

**GURU GHASIDAS VISWAVIDYALAYA,
BILASPUR – 495009 CHHATTISGARH**

Limited Tender Enquiry

Department – Botany

Reference No: GGV/BOT/SSS/UGC/41-413/2012/SR

Date: 03.03.14

Important Dates

**To
All Registered
Vendors Of
Guru Ghasidas
Viswavidyalaya**

Event	Date	TIME
Pre bid conference		
Last date of submission of quotation	24/03/2014	03.00 PM
Quotation opening date	24/03/2014	04.00 PM

Dear Sirs,

Kindly provide quotations for the following equipment in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer as per technical specifications mentioned in the schedule along with prices and complete terms within the time mentioned above through Speed Post/Registered Post only.

Please your quotation to:

DR.SATYA SHILA SINGH,
DEPARTMENT OF BOTANY
ASSISTANT PROFESSOR
GURU GHASIDAS VISWAVIDYALAYA,
BILASPUR -495009, CHHATTISGARH

Yours Sincerely
Satya Shila Singh.
Satya Shila Singh
Principal Investigator 3/3/14

Principal Investigator
UGC - MRP-F-No.41-413/2012 (SR)

End:

- (1) Schedule of requirement, specifications, dates etc.
- (2) Bid document containing detail terms and conditions.

1. Schedule of requirements

Sl. No.	Description of Goods/Service	Quantity
1.	Double Beam UV Visible Spectrophotometer	1

2. Specifications and Technical Details

SPECIFICATIONS

Accuracy : ± 0.005 Abs at 1.0 Absorbance.
Repeatability : ± 0.002 at 1.0 Absorbance
Wavelength : Range 200 to 1100 nm
Resolution : 0.1 nm (200 to 1100 nm)
Accuracy : ± 0.5 nm
Source : Tungsten-Halogen lamp and Deuterium lamp
Measuring Modes : Absorbance, % Transmittance, Concentration and Multi-Component Analysis

Display of graphic and tabular data on computer monitor, permanent data storage on hard disk, hard copy of graphic and tabular data on printer

Accessories: Quartz cuvettes

OPTIONAL ACCESSORIES: Personal computer/Laptop with Windows compatible printer

3. Format of Quotation

It is a single bid; please give all technical specifications and price bid in one envelope.

4. The bid envelope should be super-scribed with

Bid for: Double Beam UV Visible Spectrophotometer

Vide Enquiry No.: GGV/BOT/SSS/UGC/41-413/2012/SR

Dated : 03.03.2014

5. Quotations should be valid for a period of 90 days from the closing date of the bid.

6. Some important dates:

i) **Pre-Bid Conference:** **Date:** **Time:**
ii) **Last Date for Receipt** **Date: 24.3.14** **Time: 4.00 p.m.**
 of Quotation:

7. Warranty of 02 years must be provided.

8(a). **Excise Duty:** The University is exempt from Excise Duty. Please state applicable excise duty as a separate item.

8(b). VAT/CST: The University is not authorized to give C or D form. CST or VAT should be charged according to applicable rates.

8(c). Entry Tax: The State of Chhattisgarh charges entry tax on all goods entering the State. Please include it in your quotation as a separate item. Entry Tax will be reimbursed on production of proof of payment.

9. Bid Security ---% of gross bid value. (As per terms and conditions in tender at 2.8)

10. Performance Security: 5% of gross order value (As per terms and conditions in tender at 2.10)

11. Please go through the enclosed "bid document" carefully for other bidding instructions.

12(a) Please send your quotations only by Registered/Speed Post to:

Dr. Satya Shila Singh, Department of Botany

Guru Ghasidas Vishwavidyalaya, Bilaspur – 495009 Chhattisgarh

13. For technical details, you may contact

Dr. Satya Shila Singh

Department of Botany

Guru Ghasidas Vishwavidyalaya, Bilaspur – 495009 Chhattisgarh

Phone/Mobile: +91-7587231571

Email: satyashila@rediffmail.com

**GURU GHASIDAS VISHWAVIDYALAYA,
BILASPUR – 495009 CHHATTISGARH
BID DOCUMENT**

1. Instructions to the bidder

- 1.1. Sealed bids are invited on behalf of the Registrar, GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR – 495009 CHHATTISGARH(GGV), Bilaspur – 769 008, Chhattisgarh, from the intending bidders for supply of the goods/stores/equipments for the University as detailed in the enquiry letter.
- 1.2. The bidders should quote their offer/rates in clear terms without ambiguity.
- 1.3. The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible. Manufacturer's price-list, where applicable, should be submitted along with the bid.
- 1.4. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 1.5. The last date for receipt of the bid is marked in the enquiry. In case the above date is declared a holiday for GGV, Bilaspur, and the bids will be received up to the appointed time on the next working day.
- 1.6. There may be a pre-bid conference in the office of the Department as per schedule given under at the top of the document. GGV, Bilaspur for clarifying issues and clearing doubts, if any, about the specification and other allied technical details of the plant, equipment and machinery projected in the bidding document. The prospecting bidders may attend this pre-bid conference at the appointed date, time and place. In case the said date is declared a holiday for the GGV, Bilaspur, the pre-bid conference shall be held at the appointed time and place on the next working day.
- 1.7. The bids may be sent by registered or speed post, so as to reach the concerned department before the last date of receipt, or alternatively, be dropped in the tender box kept at the Department office. The name of the Department is mentioned in the Enquiry.
- 1.8. The bidder may modify his bids before the last date appointed for receipt of the bids by sending an amendment to the bid. No bid shall be modified after the deadline for receipt of the bids.
- 1.9. If a prospective bidder requires any clarification in regard to the bidding documents, he may make a request the concerned officer or faculty member at least.
- 1.10. Bids received after the deadline of receipt indicated in para 1.5 above, shall not be taken in to consideration.
- 1.11. Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.

