



DESIGN INNOVATION CENTRE
CIC, UNIVERSITY OF DELHI, DELHI - 110007

Dated: 06/03/2020

Open Tender (eProcurement) Notice No. DIC/FABLAB/2020/003

Design Innovation Centre, CIC, University of Delhi [CICDU] is in the process of developing the Fabrication Lab Facility at DREAM Building and invites following goods/service/work as per details as given as under.

Details of the item	CNC Router – 1 unit
Earnest Money Deposit to be submitted	Rs.20,000/-

Notes:

- All details regarding the subject tender are available on our websites www.du.ac.in and <https://eprocure.gov.in/eprocure/app>. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.
- Manual/hardcopy bids shall not be accepted.
- For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>. Tenders should be submitted before the end date and time of bid submission. Failing which offer will be liable for rejection. Papers related to company details (Copies of TIN No., PAN No, GSTN, etc) and product details (Printed product specification sheet and other brochure/ leaflets, etc) should also be uploaded by bidders along with bids.
- Clarifications/ queries, if any, can be addressed to the **Prof. B. Biswal**, Coordinator, Design Innovation Centre, University of Delhi on phone no. 9910336035 and email bbiswal@ducic.ac.in

Prof. B. Biswal, Coordinator
Design Innovation Centre,
CIC, University of Delhi

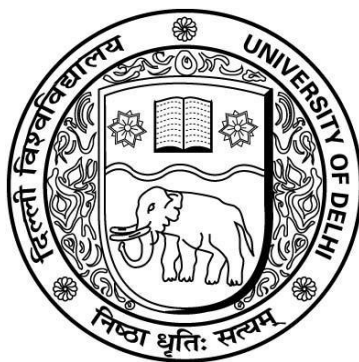
SCHEDULE

Name of Organization	Design Innovation Centre, CIC, University of Delhi [DUCIC]
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/ Sell)	BUY
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	OTHERS
Is Multi Currency Allowed	NO
Date of Issue/Publishing	09 / 03 / 2020 (10:00 HRS.)
Document Download Start Date	09 / 03 / 2020 (10:00 HRS.)
Bid submission start date	10 / 03 / 2020 (10:00 HRS.)
Bid Submission end date	30 / 03 / 2020 (16:00 HRS.)
Date and Time of Opening of Bids	31 / 03 / 2020 (17:00 HRS.)
Tender Fee	NIL
EMD	Rs.20,000/-
Estimated Cost	Rs. 12,00,000/-
No. of Covers (1/2/3/4)	2
Bid Validity days (180/120/90/60/30)	180
Address for Communication	The Coordinator Design Innovation Centre, CIC DREAM Building, Gate 4, Chhatra Marg Delhi University North Campus Delhi - 110007
Contact No.	+91-11-27666702
Fax No.	+91-11-27666702
Mobile No.	+91-9910336035
Email Address	bibhucic@gmail.com , bbiswal@ducic.ac.in
Website	https://du.ac.in

Tender Document

UNIVERSITY OF DELHI
DELHI – 110007

Design Innovation Centre, CIC



E-TENDER DOCUMENT FOR
“Supply & Installation of CNC Router”
Technical & Financial Bid

Invitation for bid Ref. No.

: DIC/FABLAB/2020/003

Issued on

: 06-03-2020

DESIGN INNOVATION CENTRE
CIC, UNIVERSITY OF DELHI
DELHI-110007

Ref. No.: **DIC/FABLAB/2020/003**

Dated: 06-03-2020

E-PROCUREMENT TENDER NOTICE

University of Delhi invites tenders under **TWO BID SYSTEM (Techno-commercial)** from reputed & eligible OEMs or their authorised dealers through e-procurement for “**CNC Router**” in the Design Innovation Centre, CIC, University of Delhi.

