

NOTICE INVITING TENDER (E-PROCUREMENT MODE ONLY)
NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR
MAHATMA GANDHI AVENUE
DURGAPUR –713 209, WEST BENGAL, INDIA
E-mail: rajib.ghoshchaudhuri@che.nitdgp.ac.in; Website: www.nitdgp.ac.in
Contact No.: 7596854649

NOTICE INVITING TENDER NO.: NITD/CHE/RGC/RIG/2019-20/03	Date: 05/11/2019
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National Institute of Technology Durgapur is in the process of purchasing following item(s) as per details as given as under.

Items	To supply, install and commissioning of “ Ultrasonic Bath Cleaner ” at Chemical Engineering Department, NIT Durgapur.
Earnest Money Deposit to be submitted	INR 1500/- in favour of “NIT Durgapur” payable at Durgapur
Installation and Commissioning	Required
Warranty	1 year from the date of Installation
Performance security	The successful bidder must submit before release of payment a valid bank guarantee on any nationalized bank amounting 10 % of the order value towards Performance Security with full warranty period + 60 days.

Tender Documents may be downloaded from ITI Procurement Portal <https://mhrd.euniwizarde.com>. Aspiring Bidders who have not enrolled / registered in e-procurement should enrol / register before participating through the website <https://mhrd.euniwizarde.com>. Bidders are advised to go through instructions provided at ‘**Instructions for online Bid Submission**’ at the end of the tender document.

SCHEDULE

Name of Organization	National Institute of Technology
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Goods
Type/Form of Contract (Work/Supply/Auction/Service/Buy/ Empanelment/ Sell)	Buy
Source of Fund (Institute/Project)	Institute Research Initiation Grant (RIG)
Estimated Cost Value	INR 50,000/-
Is Multi Currency Allowed	NO
Date of Issue/Publishing	05/11/2019
Document Download/Sale Start Date	05/11/2019
Date for Pre-Bid Conference	11/11/2019 (11.00 AM.)
Venue of Pre-Bid Conference	Meeting Room, Dept. of Chemical Engineering, NIT Durgapur
Bid Submission Start Date	05/11/2019
Document Download/Sale End Date	25/11/2019 (18.00 Hrs)
Last Date and Time for Uploading of Bids	25/11/2019 (18.05 Hrs.)
Date and Time of Opening of Technical Bids	26/11/2019 (11.00 Hrs.)
Tender Fee	₹ NIL /- (For Tender Fee)
EMD	INR 1500/- in favour of "NIT Durgapur" payable at Durgapur
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	60 days (From the date of opening of price bid)
Address for Communication	Dr. Rajib Ghosh Chaudhuri Department of Chemical Engineering, National Institute of Technology Durgapur, Mahatma Gandhi Avenue, Durgapur -713209, West Bengal, INDIA
Contact No.	+91 7596854649
Email Address	rajib.ghoshchaudhuri@che.nitdgp.ac.in
ITI Helpdesk Contact No. and mail address (In office hours)	Helpdesk Number - 011-4960 6060 helpdeskeuniwizarde@gmail.com Mr SK Tariq- 7978416916 ewizardtariq@gmail.com Mr Siddharth Ghosh – 9355030604 ewizardsiddharth@gmail.com

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NOTICE INVITING TENDER NO.: NITD/CHE/RGC/RIG/2019-20/03	Date: 05/11/ 2019
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Sub: Notice inviting tender to supply, install and commissioning of “ Ultrasonic Bath Cleaner ” at Chemical Engineering Department, NIT Durgapur.
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Invitation for Tender Offers:

National Institute of Technology Durgapur invites online Bids (Technical bid and Commercial bid) from eligible and experienced OEM (Original Equipment Manufacturer) OR OEM Authorized Dealer/agent for “**Ultrasonic Bath Cleaner**” with (warranty period as stated) on site comprehensive warranty from the date of installation of the material as per terms & conditions specified in the tender document, which is available on ITI e-procurement Portal <https://mhrd.euniwizarde.com>

TECHNICAL SPECIFICATIONS:

Item Description		Quantity
Ultrasonic Bath Cleaner with the following standard features:		01 (one) set
Volume	3 Ltr	
Frequency	40 kHz	
Ultrasonic Power	100 W	
Time Range	1-90 mins	
Rated Supply	220-240 Volts	
Material of construction	Plastic Housing, Stainless Steel Tank	
Accessories 1: Appropriate stainless steel perforated tray		01 (one) no.

