

**MAHARSHI DAYANAND UNIVERSITY ROHTAK**

**Department of Botany**

E- tender on behalf of Registrar is invited subscribed as “Tender for Equipment” for the supply of Plant Growth Chamber as per specifications given in tender document along with earnest money equal to 2% of the tender cost paid through online and a separate fee of Rs. 2000/- as tender fee and e-service fee of Rs. 1000/- in favour of Finance Officer, M.D. University, Rohtak will also be deposited online.

Starting date of submission of e-tender will be 10.11.2020 up to 5:00 PM and the last date of bidding the E-tender will be 01.12.2020 up to 5:00. The E-tender will be opened on 03.12.2020 after 11:00AM. For more details, please visit the websites namely: <https://etenders.har.nic.in/nicgep/app/> and [www.mdu.ac.in](http://www.mdu.ac.in)

**REGISTRAR**

**Tender Notice**

<b>Sr. No.</b>	<b>Name of Department</b>	<b>Name of work</b>	<b>Starting date &amp; Closing date</b>	<b>Amount (approx.)</b>	<b>Website of department</b>	<b>Nodal officer/contact details/email</b>
1.	Maharshi Dayanand University Rohtak	Purchase of Equipment-Plant Growth Chamber for Botany Department	<b>10.11.2020</b> Upto 5:00PM  & 01.12.2020 up to 5:00PM	Rs. 5.5 lakhs	<a href="http://www.mdu.ac.in">www.mdu.ac.in</a>	HOD Botany  hod.botany@mdurohtak.ac.in Mob:9896795000

**NOTE: - For further details regarding the tender, please**

**1.** <https://etenders.hry.nic.in/nicgep/app/>

**2** [www.mdu.ac.in](http://www.mdu.ac.in)

**REGISTRAR**

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**BOTANY DEPARTMENT**

**Email:**  
**hod.botany@mdurohtak.ac.in**

**STANDARD BIDDING DOCUMENT FOR PURCHASE OF  
EQUIPMENT IN BOTANY DEPARTMENT MDU, ROHTAK**

PART1: COMPLETE BIDDING DOCUMENT

**Name of work: Purchase of equipment- Plant Growth Chamber for Botany Department MDU, Rohtak.**

**PRESS NOTICE**

<b>M.D. UNIVERSITY, ROHTAK</b>	
<b>Notice Inviting E-Tender</b>	
<b>Name of work</b>	<b>Purchase of equipment for Botany Department MDU, Rohtak.</b>
<b>Tender Docs Fee+ E Service Fees</b>	<b>Rs. 2000+1000 = 3000/-</b>
<b>Earnest Money</b>	<b>2 % of the tender cost</b>
<b>Time Limit</b>	<b>03 Weeks</b>
<b>Tenders to be received till</b>	<b>01.12.2020 upto 5:00 PM</b>
<b>i) The tenders will be received only through E-tendering for further details visit website <a href="https://etenders.hrv.nic.in/nicgep/app">https://etenders.hrv.nic.in/nicgep/app</a></b>	
<b>(ii) Cost of Bid document is Rs. 2000/- (non refundable) for each bid to be paid through online.</b>	
<b>(iii) Willing Contractors shall have to pay Rs. 1000/- (non refundable) the e- Service Fee in online mode.</b>	
<b>Head Department of Botany</b>	

## DETAIL NOTICE INVITING TENDER

e-Tender is invited for purchase of below mentioned item in single stage two cover system i.e. Request for Pre- Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No	Name of Item	Appx. Cost (Rs. In lacs)	EMD to be deposited by Bidder	Tender Document Fee & eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
1.	<b>Purchase of Equipment-Plant Growth Chamber for Botany Department MDU, Rohtak.</b>	Rs.5.5 lakhs	2% of the tender cost	Rs. 2000/-- for Tender Document fee & Rs. 1000/- for e-Service fee	<b>10.11.2020 after 5:00PM</b>	<b>01.12.2020 up to 5 PM</b>

1. Detailed notice inviting tender/estimate drawing can be seen in the office of the undersigned during office hours.
2. Bidding documents available on website <https://etenders.hry.nic.in/nicgep/app>  
Newly enlisted contractors/societies/suppliers/manufactures should bring with them proof of their enlistment in appropriate class.
3. The bidders would submit bid through e-tendering only on the website i.e. <https://etenders.hry.nic.in/nicgep/app>

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders in offline mode only.
2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in/nicgep/app> to be eligible to participate in the e-Tender. He/She will be required to make online payment of EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time

frame shall not be allow to submit his / her bids for the respective event / Tenders.

3. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. on or before (as mentioned above); and make payment via NET BANKING/RTGS /NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://etenders.hry.nic.in/nicgep/app>.

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) by online mode.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

#### Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		Tender Document Download and Bid Preparation/Submission	10.11.2020 after 5:00PM	01.12.2020 upto 5:00PM
2	Technical Bid Opening			03.12.2020 11:00 AM onwards
3	Financial Bid Opening			05.12.2020

#### Important Note:

1) The Applicants/bidders have to complete „Application / Bid Preparation & Submission“ stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as „Applications / bids not submitted“.

2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e- bidding.

3) Applicant/Bidder can rework on his/her bids even after completion of „Application/Bid Preparation & submission stage“

(Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage)

4) In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online

their bids as per the dates mentioned in the schedule/Key Dates above. The bids shall be submitted online in two separate envelopes:

Envelope 1: Technical Bid

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

Envelope 2: Commercial Bid

The bidders shall quote the prices in price bid format under Commercial Bid.

### **CONDITIONS**

1. DNIT & prequalification criteria can be seen on any working day during office hours in office of the undersigned.
2. Conditional tenders will not be entertained & are liable to be rejected.
3. In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
4. The undersigned reserve the right to reject any tender or all the tenders without assigning any reasons.
5. The societies shall produce an attested copy of the resolution of the Co-operative department for the issuance of tenders.
6. The tender without earnest money/bid security will not be opened.
7. The Jurisdiction of court will be at Rohtak.
8. The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
9. The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of manual submission of BS. If any bidder/tenders withdraws his bid/tender before the said period or makes any modifications in the terms and conditions of the bid, the earnest money shall stand forfeited. Bids shall be valid for 120 days from the date of bid closing i.e. from last date of manual submission of EMD. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.

For & on behalf of Registrar, MDU, Rohtak.

Head  
Botany Department  
M. D. University, Rohtak

## **Instructions to bidder on Electronic Tendering System**

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

### **1. Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <https://etenders.hry.nic.in/nicgep/app>. Please visit the website for more details.

### **2. Obtaining a Digital Certificate:**

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in/nicgep/app>.

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://etenders.hry.nic.in/nicgep/app> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

### **3 Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://etenders.hry.nic.in/nicgep/app>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

#### **4 Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e Procurement system on the Home Page at <https://etenders.hry.nic.in/nicgep/app>.

#### **5 Download of Tender Documents:**

The tender documents can be downloaded free of cost from the e -Procurement portal <https://etenders.hry.nic.in/nicgep/app>

#### **6 Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

#### **7 Online Payment of Tender Document Fee, eService fee, EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):**

i) Online Payment of Tender Document Fee + e-Service fee:

The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through NET BANKING/RTGS / NEFT & OTC. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

ii) Preparation & submission of online applications/bids:

Detailed Tender documents may be downloaded from e-procurement website (<https://etenders.hry.nic.in/nicgep/app>) and tender mandatorily be submitted online.

Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope: The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)

### **Guideline for Online Payments in e-tendering**

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

#### **Operative Procedures for Bidder Payments**

##### **A) Debit Card**

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button

- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with “successful” or “failure” message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as “successful” in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

**B) Net Banking**

The procedure for paying through Net Banking will be as follows.

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on “Continue” button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as “successful” in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

**C) RTGS/ NEFT**

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

- i. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
- ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.
- iii. Each challan shall therefore include the following details that will be pre-populated:
  - Beneficiary account no: (unique alphanumeric code for e-tendering)
  - Beneficiary IFSC Code:
  - Amount:
  - Beneficiary bank branch:
  - Beneficiary name:
- iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
- v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.
- vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

**D) Over-the-Counter (OTC)**

This solution shall allow the bidder having account with ICICI Bank, to make the payment from any

CMS enabled Branch of ICICI Bank in India. Bidders can make the payment via cash (if amount is ≤ 49,999), Demand Draft or ICICI Bank Cheque.

