



# Gautam Buddha University

Greater Noida – 201 310

Website : [www.gbu.ac.in](http://www.gbu.ac.in)

## BID FORM

FOR THE SUPPLY OF EQUIPMENTS FOR  
BASIC ELECTRONICS LABORATORY

*OF*

*SCHOOL OF I.C.T.*

# Gautam Buddha University

## Greater Noida – 201 310

### **TENDER FOR SUPPLY OF EQUIPMENT FOR BASIC ELECTRONICS LABORATORY OF SCHOOL OF I.C.T.**

<b>Tender</b>	<b>Supply of Equipment for Basic Electronics Laboratory</b>
<b>Opening Date</b>	31 <sup>st</sup> May 2011
<b>Closing Date</b>	29 <sup>th</sup> June 2011 upto 3.00 p.m.
<b>Last date of Bid Submission</b>	29 <sup>th</sup> June 2011 upto 5.00 p.m.
<b>Technical Bid Opening Date, Time &amp; Place</b>	30 <sup>th</sup> June 2011 at 3.00 p.m.  Venue : Conference Room of the Registrar Office, 1 <sup>st</sup> Floor, Administrative Building, G.B.U., Gr. Noida.
<b>Earnest Money Deposit</b>	2% of the offered cost
<b>Completion Period</b>	Within 4-6 weeks from the date of Purchase Order issued
<b>Bid System</b>	Two Tier :    1) Technical Bid        2) Financial Bid
<b>Technical Bid Shall Contain</b>	<ul style="list-style-type: none"> <li>i.    Technical specifications of each equipment quoted</li> <li>ii.   All documents in support of commercial terms &amp; conditions and eligibility criteria.</li> <li>iii.   Bidders Proforma</li> <li>iv.   EMD &amp; Tender Fee demand drafts / pay orders.</li> </ul>
<b>Financial Bid</b>	The Financial Bid shall contain rate schedule only. The price shall be in words as well as in numeric numbers.

**“TECHNICAL BID (BIDDER’S 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 software to IITs, NIT’s or  
 Central Universities or any Academic Institute of National Repute (please attached  
 certificate/P.O.) : .....
7. Turnover in the last three financial years (Figures should be in Indian Rupees in  
 Lakhs; please attach the certified copies of balance sheet with trading, profit & loss  
 account) : (if the figures for 10-11 are not available then they may furnish balance  
 sheet of year 07-08)

2008-09	2009-10	2010-11

8. Provide the postal address, telephone & fax numbers, and email address of the  
 nearest service center : .....  
 .....
9. Mention delivery period from the date of the placement of an official purchase order :  
 .....
10. Enclose the list of customers to whom you have supplied /serviced during the last 3  
 years ending 31/03/2011 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.
11. Are you the manufacturer / authorized dealer / distributor/ reseller for the product  
 quoted (please attached relevant certificate): .....
12. Was there any lapse 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.
13. Deviations in specifications, if yes, please mention in separate sheet.
14. 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 superscribing as 'Supply of Equipments for Basic Electronics Lab. of School of I.C.T.'**

# **Gautam Buddha University**

## **School of I.C.T.**

### **TECHNICAL SPECIFICATIONS: BASIC ELECTRONICS LABORATORY**

<b>S. No.</b>	<b>ITEM</b>	<b>SPECIFICATIONS</b>
<b>1</b>	<b>Power Supply</b>	Voltage 0-30 V at 1A , +/- 15V at 1A 5V/1A Fixed Voltage
<b>2</b>	<b>Digital Multimeters</b>	3 1/2 digit LCD display, DC voltage range upto 1000V, accuracy 0.05% resistance range 20M $\Omega$ , AC voltage upto 1000V, AC current 10A, DC current 10A, Diode test, Continuity Tester, Input voltage- 140V-220V (single phase) output voltage 220V +/-8% ,input frequency 45-55 Hz.

# **Gautam Buddha University**

## **School of I.C.T.**

### **TECHNICAL SPECIFICATIONS: BASIC ELECTRONICS LABORATORY**

<b>S. No.</b>	<b>ITEM</b>	<b>SPECIFICATIONS</b>
<b>1</b>	<b>Digital Logic Trainer</b>	Pulse Generator 1-1MHz with variable amplitudes upto 5V, DC Power Supply :+5V/1A,+/-3V to +/-15 V / 500mA Variable, No. Of Output LEDs 8-10, Two Seven Segment Display, No. Of Input Switches 8-10,Two Bread Boards

## GENERAL TERMS AND CONDITIONS

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1. Detailed information about the Equipments/Instruments and their specifications are available in tender document, which can be downloaded from the University website [www.gbu.ac.in](http://www.gbu.ac.in).
2. Two bids system of tender will be adopted.
  - (i) The bid containing technical specifications and EMD
  - (ii) Bid containing financial offer

Technical and financial bids should be submitted in separate covers. The envelopes should be marked as technical bid and financial bid with reference numbers. These two envelopes shall be sealed in a common cover and addressed to **The Registrar, Gautam Buddha University, Greater Noida, Gautam Budh Nagar -201310 (U.P.)** superscribing **“Tender against Notification Advt. GBU/S&P/04/2011, Name of supply: Laboratory Equipments for the Basic Electronics Lab. in School of I.C.T.”** so as to reach us on or before last date of bid submission.