Validity of quotation required: 60 days from the opening of price bid.

Warranty: 1 year from the date of installation.

Delivery Period: 45 days from the date of placement of purchase order.

Payment: 100 % on commissioning and on submission of PBG (Performance Bank Guarantee).

Place of Delivery: Department of Chemical Engineering, NIT Durgapur.

Installation / commissioning / demonstration requirement: Installation and commissioning at Department of Chemical Engineering, NIT Durgapur.

A complete set of tender documents may be downloaded by prospective bidder from the website <https://mhrd.euniwizarde.com>

Documents to be submitted in the Technical Folder:

1. Digitally signed copy of the filled in Notice Inviting Tender (NIT)
2. Detailed technical specifications and literature/ drawings/ manuals of the goods/ services have to be supplied,
3. Authorized dealership certificate from the original manufacturer, if applicable,
4. Scanned copy of EMD.
5. Warranty Period (1 Year Comprehensive on site from the date of installation)
6. Credentials and list of organisations with proof where the bidder supplied similar items.
7. List of other important documents

Sl. No.	Category	Sub Category	Sub Category Description
(i)	Certificate Details	GST Registration Certificate	GST Registration Certificate
		Partnership Deed (If Applicable)	Partnership Deed
		Permanent Account Number	Permanent Account Number Details
		Power of Attorney (If applicable)	Power of Attorney
		Registration Certificate	Trade license certificate/shops & establishments certificate, PAN card, Certificate of incorporation (if applicable) etc. If trade license for FY (18-19) is not available till last date of submission, then self-attested stamped copy of renewal receipt from concerned municipality along with last FY (17-18) trade license is to be provided (both offline & online). This is provisional only.
(ii)	Purchase Order Details	Purchase Orders	Purchase Orders from Government organizations for whom the Bidder has undertaken such work during last two years
(iii)	Annexure – I	Compliance sheet	
(iv)	Annexure – II	Declaration Sheet in Organization Letter Head	
(v)	Annexure – III	List of Government Organizations/Department for whom the Bidder has undertaken such work during last two years	

Terms & Conditions Details

Sl. No.	Particulars / Specification
1	<p>Due date: The tender has to be submitted on-line. The offers received after the due date and time will not be considered. Bid must be submit online only, No manual bids will be considered.</p>
2	<p>Preparation of Bids: The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid in the given format. The Technical bid and the financial bid should be submitted Online.</p>
3	<p>EMD (if applicable): The bidder should submit an EMD through demand draft of any nationalized bank in favour of 'NIT Durgapur' payable at Durgapur. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful bidders after the award of contract. Earnest Money Deposit (EMD / Bid Security (BS) has to be submitted by bidders except those who are registered with National Small Industries Corporation (NSIC)/ Ministry of Micro Small Medium Enterprises or as per GFR 2017 guidelines. However, this certificate should be for manufacturing of the item indented and not for selling items manufactured by other firms. The certificate should be valid up to bid the bid validity.</p>
4	<p>Refund of EMD: The EMD will be returned to unsuccessful bidders only after the tenders are finalized. In case of successful bidder, it will be retained till the successful and complete installation of the equipment.</p>
5	<p>Opening of the tender: The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received along with EMD (if any) will be opened as mentioned in the "Schedule (Page - 02)" in presence of representative each bidder if available. Only one representative of each bidder will be allowed to participate in the tender opening. Bid received without EMD (if present) will be rejected straight way. The technical bid will be opened online first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification. The bidders if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate in the tender opening.</p>
6	<p>Acceptance/ Rejection of bids: The Committee reserves the right to reject any or all offers without assigning any reason.</p>
7	<p>Pre-qualification criteria:</p> <ul style="list-style-type: none"> (i) Bidders should be the manufacturer / authorized dealer. Letter of Authorization from original equipment manufacturer (OEM) on the same and specific to the tender should be enclosed. (ii) An undertaking from the OEM is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well. (Ref. Annexure-II) (iii) OEM should be from well reputed Branded Company. (iv) Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid. (v) In the tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender. (vi) If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

