017 __ at __ 05:00 P.M. __
(vi)	Bid submission end date	29-09-2017 __ at __ 05:00 P.M. __
(vii)	Bid opening date	03-10-2017 __ at __ 11:00 A.M. __

## **3.0 Bid Submission**

Bids shall be submitted online only at CPPP website ( <https://eprocure.gov.in> ) Bid documents may be scanned with 100 dpi (with black and white option), which helps in reducing the size of scanned documents.

**4.0** Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website ( <https://eprocure.gov.in> ) shall not tamper/modify the tender form including the downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, the tender will be completely rejected and EMD would be forfeited.

**5.0** Intending tenderers are advised to visit again CPPP website ( <https://eprocure.gov.in> ) regularly till closing date of submission of tender for any corrigendum/addendum/amendment.

**6.0** Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well price-bid opening will be intimated latter.

**7.0** The tender shall be submitted online in two parts, viz., technical bid and price bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/fax/email shall not be considered. No correspondence will be entertained in this manner.

## 8.0 Technical Bid

The following documents are to be furnished by the bidder along with **Technical Bid** as per the tender document:

- (i) Signed and scanned copy of proof for payment of Tender Document Cost (T. Fee) & Earnest Money Deposit. ☐
- (ii) Signed and scanned copy certificates like Registration Certificate, PAN No., TIN No., Service Tax Registration, Sales Tax, Trade Tax Registration etc. ☐
- (iii) Signed and scanned copy of Tender Acceptance Letter & Letter of Authorization to submit bid. ☐
- (iv) An undertaking (self-certificate) that a Central/State/UT Government institution has not blacklisted the agency and there has been no litigation with any government department on account of IT services. ☐
- (v) Signed and scanned copy of Technical Data Sheet.
- (vi) Detailed profile of company (including annual turnover of previous 4 years) along with list of users

## 9.0 Price Bid

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of **BOQ\_XXXXXX.xls**

Ref No. Geol. 117/3872 dated 7.9.17

**Tender Document**

Department of Geology

University of Delhi

Delhi - 110 007



**Tender Document**

For

**Supply and Preparation of Micropaleontological slide Cabinets**

Cost of Tender: Rs. 500/- only

Estimated Cost: -----

Earnest Money: Rs. 5,000/- only

**PRICE BID UNDERTAKING**

**From: (Full name and address of the bidder)**

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To,

Dear Sir / Madam

1. I submit the Price Bid for \_\_\_\_\_ and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to supply at the rates as indicated in the price Bid, Annexure IV inclusive of all applicable taxes except Service Tax.

**Yours Faithfully,**

**Signature of authorized Representative:**

**Schedule of price bid in the form of BOQ\_XXXXXX.xls**

The below mentioned Financial Proposal/Commercial bid format is provided as **BOQ\_XXXXXX.xls** along with this tender document at <https://eprocure.gov.in> . Bidders are advised to download this **BOQ\_XXXXXX.xls** as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify the 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 and the tenderer is liable to be banned from doing business with DU.

Sl. No.	Description	Firm Price (INR) (To be filled in by bidder)
(1)	Supply and Preparation of Micropaleontological Slide Cabinets	Name of Currency .....INR..... Amount (in figures) ..... (in words) ..... ..... ..... <hr/> INR (in figures) ..... INR (in words) ..... ..... .....

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes (except Service Tax), fee, levies etc. and any revision in the statutory taxes, fee etc. will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.

**Authorized Signatory**  
(Signature of the Authorized Person)

## CHECKLIST OF DOCUMENTS TO BE SUBMITTED

### BID CHECKLIST

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Earnest Money. □

Sl. No.	Item Description	Yes/No	Bid Reference
1.	Scanned copy of Tender Fee Draft/Banker's Cheque		
2.	Scanned copy of Earnest Money Draft/Banker's Cheque		
3.	Technical Bid		
4.	Tender Acceptance Letter		
5.	Letter of Authorization to submit bid		
6.	An undertaking that the agency has not been blacklisted		
7.	Detailed profile of company (including annual turnover of previous 4 years) along with list of users		



### (Terms and Conditions)

1. Inadequate or incomplete tenders in any respect or the prescribed conditions not fulfilled are liable to be rejected. Canvassing in any form by the tenderers/vendors will result in rejection of their tenders. ☐
2. Make, model, type & detailed specification of required hardware/software should clearly be mentioned in the quotation. Option of different make and models of each required items may also be quoted with respective rates for best selection. Other details such as warranty, delivery period, and installation charges, if any & tax provision etc. as well as data migration charges, if required shall also be intimated.
3. Copies of orders/letters of major organizations/government department with which the tender has dealt/supplied such products during last three years shall be furnished by the tenderer/supplier.
4. The tender's firm must be registered with Delhi/NCR Sales/Service Tax Department for supply/services. Copies of such certification mentioning registration number etc. shall be furnished along with tender/quotation.
5. Detailed profile of company (including annual turnover of previous 4 years) along with list of users shall be furnished. Copies of the IT returns/Balance sheets etc. along with the copies of vendor/firm's audited accounts, wherever applicable for the last four financial years shall be furnished. ☐
6. The tenderer/firm must submit the copies of TIN/PAN Number etc.
7. An "Earnest Money Deposit" (EMD) to the tune of Rs. 5,000/- only (Rupees five thousand only) in the form of Demand Draft drawn in favor of "Registrar, University of Delhi" shall be submitted.
8. The financial bid of technical responsive bids will only be opened.
9. The successful tenderer hereafter referred to as supplier, has to furnish "Bank Guarantee" for an amount equal to 10% of total contract value which will be released on completion of the warranty/support period.
10. All technical queries/complaints, which may be indefinite, shall be attended immediately during entire warranty/support period.

11. Necessary initial training/support services for using hardware/software if required, shall be arranged for the users' concerned or as and when required on demand basis during entire warrant/support period.
12. Payment will be made only after supply of the installation.
13. If any defect(s) is (are) noticed or any complaint made by the users during the warranty/support  period, the levy of compensation for any dislocation of work due to delayed rectification or any  other reason, will be decided by the Registrar to enforce penalty claim from the contractor.
14. It is also condition of this contract that the court, which has territorial jurisdiction over Delhi, shall have the absolute jurisdiction for adjudicating any difference or disputes arising out of this contract  to the exclusion of all other court.
15. In the event of any dispute arising under this contract, the same shall be referred to sole arbitration  of Registrar, University of Delhi. The agreement to appoint arbitrator will be in accordance with Arbitration & Conciliation Act, 1996. The award of arbitrator shall be final and binding on both the parties. The venue of the arbitration proceeding shall be the office of Registrar, University of Delhi, Delhi or such other place as the arbitrator may decide.



Head of the Department  
Department of Geology  
University of Delhi

विभागाध्यक्ष / Head  
भूविज्ञान विभाग / Department of Geology  
दिल्ली विश्वविद्यालय / University of Delhi  
फ़ोन-110087 / Delhi-110027

## Price Bid Undertaking

To,

The Head,  
Department of Geology,  
University of Delhi,  
Delhi-110007

Sir,

Having examined the bidding documents, I/we undersigned, offer to supply and deliver **Micropaleontological Slide Cabinets** in conformity with the said bidding documents as per the prices given in the price schedule. We undertake, if our bid is accepted, to commence delivery of all the items specified in the contract as early as possible.

We agree to abide by this bid for a period of 90 days from the date fixed for bid opening in instructions to bidders and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated \_\_\_\_\_ day of \_\_\_\_\_ 2017

**SIGNATURE OF THE TENDERER WITH OFFICIAL SEAL**