

Gautam Buddha University

Greater Noida – 201 310

BID FORM

FOR THE SUPPLY OF

Laboratory Equipments/Instruments for Basic Electronics Lab

To

School of Information and Communication Technology,

GAUTAM BUDDHA UNIVERSITY

GREATER NOIDA- 201310

Website: www.gbu.ac.in

Gautam Buddha University

(SCHOOL OF INFORMATION & COMMUNICATION TECHNOLOGY)

TENDER FOR LABORATORY EQUIPMENTS/INSTRUMENTS

Tender	Supply, installation, commissioning and satisfactory working operations of the “LABORATORY EQUIPMENTS/INSTRUMENTS”.
Opening Date:	23 January, 2011 from 09.00 a.m.
Closing Date :	22 February, 2011 upto 3.00 p.m.
Bid Submission Date:	22 February, 2011 upto 5.00 p.m.
Technical Bid Opening Date:	23 February, 2011 on 2.00 p.m. at Conference Room, Registrar office, 1 st Floor, Administrative Building.
Earnest Money Deposit:	2% of the offered cost
Completion Period:	Within 4 weeks from the date of Purchase Order issued
Bid System	Two Bid System : 1) Technical Bid and 2) Financial Bid
Technical Bid Shall Contain	<ul style="list-style-type: none"> i. Technical specifications of each equipment ii. All documents in support of commercial terms & conditions and eligibility criteria. iii. Bidders Performa. iv. EMD & Tender Fee demand draft/pay orders.
Financial Bid	The Financial Bid shall contain rate schedule only. The price shall be in words as well as in numeric numbers.

“TECHNICAL BID (BIDDERS’ PROFORMA)”
(To be submitted in separate envelope)

1. Name of the firm:
2. Date of incorporation.....
3. Name of the company – Government/Public Ltd/Private Ltd/Partnership/
Proprietorship:
4. Specify the number of years in this line of activity by the company:.....
5. Sales Tax/VAT registration No. (Please attach certificate) :
6. Experience (in year) of supplying & installation for similar Equipments/Instruments to
IITs, NIT’s or Central Universities or any Academic Institute of National Repute (please
attach certificate/P.O.):
.....

7. Turnover in the last three years (Figures should be in Indian Rupees in Lakhs; please
attach the certified copies of balance sheet) : (if the figures for 09-10 are not available
then they may furnish balance sheet of year 06-07)

8.

2007-08	2008-09	2009-10

9. Provide the postal address, telephone & fax numbers, and email address of the nearest
service centre:
.....
10. What would be the delivery period from the date of the placement of an official
purchase order :
11. Enclose the list of customers to whom you have supplied /serviced during the last 3
years ending 31/03/2010 with full postal address and name of the contact person with
phone, FAX numbers, and E-mail-id, billing amount etc. Certificate regarding satisfactory
performance from the minimum three end users should be furnished.
12. Are you the manufacturer / authorized dealer / distributor/ reseller for the product
quoted (please attached relevant certificate):
13. Was there any elapse or delay in supplying the goods ordered or any service related
issue during the warranty period for the products supplied by your firm to different
Institutes/Universities during last three years? If yes, provide details.
14. Deviations in specifications, if yes, please mention in separate sheet.
15. Two days onsite training for Faculty/Staff of the GBU.

16. Three Year onsite warranty.
17. Whether technical specification are attached with Technical Bid or not. Yes/No

DECLARATION

1. The rates quoted in financial bid are inclusive of all taxes, packing, handling and installation charges.
2. The information given in the financial bid by the undersigned is correct.

(SIGNATURE OF THE BIDDER)

WITH SEAL

NAME:

ADDRESS:

:

:

Tel./Mobile No. :

Note: The financial bid is required to be submitted separately in a sealed cover super scribing as 'Laboratory Equipments/Instruments for Basic Electronics Lab in the School of Information & Communication Technology'.

Gautam Buddha University

(SCHOOL OF I.C.T)

(Technical Specifications of the Required Equipments)

Name of Equipment/Instrument:

Note: * Details to be given by bidder.