Item	Details/Date
Bid Document Download Start Date	09-03-2020, 10:00 AM
Bid Submission Start Date	10-03-2020, 10:00 AM
Bid Submission End Date	30-03-2020, 04:00 PM
Bid Opening Date	31-03-2020, 02:00 PM

Notes:

- All details regarding the subject tender are available on our websites www.du.ac.in and <https://eprocure.gov.in/eprocure/app>. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.
- Manual/hardcopy bids shall not be accepted.
- For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>. Tenders should be submitted before the end date and time of bid submission. Failing which offer will be liable for rejection. Papers related to company details (Copies of TIN No., PAN No, GSTN, etc) and product details (Printed product specification sheet and other brochure/ leaflets, etc) should also be uploaded by bidders along with bids.
- Clarifications/ queries, if any, can be addressed to the **Prof. B. Biswal**, Coordinator, Design Innovation Centre, CIC, University of Delhi on phone no. 9910336035 and email bbiswal@ducic.ac.in

Prof. B. Biswal, Coordinator
Design Innovation Centre,
CIC, University of Delhi

INFORMATION & INSTRUCTIONS FOR BIDDERS

1. BID SUBMISSION

Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>. Tenderer/contractor are advised to follow the instructions provided in the 'Instructions to the Contractor/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>.

Tenderer who has downloaded the tender from the University website www.du.ac.in and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with Delhi University.

Intending tenderers are advised to visit again University website www.du.ac.in and CPP Portal <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

2. OPENING OF FINANCIAL BID AND EVALUATION

Financial bids of eligible bidders will be considered. The lowest financial bid fulfilling all the technical requirements in respect of the bid will be considered for the award of supply.

3. FINAL DECISION MAKING AUTHORITY

The Design Innovation Centre, CIC, University of Delhi reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the university to the bidder(s).

4. SUMMARY REJECTION OF TENDER:

The tenders after due date and time shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., his/her tender is liable to be rejected.

5. AMENDMENT OF TENDER DOCUMENT:

Before the deadline for submission of tender, the Design Innovation Centre, CIC, University of Delhi may modify the tender document by issuing addendum/corrigendum. Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the University of Delhi website (www.du.ac.in) and CPP portal <https://eprocure.gov.in/eprocure/app>. Prospective bidders must visit the website before filling and submission of Tender Document for such information.

6. ARBITRATION AND SETTLEMENT OF DISPUTES:

In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Registrar or any other person as approved by the Vice-Chancellor, University of Delhi. There will be no objection for any such appointment on the found that

the arbitrator is an Employee of University of Delhi or that he/she has to deal with the matter to which the agreement relates or that in course of his/her duties as University of Delhi Employee he/she has express views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties.

The arbitrator may from time to time with the consent of parties change the time for making and publishing the award. Subject to India Arbitration and Conciliation Act 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

7. TERMS OF PAYMENT AND PAYMENT MODE:

The Payment will be released through RTGS/NEFT after providing of job performance certificate from concerned departments/branches/offices.

8. INSTRUCTIONS FOR ONLINE BID SUBMISSION:

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: <https://eprocure.gov.in/eprocure/app>.

10. REGISTRATION

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which 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 / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

11. 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.

12. 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 /JPG formats. Bid documents may be scanned with 100/150 dpi option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

5. Language of Bid:

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in English language. In case, the supporting documents and printed literature furnished by the Bidder are in some other language, then an accurate translation in the English language must be provided.

6. Documents Constituting the Bid:

The firms are requested to provide/upload detailed description and specifications together with the detailed drawings, printed leaflets and literature of the services/ article quoted. The name of the manufactures and country of manufacture should also invariably be stated. In the absence of these particulars, the quotation is liable for rejection.

Instructions for Financial/Price Bid

- i. The Price/Financial Bid shall include all the details as per the format.

- ii. No agency commission should be specified by the foreign vendor in the price bid. Design Innovation Centre, CIC, University of Delhi does not deal with the payment of any agency commission in Indian Rupee to the Indian authorized representative/dealer.
- iii. The Bidder shall indicate the unit prices and total bid prices of the goods/services it proposes to supply under the order and enclose it with the priced bid.
- iv. Prices indicated shall be entered separately for each item.
- v. Prices should inclusive of supply, packing, forwarding, transportation, installation etc. and be quoted in INR for delivery up to Design Innovation Centre, CIC, University of Delhi, Delhi-110007.
- vi. Prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non - responsive and rejected.

13. SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can 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.
3. Bidder must select the payment option as “offline” to pay the EMD as applicable and enter details of the instrument.
4. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
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 125 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
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 (i.e. after Clicking “Freeze Bid Submission” in the portal), 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. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

14. 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.