The procedure for paying through OTC mode is as follows:

- (i) Bidder selects Over-the-Counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.
- (iii) Bidder clicks on “Continue” button
- (iv) The e-Procurement portal displays the details of payment. Bidders click on “print \_challan” and print the OTC challan.
- (v) Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed upto Rs. 49,999/-)
- (vi) ICICI Bank verifies the URN (format to be discussed and decided) and Amount with e-Procurement portal prior to accepting the payment
- (vii) On successful verification from e-Procurement portal, ICICI Bank accepts the payment. In case of failure, ICICI Bank shall return back the OTC challan and payment to the Bidder.
- (viii) ICICI Bank will commit the payment transaction (in case of successful verification from e-Procurement portal) and sends the Bank Transaction Number (I-Sure Reference Number) online against the URN and Amount.
- (ix) ICICI Bank will generate receipt for the payment transaction and issues the same to the Bidder.
- (x) The e-Procurement system updates the bank transaction number against the URN and Amount based on details sent by ICICI Bank online prior to generation of receipt.
- (xi) The status of payment will be displayed as “verification successful” in e-Procurement portal, when the bidder clicks on verification option in the portal
- (xii) Bidder would be required to upload the scan copy of receipt as received from ICICI Bank as part of proof in Nextender portal before submitting the tender

Sr no.	Scenario	Do's / Don't's
1	Payment through NET BANKING/NEFT/RTGS	<p>Do's</p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that NET BANKING/RTGS/NEFT payments are made to the exact details as mentioned in the challan which are:               <ol style="list-style-type: none"> <li>1) Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</li> <li>2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders)</li> <li>3) Amount: As mentioned on the challan. It is specific for every tender/transaction</li> <li>4) Beneficiary bank branch: ICICI Bank Ltd, CMS</li> </ol> </li> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> <li>• It is advised that all the bidders make payment via NET BANKING /RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parites are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender</li> <li>• Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</li> <li>• Bidder must do the payment before tender validity gets expired</li> </ul>

		<p>Don't's</p> <ul style="list-style-type: none"> <li>• Bidder should not enter erroneous details while filling the NET BANKING /NEFT/RTGS form at their bank. The following possibilities may arise:</li> </ul> <ol style="list-style-type: none"> <li>1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account</li> <li>2) Incorrect Beneficiary account number mentioned(&lt;client code&gt; + &lt;random number&gt;):-       <ol style="list-style-type: none"> <li>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</li> </ol> </li> <li>3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account.</li> </ol> <p>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</p> <ul style="list-style-type: none"> <li>• Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination.</li> <li>• Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder.</li> <li>• Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder</li> </ul>
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2	In the event of making Payment through OTC	<p>Do's</p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are: Beneficiary account no: &lt;client code&gt; + &lt;random number&gt; Amount: As mentioned on the challan</li> </ul> <p>It is specific for every tender/transaction</p> <p>Beneficiary name: As per the challan</p> <p>Bidder has to make only single payment against a challan as per the amount mentioned on the challan</p> <ul style="list-style-type: none"> <li>• Bidder must do the payment before tender validity gets expired</li> <li>• Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender Portal before submitting the Tender</li> </ul>
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		<p>Don't's</p> <ul style="list-style-type: none"> <li>• If the bidding amount is greater than Rs49,999, then Bidder should not make payment in cash. In this case, Bidder should pay via Demand Draft/ICICI Bank Cheque</li> <li>• It is bidders' responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favoring third party etc., In the event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank</li> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders'</li> </ul> <p>EMD</p>
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**Head, Department of Botany  
M. D. University, Rohtak**