S.No	Features Description	Qty	Deviation Yes/No (If yes give details)*
1	Power Supplies Voltage 0-30 V at 2A , +/- 15V at 2A 5V/5A Fixed Voltage	05	
2	Digital Multimeters 3 1/2 digit LCD display, DC voltage range 1000V, accuracy 0.05% resistance range 20MΩ, AC voltage 1000V, AC current 10A, DC current 10A, DC current 10A, Diode test: Input voltage- 140V-220V (single phase) output voltage 220V +/-8% ,input frequency 45-55 Hz.	05	
3	Digital Logic Trainer Pulse 10-50 Hz, Amplitude 5V, Power Supply +/- 15V, No. Of Output LEDs 10, No. Of Input Switches 12 with 0-5V, Two Bread Boards	15	

GENERAL TERMS AND CONDITIONS

1. Detailed information about the Equipments/Instruments, specifications are available in tender document which can be downloaded from the University website www.gbu.ac.in.
2. Offer should be submitted in two parts, in two separate envelopes; 1) **Technical Bid** and 2) **Financial Bid**. These two envelopes shall be sealed in a common cover and addressed/sent to **The Registrar, Gautam Buddha University, Greater Noida, Gautam Budh Nagar -201308 (U.P.)** super scribing “**Tender against Tender Notification Advt. GBU/S&P/1/2011, Name of supply: Laboratory Equipments/Instruments for the Basic Electronics Lab in School of ICT**” so as to reach us on or before last day of submission.
3. The Technical Bid and Financial Bid should be duly filled up.
4. The technical bid of the bidders will be opened first and the financial bid will be opened only of technically qualified.
5. The “**Technical Bid**” shall contain all documents in support of offered Equipments/Instruments specifications, commercial terms & conditions and eligibility criteria along with the page number for cited specifications in the company brochure for the particular item.
6. The “**Financial Bid**” shall contain rate schedule only. The price shall be in words and numeric numbers both.
7. **Eligibility Criteria:** All the participating suppliers/firms or principal manufacturer-should meet the following qualifying criteria. The firm should be a registered supplier for such supplies. Following documents are required to be submitted with Technical Bid, to qualify eligibility criteria:
 - (a) Sales Tax/VAT registration certificate.
 - (b) PAN and TIN number should be mentioned.
 - (c) The firm should have experience of supplying & installation for similar Equipments/Instruments to institute of National repute such as IIT, AIIMS, CSIR labs etc. The company should also furnish a list of clients of last 5 years.
 - (d) Audited balance sheet for previous *three* financial years should be submitted.
 - (e) Name of branch offices & service centres after sales arrangements.
 - (f) Earnest Money Deposit (EMD) **as 2% of the offered cost** is required to be submitted in the form of DD/Banker’s Cheque only drawn in favour of “Finance Officer, Gautam Buddha University” payable at “Greater Noida” along with the Technical Bid. If supply is not made within the prescribed period EMD would be forfeited.
 - (g) Authorized signatory should sign on all pages. Bids without authorized signature will be rejected.
8. Offer should be sent in a sealed envelope, submitted either in person or by post on which name and address of the supplier/firm shall be written. Tenders received through E-mails or FAX will not be considered.
9. The technical bids will be opened on scheduled date and time in the presence of the vendors present with authorization letter from the respective companies/firms. Suppliers intending to attend the tender opening should intimate in advance.
10. The rate quoted should be F.O.R. Gautam Buddha University (Gautam Budh Nagar, UP) in rupees inclusive of all charges e.g. packing, forwarding local taxes, railway freight, transit insurance, for outside firms and free delivery at University stores in the case of local firms. The total price should include all accessories (s) required for final installation of the Equipments/Instruments.

11. The Equipments/Instruments should have USEPA/International/National validation certificates, wherever applicable.
12. The cost of the tender is Rs.1000/- (Rupees One Thousand) inclusive of taxes (Non-refundable) and it shall be paid separately in the form of DD/Banker's Cheque only drawn in favour of "Finance Officer, Gautam Buddha University" payable at "Greater Noida" and should be attached with technical bid envelope.
13. The bidder must be either sole Manufacturer of the Equipments/Instruments or the authorized agent/representative of the Equipments/Instruments. In the case of agent/representative, certified copy of the agency/authorization issued by the Manufacturer should be enclosed with the tender.
14. The EMD of the successful bidder will be refunded **two** month after completion of the supply and installation of the Equipments/Instruments to the satisfaction of the Gautam Buddha University. The EMD of the unsuccessful bidders will be returned to the concerned immediately after finalization of the tenders. No interest will be paid on EMD in any case.
15. Tenders should preferably be given only for those articles which are available ex-stock. Other items should be quoted separately giving the delivery period. Rates of imported goods should be quoted excluding custom duty, as this University is exempted from payment of custom duty (by letter of Department of Scientific and Industrial Research, Ministry of Science & Technology, GOI).
16. Detailed specifications and "Model/Version" of each item should be clearly given supported by the illustrated pamphlets wherever possible. Quotations without specifying the Model/Version and other particulars may be rejected. The payment will be made after the goods have been received, opened, checked and found to be in order up to our entire satisfaction. The accessories included in the Equipments/Instruments should also be clearly mentioned.
17. Losses or damage in transit will be in to the account of the Supplier. The supplier may, if he so desires, get the goods insured and include such charges in the tendered rate.
18. Offered rates should be valid at least for two months from the last date of receipt of tenders.
19. All legal proceedings, if necessity arises to the University may be any of the parties (University or Contractor/Supplier) shall have to be lodged in the courts situated at Gautam Buddha Nagar and not elsewhere.
20. (a) The Equipments/Instruments delivery time should be preferably within 4-6 week after the date of issuance of the purchase order. If the delivery time is quoted more than 4-6 weeks, GBU reserves all rights to permit the bidder to compete.