15. Eligibility Criteria

Only such of the bidders who meet the eligibility criteria specified below will be eligible to respond to this notice inviting tender (NIT). The pre-qualification criteria for the participating bidders are as given below:

- (a) The Bidder should be Registered Firm/Company or OEM / Authorized Dealer/Distributor /Supplier of OEM.
- (b) Attested copy of TIN No., PAN No, and GST should be submitted.
- (c) Bids from authorized distributors/ dealer/supplier of OEM shall also be accepted, subjected to the furnishing of a certificate from OEM authorizing them to bid on their behalf.
- (d) Bidder should not be blacklisted by Central Government, State Government or any other Institute(s) / Organization.

Annexure – I

Covering letter/tender acceptance letter

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

The Registrar
University of Delhi
Delhi

Date:

Dear Sir,

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

With reference to your tender, and after having examined and understood the instructions, terms and conditions specified in the tender, we hereby enclose our offer for the supply of the following services as detailed in your tender.

Service Description	Services Offered	Tender Reference No.

We further declare that

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:.....as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.
6. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in your above referred letter and enclosures. We also understand that the University is not bound to accept the offer either in part or in full and that the Cluster Innovation Centre, University of Delhi has right to reject the offer in full or in part without assigning any reasons whatsoever.

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

Annexure - II

(Note: This letter of authority should be on the Letter-Head of the manufacturing concern and should be signed by a competent person of the manufacturer)

Company Profile

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

S. No	Item	Details
1	Name of Company	
2	Mailing Address	
3	Telephone and Fax numbers	
4	Date of registration of the Company	
5	Year of commencement of Business	
6	Name and designation of the person authorized to make commitments to the University	
7	Contact details of the person authorized to make commitments to the University	
8	TIN Number	
9	PAN Number	
10	GSTN	
11	Whether OEM or Authorized Agency	

Yours faithfully,

Authorized Signatories
(Name & Designation)
Date:

TECHNICAL SPECIFICATIONS

Technical specifications for 3D Printer

S.No.	Item Description		Yes / No	Vendor Remarks
1	Computer Interface	USB		
2	X-Y-Z axis working area	Minimum 1300 x 2500 x 200 mm		
3	X,Y Working Delicacy	0.02 mm		
4	Material	Wood, Acrylic, Plastic, Fibre Glass, Aluminium (Non-ferrous metals), Stone, Epoxy Resin		
5	Table surface	T-slot table (Vacuum Table with pump)		
6	Maximum Speed	50000 mm/min		
7	Max. Cutting Speed	30000 mm/min		
8	Spindle power	Minimum 6Kw		
9	Spindle Speed	0-24000RPM		
10	Drive System	Stepper motor, Lead shine motor		
11	lubrication system	Oil (Automatic)		
12	Working voltage	AC220V \pm 30V, 50 HZ		
13	Command code	G Code		
14	Compatible software	CorelDraw/illustrator/Solid works/AutoCAD		
15	List of attachment	Roller attachment, water slot for stone, metal engraving, Safety matt, Automatic tool changer with tool kit, Inverter		
16	Warranty	Minimum 3 years		
17	Training	Minimum 01 week training at DIC, Delhi University		

Authorized Signatory

Seal of company

FINANCIAL BID

Commercial/Financial/Price bid should be prepared in the format provide in BoQ document.

COMMERCIAL TERMS AND CONDITIONS

1. The service shall be used for educational activities at the Design Innovation Centre, CIC, University of Delhi. Maximum special discounts/rebates should be indicated in the offer.
2. The price bids shall remain valid for a period of 120 (One hundred Twenty) days from the date of opening of technical bid. Design Innovation Centre, CIC, University of Delhi reserves the right to reject a bid valid for a period shorter than 120 days as non-responsive without any correspondence.
3. The delivery period should be within 3 months from the date of receipt of order. Bids offering delivery period beyond stipulated time period will be treated as non-responsive and will be summarily rejected.
4. The prices quoted in INR by the bidder in the price bid are final and no adjustment of the same shall be made on account of any variations in costs of materials or any other cost component affecting the total cost in fulfilling the obligation under the contract. The prices once offered shall remain firm and fixed and shall not be subject to escalation for any reason whatsoever during the currency of the contract.