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**NOTICE INVITING ONLINE TENDER FOR ANNUAL MAINTENANCE CONTRACT
ELECTROMAGNETIC SECURITY SYSTEM**

E-TENDER DOCUMENT



UNIVERSITY OF DELHI SOUTH CAMPUS

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NOTICE INVITING ONLINE ANNUAL MAINTENANCE CONTRACT TENDER FOR ELECTROMAGNETIC SECURITY SUSTEM

Online tender is invited under Single bid system from OEM, Authorised Dealers and eligible agencies through e-procurement for Comprehensive Annual Maintenance Contract of Electromagnetic Security System at South Campus Library, University of Delhi by the office of the Deputy Librarian, University of Delhi South Campus, Benito Juarez Road, Dhaula Kuan, New Delhi-110 021

The details of the tender, item (s) and their technical specifications are as under:

INFORMATION & INSTRUCTIONS FOR BIDDERS

| | | |
|--------------------------------------|--|------------|
| Earnest Money Deposit | Rs. 2000/- (Two thousand only) in favour of Director, South Campus University of Delhi, Payable at Delhi valid for a period of six months. EMD should reach, Deputy Librarian University of Delhi South Campus Library, Benito Juarez Road, New Delhi-110 021 before the end date and time of bid submission. Bidders ,however have to attach scanned copies of EMD documents alongwith the e-tender (technical bid) | |
| Cost of Tender Form (Non-Refundable) | Rs.500/- (Rupees five hundred only) through DD/Banker's cheque in favour of Director, South Campus University of Delhi, Payable at Delhi. | |
| | Tender cost should reach the Deputy Librarian, University of Delhi South Campus Library, Benito Juarez Road, New Delhi-110021 before the end date and time of bid submission. Bidders, however have to attach scanned copies of tender cost document alongwith the e-tender .Tender Document may be downloaded from the University website www.du.ac.in .andCPPPortal https://eprocure.gov.in/eprocure/app as per the schedule. | |
| Bid Document Download Start Date | 07-4-2017 | 10.00 A.M. |
| Bid Submission Start Date and Time | 07-04-2017 | 01.00 P.M. |
| Bid Submission End Date and Time | 28-04-2017 | 02.00 P.M. |

| | | |
|-----------------------|------------|------------|
| Opening Date and Time | 01-05-2017 | 10.00 A.M. |
|-----------------------|------------|------------|

Details of Equipment:

| Items | Model | Qty | Year of Manufacturing |
|---|----------|-----|-----------------------|
| 3M based Detection System with Single Security Corridor | 3 M 3501 | 1 | 2013 |
| 3M Activator/Deactivator | 3 M 942 | 1 | 2013 |

Terms and Conditions:

- i. The Contract will be for Annual Maintenance Contract service shall be only for one year from the date of award of contract and if any part is required to be replaced the same will have to be replaced under the contract and no extra charges will be paid by the Library for any spare part. It will be the responsibility of the company to provide genuine spare parts of machines and to keep the machines in working order
- ii. The bid must be accompanied by Earnest Money Deposit (EMD) of Rs. 2,000 (Rupees two Thousand only) in the form of Demand Draft in favor of “The Director, South Campus”, Benito Juarez Road payable at Delhi. Bids not accompanied with EMD will be summarily rejected. If the bidder, on being awarded the contract, becomes unwilling to supply, install and EMD will be forfeited. Scanned copies of EMD documents along with the e-tender (technical bid) are to be attached.
- iii. EMD of unsuccessful bidders will be returned without any interest within 30 days of award of contract.
- iv. Self-attested copies of PAN, TIN, VAT registration and/or Sales Tax Certificate shall be provided along with the bid. (A scanned copy of the document from the authorized signatory of the company)
- v. The bidders shall submit their bids online in the prescribed tender form.
- vi. Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>.
- vii. 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>.
- viii. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- ix. 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 EMD would be forfeited and tenderer is liable to be banned from doing business with Delhi University.
- x. 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.
- xi. The price shall be quoted in Indian Rupees only.

- i. The payment towards maintenance charge for equipment will be made on **half yearly** basis with taxes as applicable. Any failure on the part of the firm to maintain the machines satisfactorily and delay on the part of the firm to repair defects /replace parts for any reason including no availability of genuine spare parts shall be deemed to be breach of the terms and conditions of this AMC and shall entail deduction of such amount of penalty for the maintenance charges as may be decided by the competent Authority.
- ii. It shall also be the responsibility of the contracting firm to hand over the machines in good working condition at the end of the contract period to this Department as determined by the Competent Authority
- iii. In case of termination of Maintenance Contract one month notice should be served by either side.
- iv. Corrigendum, if any, shall be published on the website of University only or intimated by Email.
- v. Any dispute arising out of this tender will be under the jurisdiction of courts of Delhi only.

BID SUBMISSION:

1. Financial Bid

Schedule of price bid in the form of BOQ_XXXX .xls The Financial Bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.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 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 EMD would be forfeited and tenderer is liable to be banned from doing business with University of Delhi. Financial Bid” shall comprise of the price bids of the items

2. Opening of Bid

The lowest financial bid in respect of items will be considered separately for award of work.

3. List of Documents to be Attached by bidders as Scanned Copies:

- i. A scanned certificate of being OEM from the authorized signatory of the Company.
- ii. A scanned certificate of being authorized dealer/distributor of OEM from the authorized signatory of the company
- iii. A scanned copy of the Self-attested copies of PAN, TIN, VAT registration and/or Sales Tax Certificate from the authorized signatory of the company
- iv. Scanned copies of EMD cost in the form of Demand Draft of Rs.2000/
- v. Scanned copies of Tender cost in the form of Demand Draft of Rs.500/
- vi. The bid shall be rejected summarily if any of the above documents is not attached or not in order

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>.

REGISTRATION

- 1) Bidders are required to enroll 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 Enrollment**” 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.

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 BID

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bid.
- 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white 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.

SUBMISSION OF BID

- 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 has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. 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.

- 6) 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.
- 7) 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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) 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.
- 10) 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.

PERFORMANCE OF GUARANTEE:

The successful contractor shall have to submit an irrevocable performance guarantee for an amount of 5% of the tendered amount, before award of the work as per the detailed terms& conditions". This performance guarantee shall be in addition to the other deposits mentioned elsewhere in the contract. In the event of the contract being determined or rescinded under provisions of any of the clause/conditions of the agreement, the performance guarantee shall stand forfeited in full and shall be absolutely at the disposal of the University of Delhi.

ASSISTANCE TO BIDDER

- 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.

FINANCIAL BID

| S.No. | Description | Qty | Model No. | Rate | Vat/Taxes/ | Total Amount (inclusive of all taxes) |
|-------|--|-----|-----------|------|------------|---------------------------------------|
| 1 | 3M EM based Detection System with Single Security Corridor | 1 | 3501 | | | |
| 2 | 3M Activator/Deactivator | 1 | 942 | | | |
| | | | | | | |

Conditions:-

1. The University authorities reserve the right to reject any or all quotation without assigning any reason.
2. The conveyance charges will not be paid extra.
3. The Annual Maintenance Contract order valid for one year.

Signature of Authorized person
With seal of firm