(b) The Penalty Clause is as under:-

Should the bidder fail to deliver the goods within the period specified in the Tender, the Competent Authority may, at his discretion, allow an extension in time subject to recovery from the bidder as agreed liquidated damages, and not by way of penalty, a sum equal to the percentage of the value of tender amount which the bidder has failed to supply for period of delay as stated below:-

i.Delay up to one week	1%
ii.Delay exceeding one week but not exceeding two weeks	2%
iii.Delay exceeding two weeks but not exceeding one month	5%

iv.Delay exceeding one month

5% for each month and part there of
subject to maximum 10%

(c)In case of failure to supply the goods within the prescribed time and in accordance with the specifications give in the Quotations, the University shall be free to cancel the order.

21. The University's term for payment is 90% against delivery of items in good condition/ installation and satisfactory working conditions; and balanced 10% payment shall be made after 60 days of satisfactory working of the items. For this, the firm has to raise bill/letter for balance payment. No advance payment shall be released.
22. The price quoted should be in Indian Rupees.
23. No revision of price bid will be allowed once the price bids are opened.
24. No increase in price will be allowed after our purchase order(s) are placed.
25. The Three Years warranty period should be clearly mentioned .The maintenance charges (AMC), if applicable, under different schemes after the expiry of the warranty should also be mentioned in a separate sheet.
26. A warranty certificate against all the Equipments/Instruments Developed defects covering for a period of minimum one year from the date of installation shall be given at the time of supply of the Equipments/Instruments.
27. Inspection certificates of the Equipments/Instruments inspected by the qualified engineer of the Manufacturer and packed in accordance with the terms and conditions of this order must be enclosed.
28. During the warranty period or later whenever the firm is called upon to attend to the rectification of the defects/faults in the consignments, the firm shall attend to the repair work within a period of a week. They should render timely back up service whenever called upon. A certificate to the effect should be attached to the tender.
29. A certificate to the effect that Equipments/Instruments supplied is fully operational and no additional accessory or space is required to fully functioning the Equipments/Instruments should be issued along with the delivery challans/invoice. GBU reserves the right to refuse payment in the event of not furnishing this certificate at the time of supply.
30. Complete user, technical and service documentation and spare parts catalogue are to be provided along with the supply of the item.
31. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
32. Vendors are informed that once the companies are shortlisted based on the eligibility criteria and technical specification, only then the financial bids of the firms that meet the eligibility criteria, technical specification / requirements would be opened.
33. Conditional tenders will not be accepted.
34. Any cutting and overwriting in the financial bid will not be accepted.
35. GBU reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason (s) whatsoever.
36. GBU reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

Registrar
Gautam Buddha University

ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly.

SIGNATURE OF THE AUTHORISED SIGNATORY	:
NAME OF THE SUPPLIER	:
ADDRESS	:
	
	

FINANCIAL BID
FOR LABORATORY EQUIPMENTS/INSTRUMENTS FOR
BASIC ELECTRONICS LAB

S. No	Features Description	Qty	Price (in Rs.)	Price (words)
1	Power Supplies Voltage 0-30 V at 2A , +/- 15V at 2A 5V/5A Fixed Voltage			
2	Digital Multimeters 3 1/2 digit LCD display, DC voltage range 1000V, accuracy 0.05% resistance range 20MΩ, AC voltage 1000V, AC current 10A, DC current 10A, DC current 10A, Diode test: Input voltage- 140V-220V (single phase) output voltage 220V +/-8% ,input frequency 45-55 Hz.			
3	Digital Logic Trainer Pulse 10-50 Hz, Amplitude 5V, Power Supply +/- 15V, No. Of Output LEDs 10, No. Of Input Switches 12 with 0-5V, Two Bread Boards			

1. Name of Firm/Agency _____

2. Address of the firm _____

Total cost of the offer is Rs. _____ in words (Rupees _____

_____.

I abide by all the terms & conditions of the tender.

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DECLARATION

1. The rates quoted are inclusive of all taxes and F.O.R University Stores.
2. The information given in the financial bid by the undersigned is correct.

SIGNATURE OF THE AUTHORISED SIGNATORY: _____

NAME OF THE SUPPLIER : _____

ADDRESS : _____