- 1.12. (In respect of high value plant, machinery etc. of a complex and technical nature). The bids may be submitted in two parts, viz., technical bid and financial bid. The above two bids may be sealed by the bidder in separate cover duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed any duly super-scribed. The bidding format is specified in the quotation enquiry.
- 1.13. The cover containing the bid must be sealed and super-scribed "Bid for _____ vide No. _____ dated _____" as given under item 4 of the enquiry.
- 1.14. The bids shall be opened in the Departmental office at the date and time given on the top of the document. The bidders may send their authorized representatives to attend the bid opening, if they so desire. In the event of the above bid opening date being declared holiday for the GGV, Bilaspur, the bids will be opened at the appointed time and place on the next working day.
- 1.15. The bidder has to sign in full at all pages of the bidding document.

2. **Conditions of the bid**

- 2.1. The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance and all other incidental charges. In case these charges are quoted extra in addition to the quoted rates, the amount thereof or advalorem rate must be specified. Packing, forwarding, freight, entry tax etc., when quotes separately are reimbursable at actuals. If external agencies are employed, their receipts must be enclosed with the invoice.
- 2.2. Duties and Taxes are to be quoted separately. Advalorem rates thereof should be clearly indicated with reference to the relevant Acts and Rules. Entry Tax, if any paid, shall be reimbursed on production of proof. Entry Tax should be shown as a separate component.

It may be noted that the University is exempted from paying Excise Duty vide Government Notification No. 10/97 dated 01.03.1997 [Registration No.: TU/V/RG-CDE(710)/2010, dated 19.01.2011]. The University is not authorized to issue C or D forms. CST and VAT may be charged at applicable rates.

- 2.3. The goods are required to be delivered at the indenting Department of GGV, Bilaspur, and must be dispatched within 30 days from the date of placement of the supply of order under the risk and arrangement of the bidder and offers with delivery beyond the above period shall be treated as unresponsive. In case the delivery time is higher, the same must be mentioned clearly in the quotation.
- 2.4. The bid should remain valid for a period of 90 days from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation.
- 2.5. Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
- 2.6. The goods offered should strictly conform to the specification and technical details mentioned in para 4 below.
- 2.7. The University may like to conduct pre-dispatch inspection of goods, where applicable.

2.8. The successful bidder with quoted price as approved by university shall be considered for issue of purchase order only when the bidder fulfill all the terms and conditions laid down in tender document & shall submit bid security @5% of total estimated amount in form of demand draft/BG in favor of “The Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur” payable at Bilaspur (C.G.). The bid security will be returned back without any interest to bidder on successful execution of the purchase order/work order.

2.9. Period of guarantee/warranty, where applicable, should be specified in the bid.

2.10. Performance Guarantee: Performance Security for an amount of 5% of the order value may be furnished in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank or Bank Guarantee from a Commercial bank in an acceptable form by the successful bidder. Performance Guarantee is to be furnished within 21 days after notification of the award and it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the vendor, including warranty obligations.

Alternatively, fixed percentage of the cost of the stores as stated in the enquiry may be retained by the University in its Maintenance Fund towards performance security, which will be released six months after the completion of warranty period.

2.11. If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, it will be open to the Registrar, GGV, Bilaspur to recover liquidated damage from the firm at the rate of 1 percent of the value of undelivered goods per month or part thereof, subject to a maximum of 5 percent of the value of undelivered goods. Alternatively, it will also be opened to the Registrar, to arrange procurement of the required goods from any other source at the risk and expenses of the bidder.

2.12. The successful bidder may be required to execute a contract, where applicable.

2.13. The bidder has to furnish up to date VAT and Income Tax Clearance Certificate along with the bid.

2.14. Payment (100 percent) after VAT deduction as per rule will be made by Bank Draft/NEFT/RTGS, normally within 30 days from the date of receipt of the goods in good condition or receipt of the bill, commissioning of the equipment, where applicable, whichever is later/latest.

2.15. In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Registrar, GGV, and Bilaspur shall be final.

2.16. The bid document/resultant contract will be interpreted under Indian Laws.

2.17. The University is not responsible for non-receipt of tenders within the specified date and time due to any reason including postal delay or holidays.

2.18. Purchaser's Right to Accept Any Bid And To Reject Any Or All Bids: The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Purchaser' action.

Important:

- 3.1. Those registered with GGV/ DGS&D/NSIC must submit their copy of the registration certificate along with bid.
- 3.2. Foreign goods shall be procured only through opening the LC.