8	<p>Performance Security: The supplier shall require to submit the performance security in the form of irrevocable bank guarantee issued by any Indian Nationalized Bank for an amount which is stated in the tender document, within 21 days from the date of receipt of the purchase order/LC and should be kept valid for a period of 60 days beyond the date of completion of warranty period or the same will be deducted from the bill/ invoice before payment is made. The same will be released on application by the supplier after the said interval (full warranty period + 60 days).</p>
9	<p>Force Majeure: The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <ul style="list-style-type: none"> • For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. • If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
10	<p>Risk Purchase Clause: In event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from the other source on the total risk of the supplier under risk purchase clause.</p>
11	<p>Packing Instructions: Each package will be marked on three sides with proper paint/indelible ink, the following:</p> <ol style="list-style-type: none"> i. Item Nomenclature ii. Order/Contract No. iii. Country of Origin of Goods iv. Supplier's Name and Address v. Consignee details vi. Packing list reference number
12	<p>Delivery and Documents: Delivery of the goods should be made within a maximum of 45 days from the date of placement of purchase order. Within 24 hours of shipment, the supplier shall notify the purchaser and the insurance company by cable/telex/fax/e mail the full details of the shipment including contract number, railway receipt number/ AAP etc. and date, description of goods, quantity, name of the consignee, invoice etc. The supplier shall mail the following documents to the purchaser with a copy to the insurance company:</p> <ol style="list-style-type: none"> 1. 4 Copies of the Supplier invoice showing contract number, goods' description, quantity, unit price, total amount; 2. Insurance Certificate if applicable; 3. Manufacturer's/Supplier's warranty certificate; 4. Inspection Certificate issued by the nominated inspection agency, if any 5. Supplier's factory inspection report; and 6. Certificate of Origin (if possible by the beneficiary); 7. Two copies of the packing list identifying the contents of each package. 8. The above documents should be received by the Purchaser before arrival of the Goods (except where the Goods have been delivered directly to the Consignee with all documents) and, if not received, the Supplier will be responsible for any consequent expenses.
13	<p>Delayed delivery: If the delivery is not made within the due date for any reason, the Committee will have the</p>