## TERMS AND CONDITIONS GOVERNING THE TENDERS FOR THE SUPPLY

1. Every e-tender shall be accompanied by the earnest money equal to 2% of the tender cost and Rs.2000/- as tender fee submitted through online and E-service fee Rs.1000/- should be deposited through online mode. The earnest money should be deposited through online.
2. The e-tender received without earnest money or after the due date shall not be entertained except with the special approval of the competent authorities.
3. Please specify price, exclusive of all taxes, levies, etc. All applicable taxes / levies should be mentioned separately.
4. Please quote the price of the instrument (as per demanded specifications) separately, and costs of all accessories separately. Please also specify the cost of warranty / guarantee AMC year wise as a separate head. The price of all items / accessories, offered as free of cost, should also be mentioned separately. The quoted price shall include free installation. Accessories / pre-requisites for the installation / smooth working of the instrument should be specifically mentioned before hand, by the bidder.
5. The e-tender shall be opened in the Office of the Head, Department of Botany, M. D University, Rohtak, on.3.12.2020 at 11:00 AM onwards by the Tender Committee, in the presence of the bidder / authorized representative and the Committee reserves the right for negotiation thereafter, at any stage, if considered necessary.
6. Rates should be carefully filled up, both in words and figures, without any cutting, erasing or overwriting.
7. Rates should be quoted in foreign currency / Indian Rupees (as applicable). The payment in foreign currency shall be as per the applicable rates (as approved by the RBI). Price should be quoted FOR Department of Botany, MDU, Rohtak. All clearing / packaging / transportation / insurance charges, etc., shall be borne by the bidder (to be quoted in the bid).
8. In case the bidder quoting the lowest rates declines to accept the offer, the EMD of such bidder shall be forfeited and the bidder shall be blacklisted by the University for any Kind of dealing in future.
9. The bidder shall have to submit compliance report, as per ANNEXURE "A", "B", "C" & "D". In case of non compliance, the bid will be rejected.
10. The EMD of the unsuccessful bidder shall be returned on the completion of all the process.
11. Demonstration of the instrument, along with "USER SATISFACTION REPORT", may be demanded by the Tender Committee, before finalizing the supply order.
12. The price quoted should be valid for 120 days after the closing date of Tender.
13. The instrument will be accepted subject to the approval of the Inspection Committee.
14. The supply shall be executed within the time specified in the supply order, which may be extended by the Registrar, on an application of the supplier, explaining the reasons / circumstances due to which time limit could not be adhered to. In the event of the supplier failing to supply the material within the specified time, he shall be liable to pay as compensation an amount equal to one percent or such amount, as the Registrar may decide, on the said amount of the contract, for every day that the quantity remains incomplete, provided that the entire amount of compensation will not exceed 10 percent of the total amount of contract. An appeal against these orders shall however lie with the Vice Chancellor, whose decision shall be final.
- 15. The University stands exempted from the payment of GST/Central Excise Duty / Customs Duty, and shall provide the necessary certificates to this effect, as applicable. The bidder shall quote the rates accordingly.**
16. Goods which do not fulfill the specifications or which are rejected by the Inspection Committee shall be lifted by the supplier at his own cost and no payments shall be made in lieu of the same.
17. The quantity / number of the instruments may be increased / decreased, within the financial year 2020-21.
18. Bidder must specify the guarantee / warrantee / AMC, along with the breakup of the costs of guarantee / warrantee / AMC year wise. The University shall prefer instruments offered with the maximum guarantee / warrantee / AMC.
19. Payment will be made after delivery. No advance payments will be made. Payments through Bank Guarantee / LC etc., as admissible under the government rules, will be allowed, in particular for foreign currency. Full payment will be made only upon the "Acceptance report" of the Inspection Committee.
20. The University reserves the right to retain part of the payment as "Performance Guarantee", and the same shall be finalized by the Tender Committee, in the course of negotiations.
21. Other terms and conditions are as per the Terms & Conditions specified in the Notice Inviting Tender.
22. Submission of the bid shall be deemed to have prior acceptance of all the terms & conditions, as specified above, by the bidder.

**Head**  
**Department of Botany,**  
**M.D.University, Rohtak**

### **ELIGIBILITY CRITERIA**

The following criteria must strictly be fulfilled by the bidder. The bidder must submit the documentary evidence in support of their claim for fulfilling the criteria and they should also submit an undertaking on their letterheads to the fairness of these documents while submitting the bid. The bids received without the documentary evidence will be rejected outright.

1. MDU invites bid from the authentic manufacturers / authorized dealers / authorized representatives. The bidder must fill & submit Annexures "A", "B" and "C". Incomplete annexure as specified may result in rejection of the bid.
2. The bidder should be a company / firm / organization, registered in India. In case of foreign manufacturers, the bid must include name & address of its authorized Indian entity, as per
3. Annexure "A", "B", and "C".