3. The Technical Bid and Financial Bid should be duly filled-up.
4. These bids will be opened in two stages. The bid containing technical specifications and EMD will be opened at first stage and if same is found according to required specifications, the bid containing financial offer shall be opened in second stage.
5. The **“Technical Bid”** shall contain all documents in support of quoted Equipments/Instruments, their 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 price schedule only. The rates and units shall not be overwritten in the price schedule. The price shall be both in words and figures.
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 3 years.
  - (d) Certified copy of balance sheet with trading, profit & loss account for the last 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.
  - (h) ***Minimum turnover required to procure the equipments/instruments : No turnover is required for Annexure – ‘A’ and Rupees One Crore turnover is required for Annexure – ‘B’.***
  - (i) The bidder must be either sole Manufacturer of the Equipments/Instruments or the authorized agent/representative of the OEM. In the case of agent/representative, certified copy of the agency/authorization issued by the OEM should be enclosed with the tender.

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 possessing 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, Greater Noida, 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 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 EMD of the successful bidder will be refunded after two months of the 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.
14. The required delivery period must be mentioned against each item. Tenders should preferably be given only for those equipments/items/articles, which are available ex-stock. 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).
15. Detailed specifications with the mention of make and model/Version of each item should be clearly given supported by the illustrated pamphlets wherever possible. Quotations without specified make and Model/Version and other particulars may be rejected. The payment will be made after the goods have been received, opened, checked, installed and found to be working satisfactorily as per the specifications and requirements. The accessories included in the Equipments/Instruments should also be clearly mentioned.
16. Losses or damage in transit will be borne by the Supplier. The supplier may, if he so desires, get the goods insured and include such charges in the tendered rate.
17. Offered prices should be valid at least for two months from the last date of receipt of tenders.
18. 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.
19. (a) The Equipments/Instruments delivery time should be preferably within 4-6 weeks 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 stipulated period, 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	2%



exceeding two weeks

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 stipulated delivery period and in accordance with the specifications given in the quotations, the University shall be free to cancel the order.

20. Supply of the placed order in part will not be accepted.
21. The University's term for payment: 90% against delivery of items in good condition, installation and putting those in satisfactory working conditions; balanced 10% payment shall be released after 60 days of satisfactory working of the items. For balance 10% payment, the firm has to raise bill/letter for balance payment. No advance payment shall be released.
22. The AMC cost, wherever applicable, after warranty period shall be made in equal installments at the end of each quarter subject to satisfactory service rendered.
23. The price quoted should be in Indian Rupees.
24. No revision of price bid will be allowed once the price bids are opened.
25. No increase in price will be allowed after our purchase order(s) are placed.
26. Warranty certificate against all the Equipments/Instruments developed defects covering warranty period, which commences 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 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 manuals/installation drawings/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 firms are shortlisted based on the eligibility criteria and technical specifications, only then the financial bids of the firms meeting eligibility criteria, technical specifications / 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.

## **SPECIAL TERMS AND CONDITIONS**

1. All Items must have Minimum 3 year Standard Comprehensive Warranty.
2. Successful bidders shall arrange training programmes for the faculty and staff for the period decided by the University.

**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 : .....

: .....

: .....

# Gautam Buddha University

## School of I.C.T.

### FINANCIAL BID

Name of Laboratory : Basic Electronics Laboratory

S. No.	ITEM & SPECIFICATIONS	QTY.	Unit Price (Rs. In figure)	Unit Price (Rs. in words)	Total Cost (Rs.)
1	<u>Power Supply</u>  Voltage 0-30 V at 1A , +/- 15V at 1A 5V/1A Fixed Voltage	05			
2	<u>Digital Multimeters</u>  3 1/2 digit LCD display, DC voltage range upto 1000V, accuracy 0.05% resistance range 20MΩ, AC voltage upto 1000V, AC current 10A, DC current 10A, Diode test, Continuity Tester, Input voltage- 140V-220V (single phase) output voltage 220V +/-8% ,input frequency 45-55 Hz.	05			

Total cost of the offer is Rs. \_\_\_\_\_ in words (Rupees \_\_\_\_\_)

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

### DECLARATION

1. The information given in the financial bid by the undersigned is correct.

SIGNATURE OF THE AUTHORISED SIGNATORY: \_\_\_\_\_

NAME OF THE SUPPLIER : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

\_\_\_\_\_

# **Gautam Buddha University**

## **School of I.C.T.**

### **FINANCIAL BID**

#### **Name of Laboratory : Basic Electronics Laboratory**

<b>S. No.</b>	<b>ITEM &amp; SPECIFICATIONS</b>	<b>QTY.</b>	<b>Unit Price (Rs. In figure)</b>	<b>Unit Price (Rs. in words)</b>	<b>Total Cost (Rs.)</b>
<b>1</b>	<b><u>Digital Logic Trainer</u></b>  Pulse Generator 1-1MHz with variable amplitudes upto 5V, DC Power Supply :+5V/1A,+/-3V to +/-15 V / 500mA Variable, No. Of Output LEDs 8-10, Two Seven Segment Display, No. Of Input Switches 8-10,Two Bread Boards	<b>15</b>			

Total cost of the offer is Rs.\_\_\_\_\_ in words (Rupees \_\_\_\_\_)

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

### **DECLARATION**

1. The information given in the financial bid by the undersigned is correct.

SIGNATURE OF THE AUTHORISED SIGNATORY: \_\_\_\_\_

NAME OF THE SUPPLIER : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

\_\_\_\_\_