	right to impose penalty of 1% per week and the maximum deduction is 10% of the contract value / price.
14	<p>Prices:</p> <p>a) The contract shall be for the full quantity as described above</p> <p>b) All duties, entry taxes, transport, insurance and other levies payable by the contractor under the contract shall be included in the total price F.O.R. NIT Durgapur.</p> <p>c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustments on any account.</p> <p>d) The Prices should be quoted in Indian Rupees only.</p> <p>e) The base price includes all type of prices except GST, Custom Duty, Excise Duty, etc.</p> <p>f) NIT Durgapur is allowed for GST Exemption. The revised GST is 5% for NIT Durgapur.</p>
15	<p>Notices: For the purpose of all notices, the following shall be the address of the Purchaser and Supplier.</p> <p>Purchaser Dr. Rajib Ghosh Chaudhuri Assistant Professor, Department of Chemical Engineering, National Institute of Technology, Durgapur – 713209</p> <p>Supplier:(To be filled in by the supplier)</p> <p>(All suppliers should submit its supplies information as per Annexure-II).</p>
16	<p>Progress of Supply:</p> <p>Wherever applicable, supplier shall regularly intimate progress of supply, in writing, to the Purchaser as under:</p> <ol style="list-style-type: none"> 1. Quantity offered for inspection and date; 2. Quantity accepted/rejected by inspecting agency and date; 3. Quantity dispatched/delivered to consignees and date; 4. Quantity where incidental services have been satisfactorily completed with date; 5. Quantity where rectification/repair/replacement effected/completed on receipt of any communication from consignee/Purchaser with date; 6. Date of completion of entire Contract including incidental services, if any; and 7. Date of receipt of entire payments under the Contract (In case of stage-wise inspection, details required may also be specified).
17	<p>Resolution of Disputes:</p> <p>The dispute resolution mechanism to be applied pursuant shall be as follows:</p> <ul style="list-style-type: none"> • In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996. The dispute or difference shall be referred to the Director, National Institute of Technology Durgapur and if he is unable or unwilling to act, the matter shall be handed over to the sole arbitration of some other person appointed by him willing to act as such arbitrator. The award of the competent authority so appointed shall be final, conclusive and binding on all parties to this order. • In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules. • The venue of the arbitration shall be the place from where the order is issued.
18	<p>Applicable Law:</p> <p>Settlement of any dispute will be made under the jurisdiction of Durgapur Court.</p>
19	<p>Right to Use Defective Goods</p> <p>If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.</p>
20	Supplier Integrity

	The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.
21	Training The Supplier is required to provide training to the designated Purchaser's technical and end user personnel to enable them to effectively operate the equipment.
22	Installation & Demonstration Installation and demonstration of the equipment should be done within one month of the arrival of materials at the site of NIT Durgapur. In case of any miss-happening/damage to equipment and supplies during the carriage of supplies from the origin of equipment to the installation site, the supplier has to replace it with new equipment/supplies immediately at his own risk. Supplier will settle his claim with the insurance company as per his convenience. NIT Durgapur will not be liable to any type of losses in any form.
23	Insurance: For delivery of goods at the purchaser's premises, the insurance shall be obtained by the supplier in an amount equal to 110% of the value of the goods from "warehouse to warehouse" (final destinations) on "All Risks" basis including War Risks and Strikes. The insurance shall be valid for a period of not less than 3 months after installation and commissioning.
24	Incidental services: The incidental services also include: Furnishing of 01 set of detailed operations & maintenance manual.
25	Warranty: (i) Warranty period shall be from date of installation of Goods at the NIT Durgapur site of installation. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the contract. If for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall at its discretion make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to NIT DURGAPUR NITD/CHE/RGC/RIG/2019-20/03 10 of 17 attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests. The warranty should be comprehensive on site. (ii) The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall immediately within in 07 days arrange to repair or replace the defective goods or parts thereof free of cost at the ultimate destination. The Supplier shall take over the replaced parts/goods at the time of their replacement. No claim whatsoever shall lie on the Purchaser for the replaced parts/goods thereafter. The period for rectification of defects in the warranty period is 7 days. If the supplier having been notified fails to remedy the defects within 7 days, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expenses and without prejudice to any other rights, which the purchaser may have against the supplier under the contract. (iii) The warranty period should be clearly mentioned. The maintenance charges (AMC) under different schemes after the expiry of the warranty may also be mentioned. The comprehensive onsite warranty will commence from the date of the satisfactory installation/commissioning of the equipment against the defect of any manufacturing, workmanship and poor quality of the components.
26	Governing Language The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.
27	Applicable Law The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction.