The bidder shall also append the following declaration with the tender:

### **DECLARATION**

I / We (Name & address of the firm / organization, etc) do hereby solemnly affirm and declare that the facts stated in the technical bid and annexure A, B, C are correct and true to the best of my / our knowledge and belief and nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I / We shall be liable for legal action under Section 182 and Section 415, read with Section 417 and 420 of the Indian Penal Code, as the case may be.

Place:

Dated:

(Signature of the Vender)  
with full Name, Address, Seal & Stamp.

Manufacturer's Authorization Certificate Ref. No. \_\_\_\_\_ Dated:  
\_\_\_\_\_  
To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name of the supplier / authorized dealer) Whereas  
\_\_\_\_\_  
\_\_\_\_\_  
(Name & address of the manufacturer) who are official  
manufacturer of \_\_\_\_\_(Name of the instrument) having factory at  
\_\_\_\_\_  
(Address of the factory) do hereby authorize \_\_\_\_\_(name  
of the supplier / authorized dealer) indicated above, the purpose of which is to provide the  
following instrument , viz., \_\_\_\_\_manufactured by us  
\_\_\_\_\_and to subsequently negotiate and sign the contract.

Name : \_\_\_\_\_

In the capacity of : \_\_\_\_\_

Signed & stamped : \_\_\_\_\_

Duly authorized to sign the authorization for and on behalf of : \_\_\_\_\_

Date : \_\_\_\_\_

**ANNEXURE “B”**

Undertaking (on official letterhead)

This is to certify that M/s\_\_\_\_\_address\_\_\_\_\_has not ever been blacklisted from / any / by University / Organization / Government Agency, etc., for any reason, at any point of time and no legal case / proceedings against the bidder / agency / supplier / manufacturer, etc., is pending, as on date.

(Dated, signed and stamped by the authorized person)

## ANNEXURE “C”

Technical details for providing the Instruments

1.	Name and address of the agency / bidder / manufacturer / supplier, etc.	
2.	Contact person, with phone number, mobile number, and e-mail id	
3.	Year and month of establishment	
4.	Type of firm / organization (Proprietary / Private Public / Govt.)	
5.	Copy of registration if applicable	
6.	Total annual financial turnover in the last three financial years (attach audited copy)	
7.	GST / sales tax registration number	
8.	Income tax number (PAN / TIN)	
9.	Quality certification number / licence, if any	
10.	Since when engaged in providing / manufacturing scientific instruments	
11.	Experience in domain expertise	
12.	Name and address of the Universities organizations etc. where the said instruments have been supplied and installed (Satisfactory user Report may be demanded by the University)	

Certified that all the terms and conditions of this TENDER are acceptable by us.

(Authorized signatory)

with full name, designation and stamp,  
contact numbers, e mail id, etc.

**ANNEXURE “D”**

<b>Sr. No.</b>	<b>Specification asked</b>	<b>Specification of the instrument quoted</b>	<b>Comply/Better</b>

**Technical Documents**

<b>Sr.No</b>	<b>Discretion</b>	<b>Bidders Response (Yes/No)</b>
1	Authorization certificate from the manufacturer of equipment	
2	Copy of PAN card.	
3	Copy of latest income tax return.	
4	List of institutions where equipments have been installed successfully.	

## SPECIFICATIONS

**Name of Instrument: Plant Growth Chamber with Two Years Warranty.**

**Quantity: One only**

**Make: Orbitek, Saveer Biotech, Conviron , Bionics Scientific Technologies(P) Ltd. Newtronic or any other equivalent make**

<b>Item</b>	<b>Specifications</b>
<b>Make</b>	Orbitek, Saveer Biotech, Conviron , Bionics Scientific Technologies(P) Ltd. Newtronic or any other equivalent make
<b>Capacity</b>	≤ 500 litre
<b>Temperature Range</b>	10-35°C with lights on
<b>Temperature Deviation alarm</b>	Audible and Visible
<b>Humidity</b>	At least up to 80%
<b>Material</b>	SS-304
<b>Lights illumination</b>	LED Lamps/PAR Lamps/ Fluorescent lamps
<b>Shelves</b>	Adjustable shelves
<b>Cooling</b>	Hermetically sealed CFC free Compressor
<b>Power Supply</b>	220/240 volts

Head  
Department of Botany  
M.D.U.-Rohtak