28	<p>Notices</p> <ul style="list-style-type: none"> Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, FAX or e mail and confirmed in writing to the other party's address. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
29	<p>Taxes</p> <p>Suppliers shall be entirely responsible for all taxes, duties, license fees, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser. However, GST in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so stipulated in the order. NIT Durgapur is avail exemption of GST, the revised GST is 5% for NIT Durgapur.</p>
30	<p>Duties</p> <p>NIT Durgapur is exempted from paying custom duty and necessary "Custom Duty Exemption Certificate" can be issued after providing following information and Custom Duty Exemption Certificate will be issued to the shipment in the name of the Institute, (no certificate will be issued to third party): The procured product should be used for teaching, scientific and research work only.</p> <p>a) Shipping details i.e. Master Airway Bill No. and House Airway No. (if exists)</p> <p>b) Forwarder details i.e. Name, Contact No., etc. NIT Durgapur is exempted from paying Excise Duty and necessary Excise Duty Exemption Certificate will be provided for which following information is required. b) Quotation with details of Basic Price, Rate, Tax & Amount on which ED is applicable</p> <p>c) Supply Order Copy</p> <p>d) Proforma-Invoice Copy.</p>
31	<p>Payment:</p> <p>100% payment shall be made by the Purchaser within 6 weeks after successful installation, commissioning and acceptance of the equipment at NIT Durgapur in good condition and to the entire satisfaction of the Purchaser and on production of unconditional performance bank guarantee (PBG) as specified in Clause 8 of tender terms and conditions.</p>
32	<p>User list:</p> <p>Brochure detailing technical specifications and performance, list of industrial and Educational establishments where the items enquired have been supplied must be provided. (Ref. Annexure-III)</p>
33	<p>Manuals and Drawings</p> <p>(i) Before the goods and equipment are taken over by the Purchaser, the Supplier shall supply NIT DURGAPUR NITD/CHE/RGC/RIG/2019-20/03 operation and maintenance manuals. These shall be in such details as will enable the Purchaser to operate, maintain, adjust and repair all parts of the works as stated in the specifications. (ii) The Manuals shall be in the ruling language (English) in such form and numbers as stated in the contract. (iii) Unless and otherwise agreed, the goods equipment shall not be considered to be completed for the purposes of taking over until such manuals and drawing have been supplied to the Purchaser.</p>
34	<p>Application Specialist:</p> <p>The bidder should mention in the Techno-Commercial bid the availability and names of Application Specialist and Service Engineers in the nearest regional office. (Ref. to Annexure-III)</p>
35	<p>Site Preparation:</p> <p>The supplier shall inform to the Institute about the site preparation, if any, needed for the installation of equipment, immediately after the receipt of the purchase order. The supplier must provide complete details regarding space and all the other infrastructural requirements needed for the equipment, which the Institute should arrange before the arrival of the equipment to ensure its timely installation and smooth operation thereafter. The supplier shall visit the Institute and see the site where the equipment is to be installed and may offer his advice and render assistance to the Institute in the preparation of the site and other pre</p>

	installation requirements.
36	<p>Defective Equipment: During installation/ commissioning if any of the equipment supplied by the bidder is found to be sub- standard, refurbished, un-merchantable or not in accordance with the description/specification or otherwise faulty, the committee will have the right to reject the equipment or its part. The prices of such equipment shall be refunded by the bidder with 18% interest if such payments for such equipment have already been made. All damaged or unapproved goods shall be returned at suppliers cost and risk and the incidental expenses incurred thereon shall be recovered from the supplier. Defective part in equipment, if found before installation and/or during warranty period, shall be replaced within 7 days on receipt of the intimation from this office at the cost and risk of supplier including all other charges. In case supplier fails to replace above item as per above terms & conditions, NIT Durgapur may consider “Banning” the supplier.</p>
37	<p>Termination for Default The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:</p> <ol style="list-style-type: none"> i. If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the order, or within any extension thereof granted by the Purchaser; or ii. If the Supplier fails to perform any other obligation(s) under the Contract. iii. If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. <p>For the Purpose Clause:</p> <ol style="list-style-type: none"> i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution. ii. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition; <ul style="list-style-type: none"> • In the event the Purchaser terminates the Contact in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.
38	<p>Disputes and Jurisdiction: Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located in Durgapur.</p>
39	<p>Compliance certificate: This certificate must be provided indicating conformity to the technical specifications. (Annexure-I)</p>
40	All other terms and conditions of GFR 2017 of the Government of India will be applicable.

SUBMISSION OF BID

The Online bids (complete in all respect) must be uploaded online in two Envelops as explained below:

Envelope – 1 (Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1	TECHNICAL BID	Compliance Sheet as per Annexure – I	.PDF
2		Organization Declaration Sheet as per Annexure – II	.PDF
3		List of organizations/ clients where the same products have been supplied (in last two years) along with their Contact number(s) as per Annexure-III	.PDF
4		Technical supporting documents in support of all claims	.PDF
Envelope – 2			
Sl. No.	Documents	Content	File Types
1	FINANCIAL BID	Price bid should be submitted in .xls format	.xls

**ANNEXURE-I
COMPLIANCE SHEET**

Sl. No.	Brief Description of the Items/ Goods	Qty.	Specifications	COMPLIANCE (Y/N)
1.	Ultrasonic Bath Cleaner	01	Volume: 3 Ltr	
			Frequency: 40 kHz	
			Ultrasonic Power: 100 W	
			Time Range: 1-90 mins	
			Rated Supply: 220-240 Volts	
			Material of construction: Plastic Housing, Stainless Steel Tank	
2	Appropriate stainless steel perforated tray	01		
1	Validity of quotation required : 60 days from the opening of price bid			
	Warranty: 1 year from the date of Installation			
	Payment: 100 % on commissioning and on submission of PBG (Performance Bank Guarantee)			

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder with date

Name:

Designation:

Organization Name:

Contact No.:

E-mail Id:

ANNEXURE-II
<Organization Letter Head>
DECLARATION SHEET

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

The prices quoted in the financial bids are subsidized due to academic discount given to NIT Durgapur.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent
Phone No.:	
Fax	
E-mail	
Contact Person Name	
Mobile Number	
TIN Number	
PAN Number	
(In case of payment of EMD) DD No. (For EMD) with date. The bidder should submit an EMD amount through demand draft on any nationalized bank in favour of „NIT Durgapur“ payable at Durgapur.	

(Signature of the Tenderer with date)

Name:

Seal of the Company

ANNEXURE-III
LIST OF GOVT. ORGANIZATION/DEPTT

List of Government Organizations for whom the Bidder has undertaken such work during last two years (must be supported with work orders)			
Sl. No.	Name of the organization with address	Name of Contact Person	Contact No.

Name of application specialist / Service Engineer who have the technical competency to handle and support the quoted product during the warranty period.			
Sl. No.	Name of the organization with address	Name of Contact Person	Contact No.

Signature of Bidder with date

Name:

Designation:

Organization Name:

Contact No. :

E-mail Id:

PROCEDURE FOR SUBMISSION OF E-TENDER

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information bidders may visit the e-Wizard Portal <https://mhrd.euniwizarde.com>

1. REGISTRATION PROCESS ON ONLINE PORTAL

1. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com> by clicking on the link “Bidder Enrolment” as per portal norms.
2. The bidders to choose a unique username and assign a password for their accounts. 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 e-Wizard Portal.
3. Bidders to register upon enrolment their valid Digital Signature Certificate (DSC: Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
4. 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 DSCs to others which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
5. 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.

2. TENDER DOCUMENTS SEARCH

1. Various built-in options are available in the e-Wizard Portal which is further synchronizing with CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
2. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, a form of contract, location, date, other keywords, etc. to search for a tender published on the Online Portal.
3. 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 Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
4. 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.

3. BID PREPARATION

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.
3. 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 needs to be submitted. Any deviations from these may lead to rejection of the bid.
4. 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 / PNG, etc. formats. Bid documents may be scanned with 100 dpi with black and white option.

4. BID SUBMISSION

1. Bidder to log into the site well in advance for bid submission so that he/she uploads 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 to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder to select the payment option to pay the tender fee/ EMD wherever applicable and enter details of the instrument.
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format 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, the 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, which cannot be viewed by unauthorized persons until the time of bid opening.
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, 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. Kindly have all relevant documents in a single PDF file of compliance sheet.
10. The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.